



## HUMAN RESOURCE POLICY

### **9.0 EMPLOYEE WELLNESS** **9.02 HEALTH AND SAFETY**

#### **Purpose**

This policy applies to all employees of the Information and Privacy Commissioner (IPC) and seeks to ensure, insofar as is reasonably practicable, the health and safety of all employees. It provides a standardized requirement for incident reporting for incidents involving a near miss, injury or death and investigation that captures information for the IPC to implement corrective actions and identify trends and issues to be proactive in preventing injury or harm.

#### **Policy**

The IPC values the health and safety of its employees and is guided by the principles and requirements of *The Saskatchewan Employment Act, Part III*. The IPC is committed to ensuring the health, safety and wellness of employees through incident prevention and reporting. It will investigate all incidents in an effort to eliminate, or control, hazards in the workplace. The legislation requires the IPC to protect the health and safety of agents, self-employed persons, and contractors that are performing work on its behalf. To meet this legislative requirement, the IPC has designated Safety Wardens and established an Occupational Health and Safety Committee (OH&S Committee).

To support and fulfill our commitment to health and safety; IPC supervisors will:

- Provide and maintain a safe and healthy environment. This includes protecting employees from violence, discrimination and harassment. Related IPC policies include 9.06 Violence Free Workplace and 2.03 Anti-Harassment and Respectful Workplace.
- Provide appropriate training related to the specific job requirements and orientation to working environment (see IPC's Orientation of New Employees Checklist – Policy 1.08 for details).
- Comply with legal requirements and follow accepted workplace practices.

IPC employees will:

- Take responsibility for their work habits.
- Protect their health and safety and that of their co-workers.
- Not initiate or participate in the harassment of any other person.

- Co-operate with others who are acting under authority of IPC related policy or *The Saskatchewan Employment Act, Part III*.
- Educate themselves about any hazards at work and how to control them.
- Familiarize themselves with Harvard's Emergency Procedures as presented by the designated IPC Safety Wardens.
- Participate in health and safety training.
- Raise any health and safety concerns such as workplace hazards and/or threats of violence with supervisor or other managerial authority and/or the OH&S Committee as soon as they become evident.

## Safety Wardens

Employees volunteer to act as the IPC's Safety Wardens. Safety Wardens attend annual training from the property manager/building operator pertaining to the building's emergency procedures, adopt and adapt these procedures to create internal procedures specifically for the IPC. These procedures are then presented to all other IPC employees.

## Health and Safety Committee

The IPC has established an OH&S Committee whose prime responsibilities are to advise, assist and recommend to others how to deal with workplace health and safety concerns. In addition, the OH&S Committee has a duty to regularly inspect the workplace, conduct accident investigations, and investigate refusals to work. The OH&S Committee is responsible for assisting the Commissioner with safety education.

Membership in the OH&S Committee is voluntary. It shall consist of at least two representatives, one employee co-chairperson and one employer co-chairperson. The employee co-chairperson shall be elected pursuant to clause 4-6(1)(a) of the OH&S Regulations and the employer co-chairperson shall be appointed pursuant to clause 4-6(1)(b) of the OH&S Regulations.

Minutes of the OH&S Committee can be viewed under the OIPC drive /OH&S/OHC meeting minutes.

**Note:** for more information, please see the IPC Guidelines for Policy 9.02 Health and Safety.

## Authority

*The Freedom of Information and Protection of Privacy Act*, section 43.1

## Influencing Sources

Saskatchewan Public Service Human Resource Manual, Section 705

*The Saskatchewan Human Rights Code*

*The Saskatchewan Employment Act, Part III*

*The Occupational Health and Safety Regulations, 2020*

Legislative Assembly Service Human Resource Policy 9.3

IPC Policy 9.06 Violence Free Workplace

IPC Policy 2.03 Anti-Harassment and Respectful Workplace

Minutes of the Occupational Health and Safety Committee

IPC Guidelines for Policy 9.02 Health and Safety

Harvard Emergency Procedures