



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### **9.0 EMPLOYEE WELLNESS**

#### **9.02 HEALTH AND SAFETY**

##### **Purpose**

This policy applies to all employees of the IPC and seeks to ensure, insofar as is reasonably practicable, the health and safety of all employees.

##### **Policy**

The Information and Privacy Commissioner (IPC) values the health and safety of its employees and is guided by the principles and requirements of *The Saskatchewan Employment Act, Part III*.

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

- Provide and maintain a safe and healthy environment. This includes a duty to protect 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.

In addition, 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 support the commitment to health and safety, 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 another worker.
- 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.
- Participate in health and safety training.
- Raise any health and safety concerns with supervisor or other managerial authority.

## **Health and Safety Committee**

The IPC has established an Occupational Health and Safety Committee whose prime responsibilities are to advise, assist and recommend to others how to deal with workplace health and safety concerns. In addition, the committee has the duty of regularly inspecting the workplace, conducting accident investigations, and investigating refusals to work. The committee is responsible for assisting the Commissioner with safety education.

Membership in the Occupational Health and Safety Committee is voluntary. When necessary, employees shall be appointed to serve on the Health and Safety Committee. The committee shall consist of at least two, one management and one employee representative.

Minutes of the Occupational Health and Safety 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

*Saskatchewan Human Rights Code*

*The Saskatchewan Employment Act, Part III*

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