

# Occupational Health Committee Minutes

For Saskatchewan workplaces

Per section 4-5 of *The Occupational Health and Safety Regulations, 2020*

A committee shall:

- record minutes of each meeting in a format provided by the ministry and keep the minutes on file with the committee;
- post a copy of the minutes at a location that is readily accessible to workers at the place of employment until all concerns in the minutes are resolved.

The employer shall maintain a copy of the minutes and have them readily available for inspection by a committee member or an occupational health officer.

**Complete all information. Add additional rows and pages as required.**

Name of employer							
Address					Total number of workers in the workplace		
Postal code		Phone					
Worksite address (if different than above)					Meeting date		
Postal code		Phone			Date of next meeting		
Email					Date of last meeting		
Employer co-chairperson				Worker co-chairperson			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent

Item date/ number	Problem or concern Give full explanation and details Divide old/new concerns	Action taken or proposed Name of person responsible	Target date

Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)

<p><b>Distribute copies as follows:</b>          Copy 1 – Permanent committee files          Copy 2 – Employer copy          Copy 3 – Post on committee board for workers' information</p>	<p>To the best of my knowledge the above is an accurate record of this meeting</p> <p style="text-align: center;"> <span style="display: inline-block; width: 200px; border-bottom: 1px solid black; margin-right: 50px;"></span> <span style="display: inline-block; width: 200px; border-bottom: 1px solid black;"></span> </p> <p style="text-align: center;"> <span>Employer co-chairperson</span> <span style="margin-left: 150px;">Worker co-chairperson</span> </p> <p style="text-align: right;">Page ____ of ____</p>
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