

Division	Health and Safety
Policy Title	Safety and Environment Meetings Standard
Issue Date	3/13/2019
Revision Frequency	3 years

POLICY STATEMENT

Outlines the rationale of the policy, describing what is being adhered to

Purpose:	This standard supports the SaskPower Health, Safety and Environment Policy and specifies the requirements for implementing deviation from any safe work method at SaskPower.
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APPLICABILITY

Outlines who the policy applies to

Applies to:	All SaskPower employees and contractors
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REQUIREMENTS

Outlines what the company/individuals must do going forward

Responsibilities:	<p><u>Method / Practice</u></p> <p>Planning a Safety and /or Environment Meeting</p> <ul style="list-style-type: none"> • The chairperson or their designate shall: <ul style="list-style-type: none"> ○ Secure a meeting location. ○ Develop and distribute an agenda to all invitees. ○ Ensure meeting begins with a Safety Moment. • Safety and Environment agendas shall be filed, or direction provided to them in the Safety/Environment management system software. They may contain:
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	<ul style="list-style-type: none"> ○ Review of minutes of the previous local safety/environment meeting, including status on any concerns previously raised. ○ Review of incidents reported since the last meeting, including status of corrective actions recommended and / or taken. ○ Review of planned inspections conducted since the last meeting, including corrective actions. ○ Review minutes of previous OHC meeting (Safety). ○ Comments and concerns of work. ○ Presentation of a safety and environment topic. ○ Review safety and/or environment policies, standards, procedures and briefings. ○ Review work observation findings and trending. ○ Remind employees to check the expiry date on documents to ensure most current version is being used. ○ Where applicable, ensure that terms of reference are developed, adhered to and reviewed on a regular basis. ○ Where available, refer to SafetyNet for Safety and ISO 14001 workstation for Environment meeting agenda templates. <p>Frequency of Meetings</p> <ul style="list-style-type: none"> ● Divisions shall establish and document safety meeting frequency. At a minimum, safety meeting frequency shall be: <ul style="list-style-type: none"> ○ Twice per year for office workers; ○ Four times per year for field workers; ○ Consistent with requirements noted in Occupational Health and Safety Legislation, OHC committee terms of reference and/or local procedures for hazard and risk assessment. ● Divisions shall establish and document environment meeting frequency and when practical coincide with Safety meetings. <p>Safety/Environment Meeting Document / Data Control</p> <ul style="list-style-type: none"> ● Meeting minutes shall be documented and recorded in the Safety/Environment management system software. ● Meeting action items shall be documented.
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	<ul style="list-style-type: none"> • Meeting action items shall document progress towards completion. • Action items must be completed before closure. • Supervisors are to provide and review the meeting minutes and supporting information with employees that were absent from the meetings.
Governance:	<ul style="list-style-type: none"> • Health and Safety Council approves Health and Safety Standards and endorses Health and Safety Policies. • The PPEAC approves the Health and Safety Policies. • The SaskPower Board approves the General Health, and Safety and Environment Policy

RESOURCES

Outlines any additional materials, info, or documents

Related Internal Policies and Standards:	<ul style="list-style-type: none"> • General Health, Safety and Environment Policy • Safety and Environment Agenda Template • Safety and Environment Minutes Template
External References:	<ul style="list-style-type: none"> • The Occupational Health and Safety Regulations, 1996 (Saskatchewan), Part III, General Duties • Employment Act, 2014
Additional Information:	<p><u>Appendices</u></p> <ul style="list-style-type: none"> • None <p><u>Definitions:</u></p> <p>Action Items Corrective actions or preventative actions that have arisen in response to a meeting, audit, inspection or investigation. Action items are assigned to a specific person, with a target date for completion.</p> <p>Environment Meeting A forum used for ongoing environment awareness and exchange of environmental information. The meetings serve to</p>

	<p>communicate environment information and concerns throughout the organization. Environment meetings at SaskPower include department and management meetings.</p> <p>Meeting Agenda</p> <p>A document that outlines the topics to be covered in the meeting, as well as the location, attendees, date and time of the meeting.</p> <p>Meeting Minutes</p> <p>A document that captures “old business” from previous meetings, “new business” from the current meeting and other areas of concern. Meeting minutes also capture the date, time, location, attendees and the chair of the meeting.</p> <p>Occupational Health Committee (OHC)</p> <p>Comprised of committee members including employees and management. The committee is led by a management co-chair and a worker co-chair. In general terms, the OHC assists the employer and workers in preventing occupational incidents and illnesses.</p> <p>Safety Meeting</p> <p>A forum used for ongoing safety awareness and exchange of safety information. The meetings serve to communicate safety information and concerns throughout the organization. Safety meetings at SaskPower include department, management, peer group and OHC meetings.</p> <p>Safety Moment</p> <p>A Safety Moment will begin all meetings that include five or more people. A Safety Moment is an opportunity to discuss how safety activities or decisions, or lack thereof, has impacted or has the potential to impact employees at work or at home. Typically, the discussion is 2-5 minutes at the start of a meeting. The chairperson is responsible to ensure a Safety Moment is completed.</p> <p>Tailboard Meeting</p> <p>A meeting conducted at the job site by the workers to assess the adequacy of the job plan, and to ensure that all hazards/aspects are identified and mitigated as identified on the Hazard/Aspect and Risk Assessment.</p>
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Ownership & Inquiries

Position Owner	Director
Business Department	Health and Safety
Contact Person	Safety Care Line
Approved by	Health and Safety Council
Date	1/16/2019
Contact Information	306-566-6200 or safetycare@saskpower.com

Document History

Revised by	Revision Purpose	Date
Health and Safety Department	Three Year Review – no major revisions	3/13/2019
Health and Safety Department	New Standard	10/6/2014

Appendix A: Deviation from Safe Work Procedure Form

Each deviation from a Safe Work Procedure, Standard Operating Procedure or Fatigue Management Standard, no matter how similar, must be reassessed. It must be understood that this is a **one-time** deviation only. A copy of all Deviation Forms shall be sent to the Health & Safety Department via the Safety Care Line at safetycare@saskpower.com.

Any deviation must be discussed with and signed off by the Supervisor prior to the beginning of the work. The deviation must be identified in the amended job plan and HARA.

The approved deviation form and the applicable HARA must be filed as per the SaskPower List of Records and include the date and time of beginning and end of the deviation.

A follow-up to the deviation must be completed by the Manager to assess whether the deviation should be incorporated into the original Procedure or Standard.

Work Description:

Describe the deviation:

Hazards Involved and how they will be controlled:

Review each question below.	Yes	No
Does the above listed work conflict with SaskPower Policies, Standards, Safety and Environment Rulebook, standardized work methods, procedures or guidelines?		
Could the above listed work cause an unsafe condition(s)?		
Is the risk associated with the agreed upon deviation greater than the practice that is being deviated from? If the answer is yes, stop, reassess reason for deviation, if there is no solution, inform out of scope supervisor or Director, as applicable.		
Is there 100% agreement to the deviation by all employees involved in the deviation including the Out of Scope Supervisor?		

Review each question below and provide the applicable documentation and/or explanation.	Yes/No	Explanation/Details
Has a pre-job HARA taken place?		
Did the HARA determine the scope of the possible deviation? The pre-job HARA will include a proposal of the process and change.		
Has the Out of Scope Supervisor been contacted to discuss the need to deviate from the established Safe Work Procedure or Fatigue Management Standard?		
What is the deviation from safe work procedure? This must be in written form (use of this template is acceptable).		
<p>Have the following questions been answered and documented by the Out of Scope Supervisor in consultation with the employee(s) involved.</p> <ul style="list-style-type: none"> a) What is the reason for the deviation? b) Why can't the job be done by following the Safe Work procedure or Fatigue Management Standard? c) If it cannot be followed, what is a safe way to complete the task? d) What additional barriers will be implemented to mitigate the adverse consequences to make the risks associated with the procedure acceptable? e) Can any other alternative steps be taken to complete the task safely? f) How long will the deviation last (start and end times with date) g) Who is involved, impacted. 		

Signature and title of Out of Scope Supervisor(s) /Manager/Director, as applicable.

Appendix B: Job Aid - Safety Document Definitions

HSE Briefing	A tool to share information on a health, safety and/or environment policy, standard, process or initiative, with a purpose to provide necessary information to employees in an effective manner, using targeted communications. The briefing has frequently asked questions and also assists supervisors in how to deliver the briefing, as it outlines the reference materials and other tools needed for effective communications.
HSE Guideline	A guide or indication of direction to be considered as an aid in decisions to be made regarding actions to be taken.
HSE Program	An established planned and coordinated plan of action to complete or achieve a specific purpose.
Policy	A high level statement of principles outlining the obligations to which the company is committed. All standards, practices and procedures must comply with the intent of the corporate policy.
Process	The description of a situation-specific series of actions, changes or functions required to execute a routine activity.
HSE Work Practice	A process for performing work correctly and safely and it is not dependent on a step by step procedure.
HSE Work Procedure	A description of how to do a job from start to finish, incorporating appropriate health, safety, environment and security requirements.
HSE Standard	A framework outlining the expectations in a particular subject area.
SOP On-line	A software solution that is a collection of procedures and practices.