



## **Safety and Environment Meetings Standard**

### **1.0 PURPOSE**

This standard supports the Health, Safety and Environment Policy and specifies the requirements for safety and environment meetings at SaskPower. The understanding is that when practical Safety and Environment meetings will coincide.

### **2.0 DEFINITIONS**

#### **2.1 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.

#### **2.2 Environment Meeting**

A forum used for ongoing environment awareness and exchange of environmental information. The meetings serve to communicate environment information and concerns throughout the organization. Environment meetings at SaskPower include department and management meetings.

#### **2.3 Meeting Agenda**

A document that outlines the topics to be covered in the meeting, as well as the location, attendees, date and time of the meeting.

#### **2.4 Meeting Minutes**

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.

#### **2.5 Occupational Health Committee (OHC)**

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.

#### **2.6 Safety Meeting**

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.

#### **2.7 Safety Moment**

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.



## 2.8 Tailboard Meeting

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.

## 3.0 METHOD/PRACTICE

### 3.1 Planning a Safety and /or Environment Meeting

The chairperson or their designate shall:

- Secure a meeting location.
- Develop and distribute an agenda to all invitees.
- Meetings shall begin 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:
  - 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.

### 3.2 Frequency of Meetings

- 3.2.1 Divisions shall establish and document safety meeting frequency. At a minimum, safety meeting frequency shall be:
- 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.
- 3.2.2 Divisions shall establish and document environment meeting frequency and when practical coincide with Safety meetings.

### 3.3 Safety/Environment Meeting Document / Data Control

Meeting minutes shall be documented and recorded in the Safety/Environment Software system.

Meeting action items shall be documented.

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.



## **4.0 REFERENCES**

### Saskatchewan

- The Employment Act, 2014
- The Occupational Health and Safety Regulations, 1996

### SaskPower (Located on SafetyNet)

- Health, Safety and Environment Policy
- Safety, Environment and Enterprise Security Management Policy
- Safety and Environment Agenda Template
- Safety and Environment Minutes Template