

# OHS 101: Series of Seven Required Education for Frontline Healthcare Workers

Supplemental Information to Safety Education For :  
Home Operators, Healthcare Managers, Supervisors,  
Directors, and Frontline Healthcare Workers

**PURPOSE:** A summary document which outlines SASWH's "OHS 101: Series of Seven Educational Modules on Occupational Health and Safety". These modules are designed as supplemental information to support healthcare workers and employers and are not intended to replace required safety education and training.

## Module 1: Legislative Compliance and Role Clarity

The *Saskatchewan Employment Act* (SEA) is the **legislation used to regulate employment in Saskatchewan**. It establishes the minimum standards for basic conditions of employment, such as minimum wage, work hours, overtime, leaves of absence, and termination notice and pay. It also outlines the legal rights and duties of employers and workers. The *Act* also sets the general, legislated safety standards and requirements for occupational health and safety in the province. There are many system partners that support effective application of this legislation, each with roles and responsibilities to ensure and promote safety in the workplace. This module takes the learner through some historical pathways and leads to a view of the current state of health and safety in healthcare.

## Module 2: Violence Prevention

Violence in healthcare is increasing. Unfortunately, it has become normalized and remains an area that is under reported. The focus of this module is to highlight and share the online tools and resources that are available to healthcare teams to assess the risk of violence in their workplace. It is the intention of this module to bring about greater awareness, work to increase reporting and to actively engage in a strategic approach that calls us all to collaborate for system improvement in this area.

***“Violence” is: the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statements or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.***

## Module 3: Safety Management System (SMS)

There are many Safety Management Systems (SMS) templates and frameworks that support an employer to ensure safety in the workplace. This module provides some historical context to the development of the current Safety Management System that was built in partnership with the Ministries and the former Health Region Occupational Health and Safety Representatives. It was developed to ensure there was a systemic approach to protect the health and safety of the employers’ workers. It is comprised of six elements:

- Management & Leadership
- Training & Communication
- Incident Reporting & Investigation
- Hazard Identification & Control
- Inspections
- Emergency Response

This module bridges in the SMS Basics online course that is available to all healthcare team members.

## Module 4: Exposure Control Plan

In occupational health and safety, the effectiveness of protecting workers from injury and hazards relies on comprehensive planning and implementation. Exposure control plans play a key role in mitigating risks to ensure workplace safety.

Employers are required to have a written exposure control plan (or plans) readily available to all workers. This module will cover off the essential content of an exposure control plan, such as:

- The identification of workers that may be required to handle, use or produce an infectious material or organism and that are likely to be exposed to hazardous materials at the place of employment;
- Identify categories of tasks and procedures that may put a worker at risk of exposure;
- Identify the routes in which the infectious material may enter the body.

## Module 5: Effective OHC Work

The greatest lever of change to support occupational health and safety is a workplace is an effective, functional Occupational Health and Safety Committee (OHC). This module brings about some recommendations for discussion on what makes for an effective committee, and will highlight the benefits of using “The Master Plan”.

A committee’s role is to monitor the workplace, give advice, and make recommendations to the employer for eliminating/controlling hazards in the pursuit of workplace health and safety. OHC’s do not have direct responsibility for correcting hazards at their workplace. This module is an excellent bridge to the required Occupational Health and Safety Level I and Level II training offered to support members to better understand health and safety in the workplace and the role of the committee.

## Module 6: Safety for Supervisors

Safety for Supervisors is a legislative requirement that introduces supervisors to their legal responsibilities for health and safety in the workplace. This module includes how to locate information relevant to their workplace in the Saskatchewan legislation; it also includes the roles, duties, and competencies of everyone within the OH&S responsibility

system. It will detail specific roles and duties for health and safety such as hazard identification, risk assessments, and hazard controls as these relate to workplace inspections, investigation of incidents, and work refusals. This module is a bridge to the required Safety for Supervisors training.

***"Supervisor" is: an individual who is authorized by an employer to oversee or direct the work of the employer's worker.***

## Module 7: System Partners in Safety

SASWH is fortunate to have many system partners who are dedicated to the shared goal of supporting health and safety in healthcare workplaces. This module provides clarity on different system partners and the roles and responsibilities they each have regarding workplace safety.

Have a question or need additional information  
on health and safety training programs?

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**SASWHSK**

SASWH is the safety association for G22 (healthcare) workplaces in Saskatchewan.

We offer a variety of safety training programs, including...

Transferring Lifting Repositioning (TLR®) ▪ Professional Assault Response Training (PART®) ▪ WHMIS ▪ OHC Level I & II ▪ Workplace Assault Violence Education (W.A.V.E.®) ▪ respirator fit testing ▪ ergonomic assessments