

MEMORANDUM OF UNDERSTANDING

BETWEEN:

Workers' Compensation Board, Province of Saskatchewan

-and-

Advanced Education, Employment and Labour

WHEREAS the Saskatchewan Workers' Compensation Board (WCB) and the Saskatchewan Ministry of Advanced Education, Employment and Labour (AEEL) share a mutual commitment to work towards eliminating occupational injuries and disease;

AND WHEREAS the WCB and AEEL also share a commitment to annually establish mutually agreeable targets to the reduction in the lost time injury rate in pursuit of ZERO injuries;

AND WHEREAS the WCB and AEEL wish to work in partnership on the development of an on-going integrated, coordinated and multi-faceted provincial prevention strategy to motivate workplace parties to improve their occupational health and safety standards, attitudes, behaviours, and outcomes.

AND WHEREAS the WCB and AEEL wish to record the terms of their mutual understanding on the development, implementation and management of the prevention strategy by this Memorandum of Understanding

NOW THEREFORE WCB and AEEL AGREE AS FOLLOWS:

WorkSafe Saskatchewan

1. The prevention strategy shall be called "*WorkSafe Saskatchewan*"

Mission, Objective and Activities

2. The mission of *WorkSafe Saskatchewan* shall be to create a workplace culture that prevents occupational illness and injury. Its objective shall be to develop a provincial strategy based on collaboration between the WCB and AEEL to ensure the most effective and efficient use of their respective resources. The joint strategy shall include such matters as:
 - Complete harmonization of planning process
 - Promoting prevention and safety
 - Targeted proactive field services, including education, training and inspections
 - Supportive public policy
 - Facilitating education and training
 - Use of standardized data set and analytical process

- Sharing available resources and information to develop and coordinate initiatives that advance prevention activities
 - Partnerships with other groups concerned with *WorkSafe Saskatchewan* mission objectives.
3. The activities of *WorkSafe Saskatchewan* shall be planned under the direction of a Steering Committee, and carried out by a Working Group, as set out below.

Steering Committee

4. The Executive Director of Occupational Health and Safety (OHS) and the Chief Executive Officer (CEO) of the WCB shall co-chair the Steering Committee. The Steering Committee shall have an equal number of representatives from WCB and OHS and shall consist of a minimum of four members and a maximum of eight members including the co-chairs. The Vice President of Prevention, or designate, of the WCB and the Director of Partnerships, or designate, of OHS shall be two members of the Steering Committee. The Steering Committee shall be established and its first meeting shall take place no later than 30 days following the execution of this agreement.
5. Each governing body shall submit its ideas to further *WorkSafe Saskatchewan* to the Steering Committee for integration into the provincial strategy.
6. All decisions of the Steering Committee shall be by unanimous consent and in accordance with the terms of this agreement and the mission and objective of *WorkSafe Saskatchewan*. From the outset, the Steering Committee must obtain consensus on the following key elements: Governance, Planning, and Budget.
7. The Steering Committee shall hold regular meetings no less than once every three months. Either co-chair may call a meeting upon 10 days written notice to the other co-chair. Two or more persons, including co-chairs or their designates and at least one person from each party, shall constitute a quorum.
8. The Steering Committee shall provide copies of *WorkSafe Saskatchewan* minutes to the Associate Deputy Minister (ADM) of AEEL and the Chairperson of the WCB. The Co-chairs of the Steering Committee shall meet with the ADM and Chairperson, at a minimum, on an annual basis on all matters pertaining to *WorkSafe Saskatchewan*, including any specific information or analysis that either the ADM or Chairperson may request.
9. The Steering Committee shall undertake an annual strategic planning process. At a minimum, the Steering Committee will:
- Review the mission of *WorkSafe Saskatchewan*
 - Establish measurements and targets
 - Establish the objectives of *WorkSafe Saskatchewan*
 - Develop the strategic plan and approve the operational plan

Working Group

10. The working group shall have an equal number of representatives from WCB and OHS and shall consist of the required number of members to undertake the required actions as determined by the co-chairs. The working group, reporting to the Steering Committee, will be co-chaired by the Executive Director, Prevention, or designate, of the WCB and the Director, OHS Partnerships and Strategic Programs, or designate, of OHS and shall be responsible for the development of the annual operational plan required to execute the approved plan. The operational plan shall include the specific activities, accountabilities, measurements, and budgetary implications. The implementation of the operational plan may also require the development of a project plan, which will also be the responsibility of the working group.
11. The working group shall meet, at a minimum, monthly and provide its minutes and report against plan to the steering committee within seven business days of the meeting. The working group shall attend the quarterly meeting of the steering committee as required and provide quarterly and annual reports.
12. The working group shall annually undertake an operational planning process flowing from the strategic plan developed by the Steering Committee. At a minimum the working group shall establish the objectives and activities of *WorkSafe Saskatchewan* along with measurable targets, including multi-year initiatives and results.

WorkSafe Budget

13. WorkSafe Saskatchewan objectives and activities shall be budgeted in accordance with the budget protocol established by the steering committee taking every precaution to ensure there is no duplication of resources in the OHS and WCB budgets.

WorkSafe Saskatchewan Logo

14. All projects, publications, programs or other activities carried out as part of the prevention initiative pursuant to this memorandum shall carry a "*WorkSafe Saskatchewan*" logo, to be approved by the Steering Committee.
15. The WCB and AEEL further agree that the latest reproductions, either written or electronic, of any of their respective existing prevention publications or promotional and educational tools, may carry the *WorkSafe Saskatchewan logo* if approved for such designation by the Steering Committee.

Transparency

16. The WCB and AEEL agree to publish annually, on their respective websites; this agreement as amended from time to time, along with the current budget, strategic plan, operating plan, and a jointly prepared Annual Report on the progress achieved.

Exclusive Jurisdiction

17. Nothing in this agreement is intended in any way to encroach or modify the exclusive jurisdiction of either party on matters relating to the WCB mandate to administer the Workers' Compensation Act according to its policies and procedures or the OHS mandate to administer the Occupational Health and Safety Act on matters related to enforcement/compliance, inspections, investigations, exemptions, appeals and interpretations as set out in its Policy and Procedures Manual. While each party respects the other's exclusive jurisdiction, each party is committed to working to harmonize and coordinate plans, objectives, activities, and targets for the purpose of developing and implementing a provincial prevention strategy.

Termination of Agreement

18. Either the WCB or AEEL can terminate this agreement upon six months notice in writing to the other party.

Term

19. This Memorandum of Understanding shall come into effect upon its execution and shall remain in force until such time as either party gives notice of termination pursuant to clause 18. The parties shall review the agreement annually each January. If as a result of the annual review the parties agree to change any or all of the terms of the agreement, such changes will be agreed to in writing and appended to this agreement.

WCB and AEEL hereby each agree and accept the terms of this Memorandum of Understanding, as witnessed by the signatures of their respective representatives.

Mike Carr, Associate Deputy Minister
Advanced Education, Employment and Labour

Date

David Eberle, Chairman
Worker's Compensation Board of Saskatchewan

Date