



Provincial Review Process Form

Complete for all submissions:

Current Provincial Job Description Title and Number Date: August 24, 2021
Job #59 – Healthy Workplace Coordinator

Region/Employer Facility

Department Mailing Address

Instructions:

Does the *Provincial Job Fact Sheet* represent your job?

Yes
 Complete this page only

No
 Complete documentation as required

Documentation Required:

1. *Provincial Review Process Form*
2. Amended current *Provincial Job Fact Sheet* (cross out what no longer applies and add in additional information)

Timelines:

Employee(s) date of completion: **October 5, 2021**
 (and submitted to OOS Supervisor)

OOS Supervisor date of completion: **November 16, 2021**
 (and submitted to Employer HR)

Employer Human Resources:
 (and submitted to JJEMC) **November 30, 2021**

Employee and/or Group Contact Information:

For Group Submissions, Signature Page (Page 2) must be completed by all members of the group

Employee Name	Signature
E-mail Address	Work Phone
	Home Phone

OOS Supervisor Contact Information:

OOS Supervisor Name	Signature
OOS Supervisor Job Title	Work Phone
E-mail Address	Home Phone

Human Resources (HR) Contact Information:

HR Contact Name	Signature
HR Job Title	Work Phone
E-mail Address	

Addresses and Fax Numbers for Human Resource Departments of the former Health Regions:

Former Cypress Health Region
429 - 4th Avenue N.E.
Swift Current, SK S9H 2J9
Fax: 778-5157

Former Five Hills Health Region
55 Diefenbaker Dr.
Moose Jaw, SK S6J 1M5
Fax: 694-0388

Former Heartland Health Region
P.O. Box 2110
Site #10, Highway 4 South
Rosetown, SK S0L 2V0
Fax: 882-1389

Former Keewatin Yatthé Health Region
Box 40
Buffalo Narrows, SK S0M 0J0
Fax: 235-2229

Former Kelsey Trail Health Region
Box 389
400 – 6th Street East
Nipawin, SK S0E 1E0
Fax: 862-2400

Former Mamawetan Churchill River Health Region
Box 6000, 227 Backlund Street
La Ronge, SK S0J 1L0
Fax: 425-5432

Former Prairie North Health Region
3820 – 43rd Avenue
Lloydminster, SK S9V 1Y5
Fax: 825-9880

Former Prince Albert Parkland Health Region
1521 – 6th Avenue
Prince Albert, SK S6V 5K1
Fax: 765-6431

Former Regina Qu'Appelle Health Region
2180 23rd Avenue
Regina, SK S4S 0A5
Fax: 766-5147

Former Saskatoon Health Region
c/o Human Resources
715 Queen Street
Saskatoon, SK S7K 4X4
Fax: 655-6220

Former Sun Country Health Region
Box 2003, Souris Valley Road
Weyburn, SK S4H 2Z9
Fax: 842-8740

Former Sunrise Health Region
270 Bradbrooke Drive
Yorkton, SK S3N 2K6
Fax: 786-0741

SAHO email - Contact@SAHO.ca

If you work for an AFFILIATE or EXTENDICARE, please send to your Human Resources contact/Administrator.

**SIGNATURE PAGE
FOR GROUP SUBMISSION**

**All members participating in this group submission
must complete this page**

Please Print Clearly

Print Name	Signature

Attach more pages if necessary