

This sample procedure should be customized to fit the needs of your company. It should be integrated into other procedures and processes, such as Emergency Prevention and Preparedness. This is not meant to be used as-is, but should be adjusted to reflect your company needs.

[insert company info here]

HEALTH AND SAFETY ACCOUNTABILITIES

Date of Issue: choose issue date	Review Date: choose date for review
Written by: person(s) who wrote document	Date: insert date written
Reviewed by: person(s) who reviewed	Date: insert date written
Approved by: person responsible for process	Date: insert date written

PURPOSE

Health and safety legislation defines personal responsibilities for health and safety and imposes penalties in instances where these obligations are breached, resulting in the exposure to health and safety risks.

This procedure defines the specific responsibilities and accountabilities for the implementation of [Company Name's] Health and Safety management system to ensure obligations are met and a safe and healthy environment is provided for all.

SCOPE

The effectiveness of a health and safety management system is dependent upon all managers, workers, supervisors and visitors playing their part. This procedure sets out the specific responsibilities each party must take to ensure a safe and healthy working environment for all. This procedure applies to all [Company Name] employees at all levels, as well as visitor.

RELATED DOCUMENTATION

External

- Ontario Occupational Health and Safety Act (OHSA) and associated regulations

Internal

- Roles and Responsibilities Procedure
- Legal Risk Registry

DEFINITIONS

OHSA	Occupational Health and Safety Act
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ROLES & RESPONSIBILITIES

Management

- It is the responsibility of management to ensure that this procedure complies with the applicable provincial OHSA and regulations.
- Ensure the procedure is followed and enforced within all employees
- Management is responsible for ensuring that all personnel have access to and are familiar with this Procedure

JHSC

- The Joint Health and Safety Committee (JHSC), or designated personnel, will review the Procedure on a periodic basis.

PROCEDURE

To ensure responsibilities set out below are taken seriously and fully implemented, individual key performance indicators should be set and monitored where appropriate. This procedure should be used as a guide for determining appropriate key performance areas for the applicable role.

Executive/Senior Management

Executive/Senior Managers are responsible for the development and implementation of [Company Name's] health and safety management system to ensure compliance with health and safety legislation and to protect the health and safety of all involved in [Company Name's] Operations. In particular the following responsibilities fall to members of the senior management/executive team:

- The proactive identification and risk assessment of hazards associated with [Company Name's] operations, with a particular focus on the area/s of responsibility;
- Develop documentation and implement suitable control measures with consideration to applicable legislative requirements and standards to ensure the risks are reduced to an acceptable level;
- Provide and maintain safe plant, equipment, systems of work, and working environments under your control, that are safe and without risks to health;
- Provide the information, instruction, training and supervision necessary to ensure the health and safety of workers including the induction of new workers;
- The identification, development, communication and implementation of health and safety policies and procedures required to deliver a safe environment;
- The identification, development and implementation of safe work for tasks requiring these;
- Ensuring that all hazards, accidents and incidents are adequately investigated and resolved;
- Assist with the development and implementation of [Company Name's] HSE plan;
- Ensure the provision of adequate resources for the resolution of health and safety matters;
- Ensure direct reports are held accountable for HSE responsibilities and performance monitored as part of the performance review process;
- Consult with relevant stakeholders on HSE matters;
- Ensure adequate time is devoted to HSE matters; and
- Participate in at least one HSE related training course every 12 months.

Supervisors

Supervisors are responsible for taking all practical measures to ensure that the work area under their control is safe and without risk to health, and that all persons within the work area take reasonable care to ensure their safety and the safety of others. This is achieved through :

- The proactive identification, assessment and control of all hazards or risks within the work environment, work processes and activities, plant and substances used within their areas of responsibility;
- Ensuring familiarity with any relevant legislation relating to their areas of control and disseminating information and changes effectively;
- Providing and maintaining systems of work, and working environments under their control, that are safe and without risks to health;
- Ensuring familiarity and the correct implementation of [Company Name's] health and safety policies and procedures;
- Providing information, instruction, training and supervision necessary to ensure the health and safety of workers including ensuring all new workers are inducted into the safety aspects and emergency procedures of the area;
- Establishing measurable safety goals and objectives for the area of responsibility which are monitored as part of performance reviews and discussed during staff meetings and feedback sessions;
- Ensuring all workplace incidents are reported using the correct form;
- All reported hazards, incidents and accidents are thoroughly investigated and controlled;
- Ensuring regular H&S inspections have been completed in their respective work; areas;
- Ensuring that MSDs, registers and risk assessment records are kept up to date and accessible to all users at all times; and
- Assisting with the implementation, maintenance and support of a return to work program for injured employees.

Workers

Every worker at [Company Name] is responsible for ensuring their health and safety and the safety of others. Workers must work in a safe and healthy manner in accordance with all relevant legislation, [Company Name's] health, safety and environment policies and procedures. In addition, workers are responsible for:

Taking reasonable care of, and cooperate with actions taken to protect the health and safety of both yourself and others;

- Follow safe work practices as provided, including the proper use of any personal protective equipment supplied;
- Following instructions and using plant and equipment correctly provided for their health and safety and the safety of others;
- Participate in health and safety training;
- Report all health and safety accidents, incidents and hazards to their manager as soon as practicable;
- Follow the emergency evacuation procedures;
- Take corrective action to eliminate hazards at the workplace, or report those beyond their control to their immediate manager;
- Support workplace injury management and return-to-work programs in their work areas;
- Ensure the safe storage and use of chemical materials within your area of work/study; and

- Co-operate with management and workers with nominated or elected HSE functions.

Joint Health and Safety Committee (JHSC)

The JHSC has a role in HSE management planning, including:

- Meet at least quarterly.
- Produce quarterly progress reports;
- Undertake workplace/hazard inspections as per legislation;
- Discuss the hazards identified in workplace inspections and assist in the identification of control measures; and,
- Assist with the resolution of health and safety matters

Visitors

Visitors must take reasonable care for their own health and safety and that their acts or omissions do not adversely affect the health and safety of others. They must comply with any reasonable instruction given by the person conducting a business or undertaking that allows it to comply with relevant Workplace Health and Safety legislation.

Dated at _____ this _____ day of _____, 20____.

_____	_____
Signature	Witness
_____	_____
Name & Title (please print)	Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

SAMPLE