

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

HEALTH AND SAFETY RESPONSIBILITIES

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

Under the Occupational Health & Safety Act (OHSA) workers and employers share responsibility for occupational health and safety. This concept of an internal responsibility system is based on the principle that workplace parties are in the best position to identify health and safety problems and to develop solutions. This procedure will ensure health and safety responsibilities are defined and known at all levels in the organization.

SCOPE

This standard applies to all workplace parties, Employer, Management, Supervisors and Workers, working at (*insert company name*) and reflect the requirements from the Occupational Health and Safety Act (OHSA).

RELATED DOCUMENTATION

Internal

- Health and Safety Policy
- All position job descriptions

External

- Occupational Health and Safety Act
- Health and Safety Awareness Training for Workers and Supervisors
- Canada Labour Code

DEFINITIONS

OHSA	Occupational Health and Safety Act
JHSC	Joint Health & Safety Committee
Workplace	Any place in, on, or near where a worker works. It could be a building, an open field, a road, forest, vehicle etc.

ROLES & RESPONSIBILITIES

The Employer/ President is responsible for:

- Providing a safe and healthy workplace including ensuring compliance with Sections 25 & 26 of the Act (Duties of Employers).
- Providing equipment, materials and protective devices (e.g., guards on machines, personal protective equipment, etc.) that are maintained and are in good condition.
- Ensuring machinery and equipment, materials and protective devices are used properly and in a safe manner.
- Providing information, instruction and supervision to employees to protect the health and safety of employees.
- Appointing competent persons as supervisors.
- Only employing a worker over the prescribed age. Not knowingly permitting in or about the workplace anyone under the prescribed age.
- Providing appropriate people the support, resources and authority to carry out their duties and responsibilities.
- Establishing and maintaining a JHSC or H&S Representatives as required.
- Posting a copy of the most current version of the OHSA, pertinent regulations and any explanatory material prepared by the Ministry in an accessible workplace location. The items posted are to be in English and the majority language of the workplace, and it is to outline the rights, responsibilities and duties of employees.
- Providing all employees with training with regards to all health and safety policies and procedures.
- Posting and annually reviewing and re-posting a signed copy of the Health and Safety policy in an accessible workplace location.
- Providing (upon request), in a medical emergency, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner, and to such other persons as may be required by law.
- Acquainting an employee or a person in authority over an employee with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Providing healthy and safe work processes, ensuring safety policies, procedures and practices are developed, communicated and followed, posting and sharing appropriate information and reports, and designing processes to control or eliminate hazards.
- Taking every precaution reasonable in the circumstances for the protection of an employee, including circumstances involving domestic violence that would likely expose an employee to physical injury in the workplace.

- Affording assistance and cooperation to the Joint Health and Safety Committee (JHSC) or a Health and Safety Representative in the carrying out of their functions.
- Providing to the Joint Health & Safety Committee the results of a report relating to occupational health and safety (including written copies of the relevant portions if available). The employer must also advise employees of the results of a report and, if the report is in writing, make available on request copies of the portions concerning occupational health and safety.
- Responding in writing within 21 days to any health and safety recommendations submitted by the Joint Health & Safety Committee.
- Develop and maintain a workplace violence and harassment program. Posting and reviewing the violence and harassment policy on an annual basis and ensuring that the policy is in an accessible workplace location.
- Conduct a workplace risk assessment related to violence and implementing necessary controls and to advise and provide a copy of the assessment to the Joint Health & Safety Committee.
- Notifying a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- Accurately keeping, maintaining and making available to workers affected all records of handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
- Ensuring hazardous materials are stored, labeled, transported and used safely and providing equipment and devices needed to protect the worker.
- Monitoring the levels of biological, chemical or physical agents in the workplace and keeping posted records as necessary.
- Ensuring that the workplace meets all standards limiting the exposure of an employee to biological, chemical or physical agents.
- If required, establishing a medical surveillance program and providing for safety-related medical examinations and tests for employees as prescribed. Only permanent employees who have undergone such examinations are fit to perform the work.
- Where prescribed, providing an employee with written instructions as to the measures and procedures taken for their own protection, and carrying out such training programs for workers, supervisors and committee members as needed.
- Ensuring that all workplace structures meet any standards outlined in the Building Code Act and prescribed by the Ministry of Labour.
- In partnership with management, developing, maintaining and reviewing, at least annually, a health and safety system to implement the company's health and safety policy.

Other Employer Responsibilities include:

- Conducting a formal workplace inspection at least once a year.

- Identifying substandard acts or conditions and taking necessary steps to ensure corrective action.
- Ensuring that all scheduled health and safety training sessions are carried out and completed according to the training timetable.
- Creating a work environment that is free from violence and harassment in the workplace.
- Conducting Incident Investigations and reviewing all forms and ensuring these are discussed at management meetings.
- Actively commending employee and supervisor health and safety performance when it meets or exceeds expectations.
- Performing observations of employee safe work practices during annual workplace inspections.
- Conducting annual evaluations that measure the responsibilities of the supervisors and employees.
- Setting an example by always complying with company rules and wearing the personal protective equipment prescribed.
- Taking appropriate action to resolve any problem supervisor reports with a contractor/subcontractor in the workplace.
- Authorizing, scheduling and practicing plant evacuations at least once annually.

The Supervisor is responsible for:

- Providing a safe and healthy workplace including ensuring compliance with Sections 27 of the Act (Duties of Supervisors).
- Ensuring they are aware of all actual and potential health and safety hazards in their area of responsibility and employees are advised of the existence of any potential or actual danger to their health or safety of which the supervisor is aware.
- Ensuring they conduct or arrange for employee health and safety and hazard-specific training and information sessions.
- Ensuring employees work in the manner and with the protective devices, measures and procedures required by the *OH&SA* and regulations (e.g., wearing safety shoes, confining hair, jewelry or loose clothing around moving parts, etc.).
- Ensuring employees use or wear the equipment, protective devices or clothing required by the company
- Ensuring they are knowledgeable of written measures and procedures to be taken for the protection of a worker and where prescribed, employees are provided with written instructions as to the measures and procedures to be taken for their protection.
- Ensuring every precaution reasonable in the circumstances is taken for the protection of an employee.

Other Supervisor Responsibilities include:

- Supporting a safe work environment that is free from any violence or harassment.
- Reinforcing and demonstrating a positive “health and safety” attitude and working climate and holding information sessions at least monthly with staff on health and safety issues (e.g., safety policies and procedures).
- Showing interest and involvement in the organization’s health and safety performance.
- Upholding safety rules and procedures and supporting enforcement, including disciplinary action. Act as a leader demonstrating the rules, ex. wearing required PPE.
- Developing a working relationship with JHSC members (or HS Representative) and supporting their role.
- Performing informal workplace inspections daily and participating in formal JHSC workplace inspections quarterly. Performing observations of employee safe work practices during quarterly workplace inspections. This includes but is not limited to forklift operation, lockout, worker safety compliance.
- Making every reasonable attempt to resolve any employee health and safety concerns and correct any substandard or unsafe acts or any unsafe conditions.
- Conduct and document Incident Investigations and reviewing all forms and ensuring these are discussed at management meetings. This includes property damage.
- Ensuring employees are trained in safe work practices and job safety requirements associated with a particular job process and providing written instructions where appropriate.
- Implementing emergency plans when necessary and ensuring that employees have been properly trained to comply.
- Informing superiors of any known occupational health and safety concerns.
- Regularly evaluating employee performance and providing periodic feedback with respect to health and safety. Commending employees for exemplary health and safety practices.
- Conducting annual evaluations that measure the responsibilities of the employees.
- Working through work refusals with required parties
- Taking accountability for contractors/visitors they authorize plant access too

Workers are responsible for:

** As Supervisors are responsible for ensuring that employees work safely they must be familiar with the employee’s duties under both the OHSA Section 28, and the company’s internal health and safety policies and procedures.*

- Working in compliance with the provisions of the OHSA, regulations, internal programs, policies and procedures.

- Using or wearing the equipment, protective devices or clothing that the company requires.
- Reporting to his or her supervisor any missing or defective equipment or protective device which could endanger any person.
- Reporting to his or her supervisor the absence of, or defect in any equipment or protective device of which they are aware of, or any contravention of the OHSA, regulations, or company policies and procedures.
- Reporting any observed hazards to the supervisor.
- Reporting any risks or potential risks of violence or harassment encountered in the workplace immediately to supervisor.
- Not removing or making ineffective any protective device without providing an adequate temporary substitute. When the work is completed, the original protective device must be replaced immediately.
- Not using or operating any equipment, machine, device or thing or otherwise working in a manner that may endanger anyone.
- Not engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

Other Worker Responsibilities include:

- Knowing, understanding and implementing safe work practices and procedures.
- Knowing, understanding and employing established rules and procedures for handling materials, equipment and processes (e.g., reporting unlabelled containers, using proper lifting techniques, etc.).
- Requesting that worn out or defective equipment be replaced.
- Using all safety devices provided, ensuring optimum condition of devices and reporting any defects immediately to a supervisor.
- Using equipment and materials only in the manner intended.
- Reporting to work punctually and fit for work.
- Submit any suggestion(s) for improving a job procedure to the supervisor for consideration.
- Immediately report injuries, however minor, to the supervisor and first aider.
- Refusing to perform any task/activity he/she believes may endanger him/herself or another worker and advise the supervisor, giving the reason(s) why.

Joint Health and Safety Committee is responsible for:

- Identifying situations that may be a source of danger or hazard to workers.
- Making recommendations to the employer and the workers for the improvement of the health and safety of workers.

- Recommending to the employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers.
- Obtaining information from the employer respecting, the identification of potential or existing hazards of materials, processes or equipment.
- Obtaining information from the employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety.
- Having a designated member representing workers be present at the beginning of testing.
- Meet at least once every 3 months and maintain and keep minutes of its proceeding.
- A Worker Member of the JHSC will perform workplace inspections of the entire facility monthly to identify situations that may be a source of danger or hazard to workers. Inspections will be completed using the Monthly Workplace Inspection Form and will be forwarded to management for review and response. A schedule for Planned Workplace Inspections will be written, posted and followed.
- Investigating cases where a worker is killed or critically injured at a workplace.

Visitors are responsible for:

- Signing in and out of the facility upon entering and exiting.
- Following all workplace rules, policies, procedures as well as relevant legislation will on company property.

PROCEDURE

- Health and safety roles and responsibilities will be communicated during the orientation process for all new employees.
- They will be reviewed with all employees following the annual review of the Health and Safety Program and/or when changes occur. Records will be maintained in the employee's file.
- All parties will have training for their legislated and internal health and safety roles and responsibilities. This may be done via an annual Safety Talk.
- Roles and responsibilities will be reviewed annually to ensure they are applicable to required legislation, to ensure they support the health and safety objectives and support the overall health and safety system.
- Human resources, in consultation with management, will determine the success of this procedure. Any gaps will be identified and corrected as appropriate.

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

BE CAREFUL OF ALL DATES:

DO NOT USE OLD INCORRECTLY DATED DOCUMENTS

ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act

WSIB GUIDELINE:

Health and safety responsibilities

Prerequisite(s): None

Summary:

Everyone in the workplace, from the employer to the newest employee, has their part to play in keeping the workplace safe. Health and safety responsibilities are outlined in applicable legislation (the Occupational Health and Safety Act, Canada Labour Code, other health and safety legislation) and in your workplace health and safety program.

For example, the Occupational Health and Safety Act sets out responsibilities for:

1. The employer (who is in charge of everyone)
2. The supervisor (who is in charge of a workplace or has authority over someone who works there)
3. The worker (this is the term used in legislation to describe employees or any person who performs work or supplies services)

Requirements:

Your business will establish, implement, monitor and maintain a procedure to define health and safety responsibilities for all parties in your workplace. The procedure will include:

- The employer*, supervisor, worker, joint health and safety committee (JHSC), health and safety representative, visitors and others
- Responsibilities under applicable law
- Responsibilities resulting from company rules and the health and safety program

*Employer responsibilities are included in the **leadership and commitment** topic. You are not required to repeat this work.