

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]

LEADERSHIP AND COMMITMENT

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

PURPOSE

To define the health and safety responsibilities of Senior Management with various levels of authority in the organization, following obligations established in health and safety legislation, the Certificate of Recognition (COR) program, and The Companies Health and Safety Management System (HSMS).

Effective leadership and commitment from Senior Management for the health and well-being of everyone in the workplace is essential. Senior management has the ultimate responsibility for the health and safety of all workers. Senior Management will ensure a Health and Safety Policy is developed annually in accordance with OHS legislation and to reflect our companies' commitment to health and safety.

SCOPE

This standard applies to all areas of the workplace and all current, future and newly promoted employees.

DEFINITIONS

Internal Responsibility System (IRS)	The Internal Responsibility System means that everyone in the workplace has a role to play, and a duty, to take actions, plan, and participate in health and safety in our workplaces. It is a shared responsibility among the workplace parties (management, employees, and regulators) to actively maintain a healthy and safe workplace.
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ROLES & RESPONSIBILITIES

President & CEO

- Ultimately responsible for the Health and Safety of all employees.
- Ultimately responsible for ensuring all employees and management are protected from personal injury and liability.
- Ultimately accountable for the health and safety management system (e.g., a system of policies and procedures) and ensuring it addresses and complies with all provincial acts, regulations, and requirements.
- Ultimately responsible for legislative and regulatory requirements on behalf of the Company and assumes the responsibilities of the employer in legislation.
- Ultimately responsible for the proper functioning of the Internal Responsibility System (IRS).
- Ultimately responsible for establishing the Health and Safety Policy Statement for the organization (signed and dated annually), including the setting of safety objectives and ensuring those actions are appropriately resourced.
- Ultimately responsible for setting the company safety rules, ensuring a program to ensure rules are followed, and for the performance of the health and safety system.
- Ultimately responsible for ensuring the implementation and maintenance of a program for managing and evaluating sub-contractors performing work under the organization.
- Responsible for reviewing and endorsing the company Workplace Violence and Harassment Program, and ensuring that program is appropriately resourced. The President & CEO is responsible for taking the appropriate actions to prevent incidents of violence and harassment in the workplace.
- Responsible for reviewing and endorsing the company Return to Work and Re-Employment Program to manage the procedures surrounding employee return to work following a workplace injury.
- Responsible for participating in the Annual Corporate Health and Safety Management Review process.
- Responsible for promoting, sponsoring, and supporting the Health and Safety Management System. Holds ultimate accountability to employees, management, and regulatory authorities for health and safety.

Senior Management

- Responsible for the health and safety performance of the business units under their control.
- Accountable to the President & CEO for health and safety performance and for carrying out the President & CEO's vision for health and safety for the Company.
- Accountable to employees, supervisors, and management under their control and area(s) of responsibility – for health and safety.
- Responsible for ensuring the health and safety management system addresses all current health and safety legislative requirements and that an effective program is in place to ensure these requirements are being met.

- Responsible for conducting workplace inspections as per the workplace inspection schedule.
- Responsible for implementing and maintaining a program to manage the health and safety requirements of sub-contractors.
- Responsible for ensuring the company rules are adhered to.
- Responsible for ensuring employees under their control are current with required health and safety training, including health and safety orientation training for new employees.
- Responsible for promoting, sponsoring and supporting the Health and Safety Management System.
- Accountable to the Senior Management Team for health and safety performance and for carrying out the President & CEO's vision for health and safety for the corporation (Health & Safety Policy Statement).
- Accountable to employees, supervisors, and management under their control and area(s) of responsibility – for health and safety.
- Responsible for ensuring all employees are aware of their health and safety responsibilities and that all employees put the rules, procedures, and regulations into practice.
- Responsible for conducting workplace inspections as per the workplace inspection schedule.
- Responsible for implementing and maintaining a program to manage the health and safety requirements of sub-contractors.
- Responsible for ensuring that employees under their control are current with required health and safety training and that a mechanism is in place to identify and carry out safety-related training.
- Responsible for cooperating with the Joint Health and Safety Committee (JHSC) where required.
- Responsible for holding meetings during which health and safety performance is reviewed, including incidents and investigations, workplace inspections, etc.
- Responsible for ensuring the Monthly Safety Performance Report is completed.
- Responsible for promoting, sponsoring and supporting the Health and Safety Management System.

Managers/Supervisors/Foremen

- Responsibilities include their assistance in developing, implementing, and enforcing the company's policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Review Health and Safety Policy Statement with all staff.
- Utilize the process of hazard identification, risk management and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.

- Held accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

Health & Safety Manager

- Revise Health and Safety Policy Statement and forward draft to the President/CEO.
- Liaison with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on safety and health policy issues.
- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop Best Practices.
- Design and develop accident / incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

Employees

- Review Health and Safety Policy Statement
- Responsible for compliance with occupational health and safety policies and procedures.
- Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or Human Resources.

All Staff Are Responsible for the Following

- Review Health and Safety Policy Statement
- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency

PROCEDURE

1. Health and Safety Manager will develop draft/revision of Health and Safety Policy Statement and forward it to the JHSC for review. At a minimum the statement will confirm employer's commitment the following areas of health and safety.
 - a) Commitment to preventing occupational illness and injury in the workplace
 - b) Commitment to meet all legal requirements
 - c) Involve workers in the development of the policy
 - d) Commitment to continually improving the health and safety program and health and safety performance
2. Once the JHSC has reviewed the Health & Safety Policy Statement the draft will be forwarded to the President/CEO who will review draft provided and make adjustments as required. Final approved version will be signed and dated by the most senior management person on site and be sent to Health and Safety Manager for distribution to the various areas.
3. Area Senior Management will ensure the Health and Safety Policy Statement is posted in a high traffic within the workplace under there control and ensure distribution to all staff.
4. This process will be done every year. A documented record of the annual review will be retained.

COMMUNICATION:

The company encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Health & Safety responsibilities will be communicated to all management during their health and safety management training program (completed within 3 days of hire).
- The Health & Safety Policy Statement will be posted in high traffic areas in all facilities. A safety meeting will be held to explain and subsequently review the Policy annually. The Policy will be introduced to new staff and reviewed with recently promoted during orientation.
- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by Senior Management/Health and Safety Manager. The Senior Management & HSO will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or Health & Safety Manager of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written, oral or electronic and may be anonymous, if so desired.

WSIB GUIDELINE:

Leadership and commitment

Prerequisite(s): None

Summary:

The success of your health and safety program depends on effective leadership from senior management and their commitment to the health and well-being of everyone in the workplace. Senior management has ultimate responsibility for health and safety.

This topic includes development and implementation of:

1. Senior management occupational health and safety responsibilities, and
2. An occupational health and safety policy

Requirements:

Responsibilities of senior management

Your business will establish health and safety responsibilities for senior management. Senior management must show leadership and commitment to the health and safety of everyone in your business. At least one senior manager must be assigned overall responsibility for health and safety, including the creation, implementation and maintenance of the health and safety program. All employees need to be made aware of this person and how to contact them.

Senior management will:

- Take overall responsibility and accountability for the protection of everyone's health and safety in the workplace
- Plan for creation and implementation of the health and safety program
- Ensure there is a budget to support health and safety activities
- Ensure that everyone who works in their workplace has the time, training and support to participate in the health and safety program

Health and safety policy

Senior management will establish, implement, monitor and maintain a health and safety policy that's right for the size, industry and location of your business. The health and safety policy will include their commitment to:

- Preventing illness and injury in the workplace
- Meeting all legal requirements
- Involving workers in the development of the policy
- Working together to create a workplace that is physically and psychologically safe
- Continually improving the health and safety program and health and safety performance

The Health and Safety policy must:

- Provide a framework for setting and reviewing occupational health and safety objectives
- Be documented, implemented and maintained
- Be communicated and made readily available to affected parties
- Be reviewed as often as is necessary, but at least annually
- Be signed by the employer and the highest member of management at the workplace