HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

The Workplace Partnership

Workers and employees must share the responsibility for occupational health and safety.

The concept of the internal responsibility system based on the workplace parties themselves are in the best position to identify health and safety problems and develop solutions.

How well the system works depends upon whether there is a complete, unbroken chain of responsibility and accountability for health and safety.

Two important provisions to the Act are:

1. The requirement for employers to have a health and safety policy and program.
2. The direct responsibility that employer have for health and safety. The Joint Health and Safety Committee has a role to play for monitoring the internal responsibility system.

The act sets out the basic rules of operation for the Joint Committees and health and safety representatives.

Role and Responsibilities of the Committee

- It will operate within the guidelines of the Act.
- It will meet a minimum every three (3) months.
- It will be co-chaired, one (1) of the co-chairs is chosen by the members who represent the worker and the other by the members representing the employers.
- The committee will keep detailed minutes which upon request will be available to the Ministry of Labour Inspector.
- The committee will do annual work-site inspections, identify hazards and make suitable recommendations.
- The JHSC committee member must be present during the employer or supervisor’s investigation of a work refusal.
- The committee will only make recommendations to management if the committee has quorum.

Role and Responsibilities of H&S representative

- Conduct monthly inspections of the physical conditions of their worksites
- Accompany a MOL inspector during an inspection
- Ensure all required documents are posted on the Health and Safety board
- Health safety documents are filed appropriately for record keeping.
Roles and Responsibilities of Managers

- Develop and maintain a health and safety program.
- Be knowledgeable in the required legislation (IE, WSIA and OHSA)
- Ensure proper procedures and guidelines are written for all equipment and its operation and such procedures are communicated to and understood by all employees
- Provide and document all necessary orientation and training to employees
- Ensure everyone works in a safe manner and with proper protective equipment
- Ensure that all equipment is in good and safe condition
- Ensure that there is a mechanism whereby unsafe practices, conditions, or equipment can be reported
- Analyze the work-site and the work process for injury potential, document such, and make all employees aware of the potential for injury.
- Ensure all contractors and visitors are aware of the safety guidelines set out herein.

Roles and Responsibilities of the Supervisors

The Act sets out certain specific duties for workplace supervisors. The supervisor must:

- Ensure that a worker complies with the Act and regulations
- Ensure that any equipment, protective devices or clothing required by the employer is used or worn by the worker.
- Advise a worker of any potential or actual health or safety dangers known by the supervisor.
- Review and ensure all items identified on the Workplace Inspection Report are addressed in a timely manner by initiating the appropriate correction action for each discrepancy in their area.
- If prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker’s protection.
- Take every precaution reasonable in the circumstances for the protection of workers.
- Implement the ESRTW process.

Roles and Responsibilities of Workers

Workers also have several general duties under the Act. A worker must take responsibility for personal health and safety insofar as he or she is able. Under the Act, a worker must:

- Work within the Health and Safety Program and Policy.
- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer
- Report to the employer or supervisor any known missing or defective equipment or protective device that may be dangerous.
- Report any known workplace hazard to the employer or supervisor.
- Report any known violation of the Act or regulations to the employer or supervisor.
• Not remove or make ineffective any protective device required by the employer or by the regulations.
• Not use or operate any equipment or work in any way that may endanger any worker.
• Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct. Racing powered hand trucks in a warehouse or seeing who can pick up the most boxes are examples of unsafe and unacceptable workplace conduct.