

Health and Safety Roles & Responsibilities Policy



Section Health and Safety Policies	Date April 16, 2019	Approved by By-law Number: 56-2019	Page 1	Of 3
Subsection Responsibilities and Accountabilities	Supersedes By-law Number: 105-2011		Policy Number: HS-02	

Purpose

It is recognized that involving and engaging Senior Leaders, supervisors and workers in health and safety initiatives, objectives, and performance expectations is vital in reducing workplace injuries and illness and achieving a safe and healthy operation. A key aspect of the Internal Responsibility System is that responsibility and authority are delegated from the top down and accountability is required from the bottom up. This policy provides instruction in what each party is expected to do, how it should be done, and what constitutes a job well done.

Senior Leadership

At the beginning of each year, the Senior Leadership team will work together as a group to establish and prioritize specific Health and Safety objectives for the upcoming year.

As a minimum, the objectives established must include each of the following points:

- Senior Leaders will participate in a minimum of one workplace inspection every quarter;
- If a Senior Leader has multiple workplaces or divisions, the Senior Leader will also attend a minimum of one workplace inspection per year for every workplace
- Senior Leaders will attend and participate in a minimum of one information session per quarter;
- If the Senior Leader has multiple workplaces or divisions, the Senior Leader will also attend a minimum of one information session per year for every workplace;
- Senior Leaders will participate in incident investigations as required but will, as a minimum, review and sign-off all incident reports from their department.
- Senior Leaders will participate in and show support for employee training.
- Senior Leaders will correct substandard acts or conditions through coaching or discipline.
- Senior Leaders will commend employee and supervisor health and safety performance.

Senior Leaders will comply with all aspects of sections 25 and 26 of the Occupational Health and Safety Act (Ontario).

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Supervisors

Each Supervisor is responsible for understanding and adhering to any requirements related to the Health and Safety objectives identified by the Senior Leadership Team.

As a minimum, the responsibilities of supervisors will include each of the following:

- Where appropriate, supervisors will ensure that monthly workplace inspections are being completed for each of their workplaces and attend a minimum of one workplace inspection per quarter for each workplace.
- Supervisors will complete and document monthly health and safety meetings with staff, and where appropriate, will attend a minimum of one health and safety meeting per year for every workplace if the supervisor has multiple sites.
- Supervisors will complete and document incident investigations for any incident involving their staff.
- Supervisors will correct substandard acts or conditions through coaching or discipline.
- Supervisors will arrange for, and participate in as appropriate, employee training.
- Supervisors will commend employee health and safety performance.
- Supervisors will perform a minimum of 6 employee safety observations each year.

Supervisors will comply with all aspects of section 27 of the Occupational Health and Safety Act (Ontario).

Workers

Every worker is responsible for compliance with applicable City of Kenora policies and procedures, with Section 28 of the Occupational Health and Safety Act (Ontario) as listed below, and with all applicable regulations. Health and safety goals may be established for workers each year. These goals may be specific to the individual worker as established between the worker and their supervisor or they may be applicable to all workers in a specific department.

Section 28 – Duties of Workers

- (1) A worker shall,
- a) work in compliance with the provisions of this Act and the regulations;
 - b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

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(2) No worker shall,

- a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

(3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

Training

All parties will be given necessary training to enable them to complete their responsibilities as established in this policy. All training will be documented.

References

The Occupational Health and Safety Act (Ontario) – Sections 25, 26, 27 & 28.