

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>INDIVIDUAL RESPONSIBILITY</u> <u>POLICY</u>	NEW: September 2004 REVISED: November 2007
Resolution No. 406 (consent) 11/07	Supercedes Resolution No. 343 (Consent) 09/04
Policy Number 5.14	PAGE 1 of 5

PURPOSE

To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

RESPONSIBILITY

1. The Town of Fort Frances (Town) in its capacity as the employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

PROCEDURE

A. General

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
3. The supervisor remains accountable for seeing that they are carried out.
4. Prescribed refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects or Mines and Mining Plants.

B. Corporation

1. Ensure that:
 - (a) Equipment, materials and protective devices as prescribed are provided.
 - (b) Equipment, materials and protective devices are maintained in good condition.
 - (c) Prescribed measures and procedures are carried out.
 - (d) Equipment, materials and protective devices are used as prescribed.
 - (e) All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
 - (f) Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
 - (g) When appointing a supervisor, appoint a competent person.
 - (h) Acquaint a worker, or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
 - (i) Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.

- (j) Only employ in or about the workplace a person over such age as may be employed.
- (k) Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
- (l) Take every precaution reasonable in the circumstances for worker protection.
- (m) Post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry outlining the rights, responsibilities and duties of workers.
- (n) Establish an occupational health service for workers as prescribed.
- (o) Where an occupational health service is established, maintain the same according to the standards prescribed.
- (p) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
- (q) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
- (r) Notify the Chief Administrative Officer of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- (s) Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.
- (t) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.
- (u) Where so prescribed, only permit a worker to work or be in a workplace that has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
- (v) Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

C. Management

1. This level of the organization includes the Chief Administrative Officer and the Division Managers.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Ensure the working environment is maintained in a healthy and safe condition.
 - (b) Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.
 - (c) Provide ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid.
 - (d) Provide standard operating procedures that include safe work practices.
 - (e) Evaluate the health and safety performance of subordinates and divisions.
 - (f) Provide first aid facilities as required.
 - (g) Ensure that personal protective equipment, where required is provided and used.
 - (h) Investigate and report accidents/cases of occupational disease to appropriate authority.
 - (i) Investigate and report incidents to appropriate authority.
 - (j) Responsible for ensuring that workplace inspections are performed apart from those conducted by JHSC/H/S Rep..
 - (k) Responsible for correcting substandard acts or conditions.
 - (l) Responsible for commending good health and safety performance.

- (m) Responsible for performing employee safety observations.
- (n) Ensure annual performance appraisals include accountability for health and safety
- (o) Responsible for performing regular crew visits.
- (p) Set a good example by always wearing the appropriate PPE when required.
- (q) Ensure that all senior management, departmental, or labour/management meetings have health and safety as a topic on the agenda.
- (r) Ensure that managers regularly attend staff meeting where Health and Safety is on the agenda.
- (s) Ensure that health and safety reference materials readily available to supervisors and workers.
- (t) Ensure that safety is a component of your hiring criteria.
- (u) Ensure that a contract administrator is assigned to larger projects.
- (v) Ensure that there is a progressive discipline system that includes health and safety infractions.

D. Supervisors

1. This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisor up and could include the Division Managers and or Chief Administrative Officer.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Taking care of the occupational health and safety of the employees within their respective area.
 - (b) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
 - (c) Understand and enforce the Town's Health & Safety Policies and Procedures.
 - (d) Responsible for ensuring that workplace inspections are performed apart from those conducted by the Joint Health and Safety Committee / Health and Safety representative.
 - (e) Ensure that employees wear the appropriate personal protective equipment.
 - (f) Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
 - (g) Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
 - (h) Take every precaution reasonable in the circumstance for the protection of a worker.
 - (i) Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
 - (j) Identify and inform superiors of occupational health and safety concerns.
 - (k) Responsible for correcting substandard acts or conditions.
 - (l) Responsible for commending good health and safety performance.
 - (m) Responsible for performing employee safety observations.
 - (n) Accountable for health and safety
 - (o) Responsible for performing regular crew visits.
 - (p) Set a good example by always wearing the appropriate PPE when required.
 - (q) Ensure that supervisors regularly attend safety meetings.
 - (r) Ensure that health and safety reference materials are readily available to workers.
 - (s) Ensure that safety is a component of your hiring criteria.

E. Workers, Contract/Temporary Workers

1. This level of the organization includes all workers in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the Municipal payroll on a contract basis.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Learning, understanding and practicing standard operating procedures.
 - (b) Responsible to work safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
 - (c) Comply with Town health and safety policies and procedures
 - (d) Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
 - (e) Report unsafe acts or conditions to their supervisor, health and safety committee, or health and safety representative.
 - (f) Report any near-miss incident or loss immediately to their supervisor.
 - (g) Report any occupational injury or illness immediately to their supervisor.
 - (h) Use personal protective equipment, where required.
 - (i) Report any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor or employer.
 - (j) Participate in annual performance appraisals that include health and safety.
 - (k) Recognition for ongoing initiatives to improve safety performance.
 - (l) To be Included as part of special study teams to review tool design and new or existing work procedures.
 - (m) to be Included in the development of new policies and procedures.

F. Contractors and Sub-Contractors

1. This classification is external to the Town and includes all those individuals or organizations working on a contract for the Town.
2. The health and safety responsibilities attached to this classification include the following:
 - (a) Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as Town health and safety policy and procedures
 - (b) Are held accountable for their health and safety performance
 - (c) Provide a WSIB clearance certificate or equivalent insurance
 - (d) Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area
3. This section will be included in all contracts tendered and proof of the above may be required by the Town at any time from tendering to project completion.

G. Health & Safety Officer

1. This level of the organization includes the Human Resources Manager.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Formulate and implement the Town health and safety programs.
 - (b) Establish and implement policies and procedures to ensure compliance with provincial legislation. (Occupational Health & Safety Act and Workplace Safety & Insurance Act)
 - (c) Co-ordinate activities with joint health & safety committee(s).
 - (d) Assist Division Manager / Superintendent when meeting with MOL.
 - (e) Co-ordinate and deliver safety training and education for workers.
 - (f) Assist in conducting accident/incident investigations.
 - (g) Has training in safety legislation, incident investigation, and workplace inspections, or basic certification.
 - (h) Report directly to a top management official.

H. Visitors and General Public

1. This classification is external to the Town's organization and includes all those individuals or organizations not identified in the above classifications.
2. Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
3. Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
4. In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - (a) The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
 - (b) Any and all required personal protective equipment will be used by the visitor.