

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Health and Safety Responsibilities Managers/On Call Supervisors	<b>Code:</b> HS005
		<b>Date of Issue:</b> Jan 2006
		<b>Revised:</b> Feb 2010
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### **PURPOSE:**

To ensure all Supervisor(s) (Managers, On Call Supervisors) comply with their specific requirements within the health and safety program.

### **SCOPE:**

These responsibilities include the Occupational Health and Safety Act, its regulations and the specific company responsibilities identified in the health and safety program.

### **PROCEDURES:**

Review the program on an annual basis to ensure understanding and application to all staff who report to you.

### **ROLES AND RESPONSIBILITIES:**

*Supervisors* must perform and adhere to the following:

- Performing workplace inspections
- Conducting information sessions (safety talks, staff meetings, tail gate meetings)
- Conducting incident investigations
- Conducting employee training
- Correcting substandard acts or conditions
- Commending employee and supervisor health and safety performance
- Performing employee safety observations
- Full legislation must be included in your health and safety responsibilities

Supervisor responsibilities, as found in section 27 of the Occupational Health and Safety Act:

- 27(1) A supervisor shall ensure that a worker,
- a) Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

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- b) Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

27(2) Without limiting the duty imposed by subsection (1), a supervisor shall,

- a) advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware;
- b) where so prescribed, provide a worker with written instruction as to the measures and procedures to be taken for protection of the worker; and
- a) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c.0.1, s.27.

### COMMUNICATION:

Written – ensure any documentation required is forwarded as indicated in specific procedures.

### TRAINING:

All Supervisor(s) require training on their legislative requirements. Example: as required under element 6.1 (b) of the Workwell Health and Safety Audit (July 2002).

### EVALUATION:

A review of the Supervisor(s) responsibilities will be done on an annual basis. This review will include, but not limited to:

- Reviewing completed inspection reports,
- Review of accident investigations,
- Actioned any recommendations received.

### REFERENCE MATERIALS:

Ontario Legislation – Occupational Health and Safety Act and its regulations.