

# THE TOWN OF FORT FRANCES

## Section: Health and Safety

### Policy: Individual Responsibility

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#### **1. PURPOSE**

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

#### **2. RESPONSIBILITY**

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.

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

#### **3. PROCEDURE**

##### **A. General**

- a) Responsibility is defined as an individual's obligation to carry out assigned duties.
- b) Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
- c) The supervisor remains accountable for seeing that they are carried out.

##### **B. Senior Management**

This level of the organization includes the Chief Administrative Officer and the Division Managers.

The health and safety responsibilities attached to this level include the following:

- a) Provide a safe and healthy workplace.
- b) Establish and maintain a health and safety program.
- c) Ensure that workers are properly trained.
- d) Report accidents and injuries to authorities as required by law.
- e) Provide medical/first aid facilities.
- f) Provide workers with health and safety information.
- g) Inspect projects and meet regularly with supervisors to monitor the program and take corrective action.

- h) Provide the motivation and resources necessary to make the program work.
- i) Ensure that operations comply with both the law and the program.
- j) Demonstrate commitment to accident prevention.
- k) Consider accident prevention and safety performance when evaluating employees, especially supervisors.

### **C. Supervisors / Superintendents**

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.

### **D. Supervisors (Forepersons)**

- a) Make sure that the program is carried out at the work level.
- b) Ensure that protective equipment required by law and by the program is used and maintained properly by workers and that workers understand the reasons for its use.
- c) Instruct personnel in proper work practices and update instruction as needed.
- d) Check work practices and work areas for hazards and take corrective action where required.
- e) Consult with the health and safety representative.
- f) Ensure that injuries are treated and reported.
- g) Investigate and report all accidents and take corrective action.
- h) Acquaint the new worker with hazards and safe work procedures.

## **E. Workers, Contract/Temporary Workers**

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.

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.

## **F. Contractors and Sub-Contractors**

This classification is external to the Town and includes all those individuals or organizations working on a contract for the Town.

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

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**

This level of the organization includes the Human Resources Manager.

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**

This classification is external to the Town's organization and includes all those individuals or organizations not identified in the above classifications.

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.

Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.

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.