

<b>TITLE: SAFETY GUIDELINES: ROLES and RESPONSIBILITIES</b>	<b>SECTION: HEALTH and SAFETY</b>
<b>DATE: March 10, 1999</b>	<b>POLICY NO.:KDSB-HSF-I-01</b>
<b>APPROVED BY: By-Law 1999-01</b>	<b>REVISED: August 16, 2007 – Resolution #2007-86</b>

**POLICY STATEMENT**

The Kenora District Services Board is committed to the protection of its employees and property against accidental loss.

In fulfilling this commitment, the Corporation will provide and maintain a safe and healthy work environment by adhering to acceptable industry practices and compliance with legislative requirements, and will strive to eliminate any foreseeable hazards that would cause personal injuries, illness or property loss.

Accidental loss can be controlled through good management practices and in combination with active employee co-operation and involvement.

**PROCEDURES**

1. **Duties and Responsibilities**

- (1) Loss prevention is the direct responsibility of all supervisors and workers alike.
- (2) All supervisors and associated management will comply with the Corporation's Loss Prevention requirements as they apply to the design, operation and maintenance of all facilities and equipment.
- (3) All employees will perform their job duties in accordance with established procedures and operating requirements.

2. **Procedure**

(1) **General**

- (i) Responsibility is defined as an individual's obligation to carry out assigned duties;
- (ii) Responsibility and authority can be delegated to subordinates, giving them the right to act on behalf of their supervisors.
- (iii) The supervisor remains accountable for ensuring that the assigned duties are carried out.
- (iv) 'Prescribed Regulations' refers to the appropriate section of the Occupational Health and Safety Act and Regulations.

(2) **Corporation**

- (i) Ensure:
  - equipment, materials and protective devices, as prescribed, are provided;
  - equipment, materials and protective devices are maintained in good condition;
  - prescribed measures and procedures are carried out;
  - equipment, materials and protective devices are used as prescribed;
  - provision of information, instruction and supervision to the worker to protect the health and safety of the worker;
  - the appointment of a competent person when appointing a supervisor;

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- a worker and a person in authority over a worker are acquainted 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;
- assistance and co-operation to a committee and a health and safety representative in the carrying out of any of their functions;
- to only employ, in or about the workplace, a person over such age as may be prescribed;
- to not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- establishment of a medical surveillance program for the benefit of workers as may be prescribed;
- provision for safety-related medical examinations and tests for workers as may be prescribed;
- to carry out such training programs for workers, supervisors and committee members as may be prescribed;
- to take every precaution reasonable in the circumstances for worker protection;
- to post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory materials prepared by the Ministry of Labour, outlining the rights, responsibilities and duties of workers;
- to establish and maintain an occupational health service for workers as prescribed;
- to keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
- to make available, to the worker affected, such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
- to notify all persons of the use of such biological, chemical or physical agents to be introduced into the workplace as may be prescribed;
- to monitor at such time or times or at such intervals, the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed;
- to comply with any standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
- where so required, to only permit a worker to work in a workplace who has undergone such medical examination, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
- where so prescribed, to provide a worker with written instructions as to the methods and procedures to be taken for the protection of the worker
- workplace physical conditions are inspected in accordance with the Occupational Health and Safety Act and Regulations

**(3) Management**

- (i) This level of the organization includes the Chief Administrative Officer, Service Directors, and the Managers.
- (ii) The health and safety responsibilities attached to this level include the following:
  - ensure the working environment is maintained in a healthy and safe condition;
  - establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum;

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- provide ongoing safety education, including, but not restricted to WHMIS and First Aid;
- provide standard operating procedures that include safe work practices;
- evaluate the health and safety performance of subordinates and services;
- provide first aid facilities as required;
- ensure that protective equipment, devices and clothing, where required, are provided and used;
- investigate and report accidents and cases of occupational disease to appropriate authorities;

**(4) Supervision**

- (i) This level of the organization includes all those individuals who supervise the work of other employees, from the 'Front-Line' Supervisor up to and including Managers.
- (ii) The health and safety responsibilities attached to this level include the following:
  - taking care of the occupational health and safety issues of the employees within their respective area;
  - be familiar with the applicable requirements of the Occupational Health and Safety Act and Regulations and ensure compliance by the employees;
  - understand and enforce the Corporation's Health and Safety Policies and Procedures;
  - ensure that employees use or wear the appropriate ~~personal~~ protective equipment, devices or clothing;
  - advise each worker of the existence of any potential or actual danger to the health and safety of the worker which the supervisor is aware;
  - investigate and determine the causes of all accidents and injuries within their respective area and initiate or recommend corrective action;
  - ensure workers receive proper training and instructions prior to commencement of work;
  - identify and inform supervisors of occupational health and safety concerns;
  - take every precaution reasonable in the circumstances for the protection of the worker;
  - provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker, where so prescribed.

**(5) Workers and Contract Workers**

- (i) This level of the organization includes all employees in the workplace, as well as those individuals employed on a contract basis.
- (ii) The health and safety responsibilities attached to this level include the following:
  - learning, understanding and practicing standard operating procedures;
  - be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations and the Corporation's Health and Safety Policies and Procedures;
  - taking every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations;
  - reporting unsafe acts or conditions to their supervisor or health and safety committee member(s);
  - reporting any occupational injury or illness immediately to his/her supervisor;
  - using protective equipment, devices or clothing, where required by the employer;
  - report any contravention of the Occupational Health and Safety Act or Regulations or the existence of any hazard to his/her supervisor;

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- report to his/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.
- (iii) No worker shall:
  - remove or make ineffective any protective device required by the regulation or by his/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;
  - use or operate any equipment, machine, device or thing or work in any manner that may endanger himself, herself or another worker;
  - engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

**(6) Contractors and Sub-Contractors**

- (i) This classification is external to the Corporation and includes all those individuals or organizations working on a contract basis for the Corporation.
- (ii) The health and safety responsibilities attached to this classification include the following:
  - demonstrate the establishment and maintenance of a health and safety program, with objectives and standards consistent with applicable legislation and this Corporation's health and safety policy requirements;
  - include health and safety provisions in their management system to reach and maintain a consistently high level of health and safety;
  - ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate protective equipment, devices and clothing required for the area
- (iii) This section will be included in all contracts tendered and proof of the above may be required by the Corporation at any time from tendering to project completion.

**(7) Visitors and General Public**

- (i) This classification is external to the Corporation and includes all those individuals and organizations not identified in the above classifications.
- (ii) Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to an employee of the Corporation before proceeding further.
- (iii) Visitors and the general public will not be allowed to 'wander', unescorted by a KDSB employee, through areas that are normally restricted to employees.
- (iv) In the event a visitor is allowed to enter a work area that is normally restricted to employees of the Corporation:
  - the supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of an employee of the Corporation;
  - any and all required personal protective equipment will be used by the visitor.