



Title: Occupational Accountability and Responsibility	Section: 2	Issue Date: February 2022
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CF

The Officers of CF shall take all reasonable precautions to ensure that the company complies with all pertinent legislative requirements and standards in all CF workplaces.

2.1 Management

CF Management includes all senior management, project managers and other workplace managers. All management shall:

- Accept the responsibility for providing the leadership of the Health & Safety Program, for its effectiveness and improvement and for providing the proper safeguards required to ensure safe conditions
- Exert leadership in establishing goals and accountability for health and safety performance
- Appoint competent personnel and ensure that they are familiar with the Health & Safety Program and complete Supervisor Competency – Annual Evaluation Form H&S_FORM_001
- Ensure supervisors have received CF Supervisor Training
- Conduct the appropriate safety pre-planning activities with the support of the H&S, supervisors and other relevant individuals
- Review and appraise employees on safety performance
- Develop and participate in review, training and support of the Health & Safety Program
- Bind subcontractors and suppliers contractually to the Health & Safety Program and in conjunction with the Construction Manager evaluate their performance
- Set a good example of safety at all times
- Ensure the Respect in the Workplace policy is adhered to and all assessments are completed

2.2 Health and Safety

The H&S shall audit all CF workplaces to ensure that all CF Health & Safety policies, procedures, standards and all legislative requirements are implemented and shall also:

- Promote the highest standards of safety throughout CF
- Support the efforts of the Joint Health & Safety Committee/Worker Trades Committee, or Health & Safety Representative to assure the highest standards of workplace health and safety are observed
- Establish the administration necessary for execution of the safety program



- Establish an evaluation process for determining program effectiveness
- Provide direction and support for all supervisors regarding their responsibilities for maintaining safety discipline
- Ensure compliance with all Occupational Health & Safety legislation and regulations
- Actively participate in and support hands-on involvement with workplace safety
- Set a good example of safety at all times
- Assist in workers compensation claims
- Ensure that a comprehensive review of the H&S program occurs on an annual basis. The review will include input from management, workers and applicable health and safety committees. Industry specific tools will be used ensuring CF continues to maintain best of class practices and legislative compliance
- Participate and support “pre-planning” stages of projects
- Ensure adherence to WSIB reporting policies

2.3 Supervisors

Supervisory personnel include superintendents, general forepersons, and forepersons. The supervisor is responsible for the safety performance of project/plant operations. The supervisor shall:

- Know and enforce safety policy and rules, conduct and document safety orientation for all new employees
- Ensure that CF and subcontractors are in full compliance with applicable legislated safe workplace standards and procedures contained in this manual.
- Communicate task, hazards and controls to all workers involved or affected within the scope of work
- Ensure that all required documentation of regulations and legislation including Occupational Health & Safety regulations and CF Health & Safety Program is available in all CF workplaces
- Ensure that all the hazards potential and existing, including but not limited to chemical and physical hazards are communicated to workers
- Ensure that workers are aware of any site-specific hazards through orientation, training and the hazard assessment process (JSA's, FLRA: see section: Hazard Assessments)
- Ensure that workers use appropriate Personal Protective Equipment (PPE)
- Work closely with the Joint Health & Safety Committee and Worker Trades Committee, Health & Safety Representative and maintain a safe work environment including investigating work refusals if applicable
- Conduct weekly Tool Box Safety Meetings to discuss workplace specific preventative safety topics (see Section: Safety Talks)
- Ensure safety signage in the workplace is current and effective
- Ensure tools and equipment are properly maintained and in safe working order by a competent person



- Conduct weekly inspections for hazards and correct unsafe acts and conditions. (see Section: Site Health & Safety Inspections)
- Investigate and report all accidents to H&S (see Accident/Incident Investigation Section)
- Ensure governmental agencies receive complete cooperation
- Prepare a workplace specific emergency plan and communicate emergency procedures (see Section: Emergency Planning)
- Deal with safety infractions of employees by
 - Serving verbal or written directives
 - Maintain records of infractions, warnings and directives
 - Enact disciplinary measures up to and including dismissals (see Section: Disciplinary Policy).
- Report safety activities to H&S
- Ensure all documentation is completed and distributed
- Assess and plan their job tasks prior to commencing
- Set a good example of safety at all times
- Ensure workers understand the 4 “R’s”, Right to Know, Right to Participate, the Right to Refuse Unsafe Work and the Right to Work in an Environment Free from Violence and Harassment
- Ensure the appropriate mentorship / apprenticeship of young or new workers

2.4 Workers

CF embraces the concept that all workers have the right to know about health and safety policies, procedures and requirements have the right to participate in the health and safety programs and have the right to refuse unsafe work.

All workers shall:

- Report to work fit for duties
- Comply with all Health & Safety policies, procedures, and regulations under the applicable provincial legislation, the H&S Program and any customer specific regulations
- Contact supervisor with safety questions
- Report all accidents, incidents, safety opportunities, unsafe conditions and behaviours to their supervisor immediately
- Cooperate and participate in modified return to work programs

2.5 Joint Health & Safety Committee (JHSC) Health & Safety Representative

The Joint Health & Safety Committee or Health & Safety Representative functions as a mechanism of cooperative effort between management and workers in all matters of Occupational Health & Safety in the workplace and shall:

- Deal with issues and complaints regarding Workplace Health and Safety
- Help identify hazards and ensure they are eliminated or guarded against



- Ensure compliance with Health and Safety requirements in the workplace
- Participate in inspections, inquiries, investigations and site audits
- Advise on personal protective equipment
- Make recommendations
- Maintain records and minutes of committee meetings

See Section: Joint Health & Safety Committee/Worker Trades Committee.

Health and Safety Representatives outside of the Joint Health and Safety Committee Structure

At a project or other workplace, where no JHSC is required and were the number of workers regularly exceed (five) 5, a health and safety representative member shall be selected by the workers on site or in the workplace.

This health and safety rep is entitled to inspect the project/workplace. The inspection can be carried out (in the presence of) accompanied by the supervisor to ensure any issues are dealt with in a timely fashion.

The representative can request the following:

- Deal with issues and complaints regarding Workplace Health and Safety
- Help identify hazards and ensure they are eliminated or guarded against
- Ensure compliance with Health and Safety requirements in the workplace
- Participate in inspections, inquiries and investigations
- Advise on personal protective equipment
- Make recommendations
- Maintain records and minutes of committee meetings

2.6 Health and Safety Reporting Structure

The Internal Responsibility System (IRS) is used to address all Health and Safety concerns in the workplace. The system requires that all Health and Safety issues be dealt with internally through the co-operation between management and workers.

All health and safety concerns must be addressed and resolved. In most cases, the immediate supervisor shall make the appropriate changes in conditions or work methods to ensure Health and Safety of workers. More complex problems can be referred along the chain of command until Health and Safety concerns are rectified.

All supervisors are required to deal with Health and Safety concerns promptly and successfully. If any assistance is required, contact the H&S Department.



2.7 Work Refusals

Many Jurisdictions allow for the right to refuse unsafe work. CF H&S Policy states that “every CF employee has the right to work in a safe and healthy work environment.”

If a work refusal occurs, the following procedure shall be followed:

1. The Worker shall immediately inform their Supervisor of the circumstances and attempt to resolve the issue.
2. The Supervisor or the Worker shall contact a worker member of the Joint Health and Safety Committee or Workers Health and Safety Representative if available.
3. As an alternative, if there is no Health and Safety Representative, the Site Steward should be asked to participate.
4. The Supervisor shall also immediately contact the H&S Department for assistance.
5. The investigation shall commence with the intent of finding a resolution.
6. If no resolution can be found, contact the legislative authority to resolve the issue.
7. Document the findings using the Work Refusal Form H&S_FORM_002 and file in the workplace for auditing purposes.

Note: At no time shall any disciplinary action or suspension be initiated against any worker because he/she has reason to believe an unsafe condition occurred and has refused work based on this assumption.

2.8 Constructor / Prime Contractor

- Ensure that all appropriate documentation for the start-up of a project has been processed
- Ensure that the measures and procedures required by all legislative authorities are implemented; for example the Occupational Health and Safety legislation for Construction projects and the Constructor/Prime Contractor’s own Health and Safety Program
- Ensure that employers and workers in the workplace comply with the Act and Regulations and the Constructor/Prime Contractor’s Health & Safety Program

2.9 Owner

- Determine before a project begins, whether any designated substances are present at the project workplace and shall prepare a list of all designated substances that are present at the workplace
- includes the list of designated substances with the tender and ensure that the Constructor/Prime Contractor has received the total list prior to entering into a binding contract

2.10 Architects, Engineers, Consultants

Architects, Engineers and Consultants are employers under the Occupational Health and Safety Act and as such are responsible for the Health and Safety of their employees. In addition, when within CF workplaces, they are required to comply with CF Health & Safety Program.



2.11 Visitors

When on an CF work site, visitors are expected to be in full compliance with applicable legislated safe workplace standards and in compliance with the standards and procedures contained in this manual.

Visitor must also:

- Report to the job supervisor and obtain permission to visit the workplace prior to entering the site and shall be escorted by a CF representative at all times as well as sign in and out from site H&S_FORM_003
- Comply with any and all applicable legislative and Occupational Health & Safety regulations
- Wear all required personal protective equipment
- Report all injuries
- Report any unsafe conditions or practices observed as soon as possible
- Keep private vehicles away from the work area

Upon entry, each visitor to a CF workplace must sign a Visitor Responsibility H&S_FORM_004 that is reviewed with the visitor by a CF representative. CF representative who escorts the visitor is responsible for the visitor while in CF workplace. If applicable, visitors must be informed of site emergency plans or workplace hazards that may be encountered.

Note: A visitor is typically classed as a supplier/salesman type individual. Subcontractors, Clients and Engineering Companies who visit projects to inspect, direct and/or manage work are required to take the regular site safety orientation training.