 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Workplace Responsibilities		
	PREPARED BY: Health and Safety Team	COR Elements: 1-14	
	APPROVAL DATE: 02/10/2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
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WORKPLACE RESPONSIBILITIES

PURPOSE


This section outlines specific responsibilities in implementing health and safety functions. These lists are not intended to be all-inclusive, but to help all parties better understand their responsibilities.

All parties to a project, and all individuals in the company, at all levels and functions, are responsible for understanding and carrying out the responsibilities, procedures and policies in the legislation and in this Health, Safety and Environmental Program.

RESPONSIBILITIES

EMPLOYERS / SENIOR MANAGEMENT

- Appoint a **“competent person”** as a supervisor at a workplace. A competent person is legally defined in the OHSA as someone who:
 - Is qualified because of knowledge, training and experience to organize the work and its performance;
 - Is familiar with the OHSA and regulations that apply to the work; and
 - Has knowledge of any potential or actual danger to health and safety in the workplace.
- Ensure that protective devices, tools and equipment are provided and maintained in good condition.
- Review the Health and Safety Policies at least once a year. As required, post in the workplace a copy of the current policies and provide access to the Health, Safety and Environmental Program. Review all other policies in the HSE Program as needed.
- Review the Health, Safety and Environmental Program on an “as needed” basis with all supervisors, identifying responsibilities and emphasizing co-operation among all parties, specifically the Internal Responsibility System.
- Post in the workplace a copy of the OHSA and any Regulations that apply. Post any required explanatory material from regulatory agencies (i.e. MLTSD, WSIB) outlining worker rights, responsibilities, and duties.
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
- Advise the Owner of a project or worksite of any unique hazards that may occur because of the work being done.
- Not knowingly permit a person who is under a prescribed age to be in or about the workplace. Only employ a person of an allowable age.
- Provide the necessary resources to implement, support, and enforce the HSE Policy and Program of the John Aarts Group.
- Promote the exchange of health and safety information with outside groups.
- Review all health and safety training and ensure that adequate measures are available for the prevention of injuries and incidents.
- Provide compensation and time to employees who are selected as Health and Safety Representatives or as Joint Health and Safety Committee Members.
- Investigate and report all incidents and cases of occupational illness or disease to appropriate authorities.
- Additional responsibilities as outlined in the Occupational Health and Safety Act (Sections 23 to 26).

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WORKPLACE RESPONSIBILITIES

SUPERVISORS

- Be familiar with the applicable requirements of the OHSA and Regulations to ensure compliance.
- Ensure that workers work in a proper manner with the protective devices, equipment and clothing as established by JAG and as required by the Occupational Health and Safety Act and Regulations.
- Ensure workers receive proper instruction and training prior to the commencement of work.
- Document, record and report all incidents, near-misses, injuries, medical aid cases, first aid occurrences, hazardous conditions, traffic incidents, utility strikes, property damage or any other health and safety issues immediately to management. Using the HCSS Field app (digital) is the preferred method.
- Take every precaution reasonable in the circumstances for the protection of workers.
- Provide orientation for new workers as required. Complete and submit all necessary forms.
- Complete all inspections, safety talks, JHA's, meetings as required for your worksite and tasks. Using the HCSS Field app (digital) is the preferred method.
 - Supervisors at projects (construction) must inspect the workplace weekly as per the legislation.
- Supervisors must ensure the H&S Representative inspects the workplace monthly, as per the legislation.
- Inspect tools and equipment regularly to ensure that they are properly maintained.
- Review safety aspects of dangerous tasks with workers.
- Ensure housekeeping is done at least daily.
- Review Safety Data Sheet's with workers before using hazardous materials.
- Review Ministry of Labour orders and safety directives with workers. Post all orders onsite.
- Discuss safety experiences with other supervisors and inspectors (networking) and provide suggestions to management for safety talk subjects and policy revisions.
- Ensure all necessary documents, paperwork, certificates, inspections, checklists are submitted as required for filing and/or review.
- Additional responsibilities as outlined in the Occupational Health and Safety Act (Section 27).

WORKERS

- Work safely and in compliance with the Occupational Health and Safety Act, all applicable Regulations, the JAG Health, Safety, and Environmental Program; and any location-specific regulations and requirements which may apply.
- Take every possible precaution to protect themselves, fellow workers and the general public from health and safety hazards.
- Advise your supervisor of any workplace hazards.
- Wear all personal protective equipment and clothing in a proper manner as per the procedures established by JAG and as required by the Occupational Health and Safety Act and Regulations.
- Inspect personal protective equipment before use and report defects or damage to the supervisor.
- Only operate or use tools and equipment if competent and authorized to do so. Handle tools, machinery, vehicles, and equipment according to operating instructions and/or established legislation, rules and procedures.
- Follow all rules, policies and procedures as prescribed by legislation or company programs.


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WORKPLACE RESPONSIBILITIES

- Adhere to required inspections, complete required equipment maintenance, and report any hazards or deficiencies. Any misuse, neglect or recklessness will result in an investigation with required disciplinary actions.
- Report to work in a fit and alert condition. Arrive dressed appropriately for the task(s) or duties given. Continue to practice good personal hygiene while at work.
- Use precautions if wearing finger rings, earrings, neck chains or other loose jewelry/clothing that could be entangled near moving parts of equipment. Tie back long hair.
- If witnessing unsafe practices of a person, it is the responsibility of the employee to recommend the termination of the unsafe activity to the person. If the suggestion is ignored, then the situation must be reported immediately to a supervisor. We look out for each other.
- Do not disregard safety rules and/or common-sense practices that could jeopardize your health and safety or that of someone else.
- Report all incidents, near-misses, injuries, first aid occurrences, utility strikes, property damage, traffic incidents or other health and safety issues to the supervisor immediately.
- Always call your supervisor before driving to the worksite if adverse weather is present or predicted. This includes snow / ice storms, blizzards, rain, fog, etc.
- Discuss previous health and safety experiences with your supervisor or with management and provide suggestions to improve the company HSE program. Network with workers from other companies and discuss safety issues and concerns.
- Keep the work area clean. Pick up garbage and debris on an ongoing basis and at least daily.
- Please use common sense and follow SAFE instructions from your supervisor. All workers have the right to refuse unsafe work but must also follow safe directions from their supervisors or management.
- Attend and complete mandatory training programs or courses provided and/or arranged by JAG.
- Additional responsibilities as outlined in the OHSA (Sections 28).

HEALTH AND SAFETY TEAM

- Act as a resource person, in regards to health and safety issues, questions and concerns for both employer and employees.
- Conduct regular reviews of workplaces. Assist with inspections as needed.
- Investigate incidents as required.
- Create and review safety policies, procedures and programs.
- Regularly attend the Joint Health and Safety Committee meetings.
- Liase with the Ministry of Labour. Review inspections and orders.
- Manage supplies of personal protective equipment and safety equipment.
- Assist in all aspects of safety training for both new and current employees.
- Assist and coordinate with management new worker orientations.
- Manage supplies of personal protective equipment and safety equipment.

 <p>JOHN AARTS GROUP HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Workplace Responsibilities		
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WORKPLACE RESPONSIBILITIES

SUBCONTRACTORS

- Appoint a “competent person” as a supervisor at a worksite, if required.
- Prepare a Health and Safety Policy and develop and maintain a Program to implement it. Provide when requested.
- Ensure that workers are properly trained, licensed and qualified as required by legislation, to adequately perform their duties
- Conduct weekly health and safety meetings or attend JAG’s meetings and/or orientations.
- If requested, provide a copy of current SDS’s for any products or chemicals used at the workplace.
- Conduct clean-up of work areas daily.
- Receive and review the JAG “Health, Safety and Environmental Program”. Ensure that all workers work in accordance with the Program.
- Notify the JAG supervisor immediately of any injuries, near-miss, incidents, medical aid cases, property damage, spills or utility strikes occurring at a worksite.
- Provide compensation and time to workers who are selected as Health and Safety Representatives or as Joint Health and Safety Committee Members.
- Provide a W.S.I.B. Clearance Certificate when requested. Other W.S.I.B. information (i.e. WISR) on injury data may also be requested.
- Provide proof of required insurance with appropriate parties named as additional insured.
- Provide an MLTSD *Form 1000* (Employer Registration) as requested. This form must be posted at the worksite or kept readily available at the worksite.
- Fully comply with W.S.I.B. Reg.1101 –First Aid Requirements. All subcontractors must have the appropriate number of workers trained in first aid as required by this regulation.
- Complete and return subcontractor acknowledgment and declaration forms as required. All documentation will be reviewed to ensure it is valid and complete. Work may be delayed until documentation is received.
- JAG management will review subcontractors at project completion to determine if any new requirements for future work are needed.
- Additional responsibilities as outlined in the Occupational Health and Safety Act.

DOCUMENTS


- Occupational Health and Safety Act, Sections 23-32
- John Aarts Group Health and Safety Program

DOCUMENT CONTROL

All documents and records generated for this procedure will be stored indefinitely on the HCSS or John Aarts Group servers. They can be accessed by management at anytime.

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by John Aarts Group.

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WORKPLACE RESPONSIBILITIES

REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.