
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	1.2 Workplace Responsibilities			
	Revision Number: R0		Number of Pages: 7	
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WORKPLACE RESPONSIBILITIES

PURPOSE

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

All parties to a workplace, 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 Manual.

RESPONSIBILITIES OF ALL WORKPLACE PARTIES

- Responsible to work safely and in compliance with the Occupational Health and Safety Act, all applicable legislation, the J-AAR Health, Safety and Environmental Manual and any site-specific regulations that may apply.
- Take every possible precaution to protect themselves, fellow workers and the general public from health and safety hazards.
- Follow all standard operating practices and procedures.
- 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 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.

RESPONSIBILITIES OF EMPLOYERS/TOP MANAGEMENT

- Attend and complete mandatory training programs or courses provided and/or arranged by J-AAR.
- Appoint a **“competent person”** as a supervisor on each project. A competent person is legally defined in the OHSA as someone who:



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WORKPLACE RESPONSIBILITIES

- 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.
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- Ensure that protective devices, tools, and equipment are provided and maintained in good condition.
 - Review the Health and Safety Policy at least once a year and log the minutes. Post in the workplace a copy of the current Policy and provide access to the Health, Safety and Environmental Manual. Review all other policies in the HSE Manual as needed.
 - Review the Health, Safety and Environmental Manual 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. MILTSD, 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 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 J-AAR OHSMS.
 - 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.



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WORKPLACE RESPONSIBILITIES

- Ensure that the J-AAR occupational health and safety management system functions as intended. Further details on how this is accomplished can be found in the management review and consultation sections of the J-AAR Health, Safety and Environmental Manual
- Additional responsibilities as outlined in the ***Occupational Health and Safety Act*** (Sections 23 to 26).

RESPONSIBILITIES OF 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 J-AAR 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 and any other health and safety issues immediately to management. Complete using the HCSS Field app.
- Document, record and report all utility strikes or damage to management immediately. Complete using the HCSS Field app.
- 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 the daily Job Hazard Assessment with all workers onsite using the HCSS Field app.
- Conduct Weekly Safety Talks using the HCSS Field app.
- Inspect the workplace weekly using the HCSS Field app. Report or repair any defects found. Inspect tools and equipment regularly to ensure that they are properly maintained.
- Ensure workplace inspections are completed at least monthly by the H&S Representative using the HCSS Field app.
- Review safety aspects of dangerous tasks with workers.
- Ensure housekeeping is done at least daily.



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WORKPLACE RESPONSIBILITIES

- Conduct incident investigations, including subcontractor incidents.
- Review Safety Data Sheet's with workers before using hazardous products.
- 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 to the office as required for filing and/or review.
- Additional responsibilities as outlined in the ***Occupational Health and Safety Act*** (Section 27).

RESPONSIBILITIES OF WORKERS

- Always report and advise your supervisor of any hazards found in the workplace.
- Wear all personal protective equipment and clothing in a proper manner as per the procedures established by J-AAR 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 to do so. Handle tools, machinery, vehicles, and equipment according to operating instructions and/or established rules and procedures.
- Workers must operate equipment, machinery and vehicles properly following all procedures. They must adhere to required inspections, complete required maintenance, and report any hazards or deficiencies. Any equipment misuse, neglect or recklessness will result in an investigation with required disciplinary actions.
- Report tool and equipment malfunctions and hazardous site conditions immediately to the supervisor.
- 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.
- Do not drive or operate any machine, vehicle or equipment unless authorized by the supervisor.



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WORKPLACE RESPONSIBILITIES



- If driving or operating a vehicle or machine, observe all safety practices and regulations. Follow procedures from the manufacturer and those listed in this HSE program.
- Discuss previous health and safety experiences with your supervisor or with management and provide suggestions to improve the company OHSMS. 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.
- Consider the health and safety of co-workers and general public when working on a jobsite.
- 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.
- Additional responsibilities as outlined in the OHSA (Sections 28).

HEALTH AND SAFETY TEAM

- Day to day management and audit of the J-AAR occupational health and safety management system.
- Act as a resource regarding health and safety issues, questions, and concerns.
- Conduct regular reviews of workplaces. Assist with inspections as needed.
- Investigate incidents as required.
- Create and review safety policies, procedures, and programs.
- Liaise with the Ministry of Labour. Review inspections and orders.
- Assist in all aspects of safety training for both new and current employees.
- Assist and coordinate with management new worker orientations.

RESPONSIBILITIES OF SUBCONTRACTORS

- Appoint a “competent person” as a supervisor on each project, if required.
- Prepare a Health and Safety Policy and develop and maintain programs to implement it.

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- 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 J-AAR’s meetings and/or orientations.
- If requested, provide J-AAR with 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 J-AAR “**Subcontractor Health, Safety and Environmental Manual**”. Ensure that all workers work in accordance with the manual.
- Notify the J-AAR supervisor immediately of any near-miss, incidents, injuries, medical aid cases, property damage or utility strikes occurring on a project.
- 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 to J-AAR as needed. Other W.S.I.B. information (i.e. WISR) on injury data may be requested.
- Provide proof of required insurance with J-AAR named as additional insured.
- Provide an MILTSD *Form 1000* (Employer Registration) to J-AAR as requested. This form must be posted at the project or kept readily available at the project.
- Provide to J-AAR a copy of your current signed Health and Safety Policy and Health and Safety Programs.
- Fully comply with W.S.I.B. Reg.1101 – First Aid Requirements. All subcontractors must have at all J-AAR projects workers trained in first aid as required by this regulation.
- Return the J-AAR forms entitled “**Subcontractor Safety Submittals and Commitment Acknowledgment**” All documentation will be reviewed by J-AAR to ensure its is valid and complete. Work on the project may be delayed until documentation is received.
- J-AAR management will review subcontractors at project completion to determine if any new requirements for future work are needed.



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WORKPLACE RESPONSIBILITIES

- Additional responsibilities as outlined in the *Occupational Health and Safety Act*.

TRAINING REQUIREMENTS

All new employees will receive training as part of the new employee orientation and subsequent annual training reviews. Supervisors will attend a formal supervisory competency course.

LEGISLATION

- Occupational Health and Safety Act, Sections 23-32

Further to the following, program/procedural responsibilities will be referenced in relevant sections throughout this document.

More specific contractor and visitor responsibilities and requirements can be found in division/sector specific sections of this document.