

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Health and Safety Responsibilities Managers/On Call Supervisors	Code: HS005
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PURPOSE:

To ensure all Managers / On-Call Supervisors comply with their specific requirements within the health and safety program.

SCOPE:

These responsibilities include the Occupational Health and Safety Act, its regulations and the specific company responsibilities identified in the health and safety program.

PROCEDURES:

Review the program on an annual basis to ensure understanding and application to all staff who report to you.

ROLES AND RESPONSIBILITIES:

Managers / On-call Supervisors must perform and adhere to the following:

Supervisor responsibilities, as found in section 27 of the Occupational Health and Safety Act:

- 27(1) A supervisor shall ensure that a worker,
- a) Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
 - b) Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
- 27(2) Without limiting the duty imposed by subsection (1), a supervisor shall,
- a) advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware;
 - b) where so prescribed, provide a worker with written instruction as to the measures and procedures to be taken for protection of the worker; and
 - a) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c.0.1, s.27.

Including (excluding On Call Supervisors)

- Complete monthly Manager Due Diligence Report, by the 21st for the previous month.

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- Conduct information sessions (safety talks, staff meetings, tail gate meetings)
- Conduct incident/injury investigations
- Conduct employee training
- Correct substandard acts or conditions as identified by staff or on workplace inspections within required timelines
- Commend employee health and safety performance
- Perform employee safety observations
- Role model to promote health and safety in the workplace

COMMUNICATION:

Written – ensure any documentation required is forwarded within timelines as indicated in specific procedures.

Inspection form reviewed monthly follow up on hazards identified with the Health and Safety Representative.

TRAINING:

All Managers' / On-call Supervisor's require ongoing training on their legislative requirements.

EVALUATION:

A review of the Managers' / On-call Supervisor's responsibilities will be done on an ongoing basis. This review will include, but not limited to:

- Reviewing completed inspection reports,
- Due diligence checklists,
- Review of incident/ injury investigations,
- Actioned any recommendations received.

REFERENCE MATERIALS:

Ontario Legislation – Occupational Health and Safety Act and its regulations.