

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Health and Safety Responsibilities Worker/Supplied Labour	Code: HS006
		Date of Issue: January 2006
		Revised: February 2010
		Page 1 of 2

PURPOSE:

To ensure all workers and/or supplied labour complies with their specific requirements within the health and safety program. [The term worker will include supplied labour]

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:

Comply with all company health and safety policies.

ROLES AND RESPONSIBILITIES:

Worker responsibilities as found in Section 28 of the Occupational Health and Safety Act:

- 28(1) A worker shall,
- a) work in compliance with the provisions of this Act and the regulations;
 - b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - c) report to his or 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; and
 - d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence or any hazard or which he or she knows.
- 28(2) No Worker shall,
- a) remove or make ineffective any protective device required by the regulations or by his or 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;

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		Page 2 of 2

- b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

28(3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

COMMUNICATION:

Written – ensure any documentation received from training is forwarded to the employee's supervisor.

TRAINING:

Attend any training required by the employer.

EVALUATION:

Employees will be evaluated on an ongoing basis using observations, one-on-one meetings and annual professional development plans.