
 Rainy River District Social Services Administration Board	SECTION: Health & Safety
	POLICY TITLE: Health and Safety Roles and Responsibilities
ORIGINAL DATE: November, 2003	POLICY AREA: Roles and Responsibilities
REVISION DATE: July, 2014	POLICY NO: HS-2.0
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Purpose

The Management and Directors of the Rainy River District Social Services Administration Board (RRDSSAB) are vitally interested in the health and safety of their employees and therefore, the Board strives to protect its employees from workplace injury or illness.

Policy

The RRDSSAB will make every effort to provide a healthy and safe work environment. All employees must be dedicated to the objective of reducing the risk of injury and illness.

The RRDSSAB adheres to all federal, provincial and organizational safety rules and regulations, including the *Occupational Health & Safety Act (OHSA)*.

The RRDSSAB identifies health and safety role and responsibilities of the employer, supervisors and employees.

Employer

The employer will:

- a. Ensure the equipment, materials and protective devices, as prescribed, are provided;
- b. Ensure the equipment, materials and protective devices provided by the employer are maintained in good condition;
- c. Ensure the measures and procedures prescribed are carried out in the workplace;
- d. Ensure the equipment, materials and protective devices provided by the employer are used as prescribed;
- e. Ensure that any floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*;

- f. Provide information, instruction and supervision to a employee to protect the health and safety of the employee;
- g. In the event of a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of an employer, including confidential business information to a legally qualified medical practitioner and to such other persons as may be prescribed;
- h. When appointing a supervisor, appoint a competent person;
- i. Acquaint an employee or a person in authority over an employee with any hazard in the work and in handling, storage, use, disposal and transport any article, device, equipment, or a biological, chemical or physical agent;
- j. Provide assistance and cooperation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
- k. Not employ underage employees or knowingly permit underage persons in or near the workplace;
- l. Take every precaution reasonable in the circumstances for the protection of an employee;
- m. Have first aid equipment, facilities and trained personnel in the workplace (*Regulation 1101*).
- n. Post a copy of the *Occupational Health & Safety Act* in the workplace;
- o. Prepare and review at least annually a written occupational health and safety policy and procedure and develop and maintain a program to implement that policy;
- p. Post a copy of Policy *HR-33.0: Health & Safety* in a conspicuous location at the workplace;
- q. Post the large poster entitled *In Case of Injury at Work* (Form 82), per *Regulation 1101, Section (3)*;
- r. Provide to the Joint Occupational Health and Safety Committee the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and
- s. Advise employees of the results of a report referred to in clause (r) and, if in writing, make available to them, on request, copies of the portions of the report that concern occupational health and safety.

Supervisor

The supervisor will:

- a. Ensure that employees work in a manner and with the protective devices, measures and procedures required by the *Occupational Health & Safety Act* and the regulations; and
- b. Ensure that an employee uses or wears the equipment, protective devices or clothing that the employee's employer requires to be used or worn;
- c. Advise an employee of the existence of any potential or actual danger to the health and safety of the employee of which the supervisor is aware;

- d. Where so prescribed, provide an employee with written instructions as to the measures and procedures to be taken for protection of the employee; and
- e. Take every precaution reasonable in the circumstances for the protection of the employee.

Employee

The employee will:

- a. Work in compliance with the provisions of the *Occupational Health & Safety Act* and the regulations;
- b. Use or wear the equipment, protective devices or clothing that the employee's employer requires to be used or worn;
- c. Report to his or her supervisor the absence of or defect in any equipment or protective device of which the employee is aware and which may endanger himself/herself or another employee;
- d. Report to his/her supervisor any contravention of the *Occupational Health & Safety Act* or the regulations, or the existence of any hazard of which he or she knows;
- e. Not remove or make ineffective any protective device required by the employer or by the regulations;
- f. Not use or operate any equipment or work in any way that may endanger any other employee;
- g. Not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct;
- h. Observe all safety signs and warnings;
- i. Report all injuries, near-misses or unsafe conditions immediately to his/her supervisor; and
- j. Obtain prompt medical attention for all injuries.