
 Rainy River District Social Services Administration Board	<b>SECTION:</b> Health & Safety
	<b>POLICY TITLE:</b> Roles and Responsibilities Worker/Supplied Labour
<b>ORIGINAL DATE:</b> March, 2012	<b>POLICY AREA:</b> Roles and Responsibilities
<b>REVISION DATE:</b> July, 2014	<b>POLICY NO:</b> HS-2.4
<b>NEXT REVIEW DATE:</b> July, 2018	<b>APPROVED BY:</b> 

## Purpose

To ensure all Workers and Supplied labour comply with their specific requirements within the health and safety program (term employees/workers will include supplied labour).

## Scope

These responsibilities reflect the requirements from the *Occupational Health and Safety Act* (sections 28) and the specific company responsibilities, as outlined in the Workwell Audit Guidelines.

## Standards/Procedures

All workers and Supplied labour will demonstrate their knowledge of the company's Health & Safety Program.

## Roles & Responsibilities

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 of any hazard of which he or she knows.
- (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;*

*(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.*

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

## **Safety Responsibilities**

1. Do not operate any equipment/machinery without given proper instruction and authority to do so.
2. Do not ride on the forks of forklifts.
3. Horseplay and running will not be tolerated at any time.
4. All personal protective equipment will be properly worn at all times, where required.
5. Do not climb any of the racking systems.
6. Do not ride on the automatic or manual conveyor systems.
7. All long hair must be tied up in order to prevent entanglement in any machinery.
8. Do not put any foreign objects (body or innate) into the machines.
9. Do not remove any machine guards.
10. Do not store pallets angled against the walls
11. All safety signs must be adhered to.
12. Smoking is not permitted on company property or vehicles.

An employee's failure to comply with their safety responsibilities will result in the application of the progressive disciplinary procedure.

## **Communication**

Supplied Labour: The supply of labour agency will be provided a copy of our employee responsibilities and disciplinary procedure. They are required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to our company. Upon arrival the supervisor must review the worker responsibilities and disciplinary procedures with each worker before they commence work.

Temporary worker(s) will be required to sign an orientation form when the supervisor has communicated their health and safety responsibilities to them. The orientation form will be kept in their personnel file. The person conducting the training will ensure any training documentation is forwarded to the employee's supervisor and the HR department.

## **Training**

- Attend any training required by the employer.
- Ensure your training records are in your personnel file.

All records of any health and safety training must be kept in the personnel file/contractor file and in the Master Training files retained by Human Resources.

## **Evaluation**

Employees will be evaluated on an ongoing basis using observations and one-on-one meetings including performance reviews which will be conducted annually by their supervisor.

## **Training Record**

All health & safety forms (blank and completed) must be reviewed as part of the annual program review.

## **Reference Materials**

*Ontario Health & Safety Act & Regulations (section 28)*