# Roles and Responsibilities

Responsibilities for workplace health and safety are specified in sections 115 to 124 of the *Workers Compensation Act*. Employers, management and supervisors, employees, contractors, and the joint health and safety committee each have specific responsibilities.

## Employers

Employers must make every effort to ensure the following:

* There is a proactive approach to occupational health and safety (OHS) requirements.
* Clear direction is given to management and supervisors in their OHS responsibilities, and they are held accountable for meeting these responsibilities.
* **[Company name]** safety policy and procedures and all pertinent WorkSafeBC regulations are communicated and enforced.
* All work is performed safely.
* Appropriate personal protective equipment (PPE) is provided.
* Prompt and appropriate action is taken to correct unsafe conditions or acts.
* Regular informal and planned safety inspections are conducted and appropriate action is taken.
* Incident investigations are conducted and follow-up action is taken without delay.
* OHS activities, statistics and incident trends are reviewed in regular management meetings, including necessary courses of action to prevent further incidents.
* All employees receive orientation and training in OHS policies, safe work procedures and work practices in their assigned tasks, and follow-up instruction and training is conducted to confirm employees understand and follow safe work procedures.
* The OHS program is reviewed regularly and changes are made as necessary to ensure the program is effective.
* The maintenance of records and statistics to evaluate the use and condition of equipment and structures, as well as instruction and training of workers in their assigned tasks.
* There is a workplace injury management program with staff input that is a component of the OHS program.

## Managers and Supervisors

Managers and supervisors must have a full understanding of all WorkSafeBC requirements relating to their supervision duties and must cooperate with joint health and safety representatives.

Managers and supervisors must ensure the following:

* All workers have received training, instruction and safety orientation before starting any job task, and that workers are qualified for their jobs.
* New workers are observed closely until confident of their ability to perform assigned duties safely.
* Periodic management meetings are held to review health and safety activities, statistics and incident trends, and to determine necessary courses of corrective actions.
* There is support and direction for the effective implementation of the OHS program, and health and safety policies, procedures and regulations are enforced.
* Workers are informed of any potential or actual hazards and are instructed in the use of PPE, safe work practices, rules and WorkSafeBC requirements and policies.
* Workers are provided with appropriate PPE as required by the OHS Regulation and they use it as instructed.
* Workers don’t work when their actions indicate the work would jeopardize themselves or others.
* Relevant health and safety information and policies are posted where they will be accessible to all workers.
* Appropriate records and statistics are maintained and made available, where required, to inspectors, investigators and other regulatory personnel.
* Where required by legislation, a qualified person is designated to be responsible for project health and safety activities.
* Where practicable, new work areas are inspected before starting work.
* There are planned inspections of work areas, equipment, tools, work methods and practices.
* Immediate action, as authorized by management, is undertaken to correct substandard safety practices and conditions identified through inspections or reported to management and supervisors.
* All incidents required to be investigated by the OHS Regulation are investigated for the purpose of identifying causes and necessary corrective actions.
* Incident investigation reports are reviewed, shared and submitted to appropriate internal and external stakeholders, and necessary courses of corrective action are implemented.
* If regulatory infractions are noted on a WorkSafeBC inspection report, necessary corrective actions are authorized and implemented at the earliest practicable opportunity.
* Required first aid and emergency facilities are maintained on the job.
* Regular safety meetings are held to:

a. Discuss observed unsafe work practices and conditions

b. Review and implement corrective action to eliminate unsafe practices and conditions

c. Encourage safety suggestions from workers

* Hazardous products are identified and labelled, and appropriate safety data sheets (SDSs) are readily available.
* A procedure is developed for periodically checking the well-being of workers who are working alone or in isolation.
* A good example is set for all workers.

## Employees

**[Company name]** expects all employees to take an active part in the OHS program. Employees must be properly trained. They must also be familiar with and comply with all applicable requirements of the company OHS Program and the OHS Regulation.

All employees must do the following:

* Report all unsafe conditions and practices to their immediate supervisor and take corrective action, when practicable, to eliminate such hazards.
* Don’t operate equipment unless authorized and trained to do so, with all safeguards in place and functional, and so no person will be endangered.
* Immediately report to a company supervisor and the first aid attendant work-related incidents and cooperate in the investigation process. If there is a physical or mental impairment that may affect their ability to work safely (e.g., back problems or epilepsy), they should inform their supervisor of the impairment and not work where the impairment may create an undue risk to themselves or anyone else.
* Don’t enter or remain at the workplace if under the influence of alcohol, prescription or illegal drugs, or other means that may impair their ability to do their job safely.
* Don’t engage in any improper activity or behaviour (e.g., horseplay, scuffling, fighting, practical jokes or similar conduct) that may endanger themselves or others.
* Maintain good housekeeping and enter/leave the work area using safe routes.
* Wear appropriate PPE and maintain it in good working order.
* Use hazardous products in accordance with the requirements of the Workplace Hazardous Materials Information System (WHMIS).
* Participate in safety meetings to help maintain safe conditions on site.
* Follow company safety policies, rules and safe work procedures at all times.

## Contractors

Contractors must do the following:

* Comply with the existing safety plan for the office and worksite.
* Have their own safety plan in place.
* Ensure they have training and qualifications for all assigned tasks.
* Identify the company contact before engaging in any work activities.

## Joint Occupational Health and Safety Committee

**[Company name]** is required by the OHS Regulation to establish and maintain a joint health and safety committee (JOHSC). The committee is made up of management and worker representation. JOHSC members are health and safety resources for all company employees.

* The JOHSC will meet monthly.
* Copies of monthly minutes will be posted on the safety notice board and available on the company’s network.