

**Title: Occupational Responsibilities**

**Policy No: 3012**

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**Approved by: CAO**

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**Purpose:** The purpose of this policy is to outline the policy of Greenview regarding occupational responsibilities of all levels of workers within the organization. It is the responsibility of every worker to ensure that they are aware of their responsibility for the Health and Safety of themselves and other workers.

**DEFINITIONS**

**FLRA** means Field Level Risk Assessment.

**JHA** means Job Hazard Assessment.

**JOHSC** means Joint Occupational Health and Safety Committee.

**OH&S** means Occupational Health and Safety.

**PPE** means Personal Protective Equipment.

**SDS** means Safety Data Sheets.

**CAO** means Chief Administration Officer.

**SLT** means Senior Leadership Team.

**POLICY**

**1. Policy Statement:**

- 1.1 Greenview is committed to excellent safety performance in all operations. This policy provides a clear message to all levels of management, supervisory staff, workers and volunteers regarding the Safety Program objectives, personnel responsibilities and organizational support. This program is based on our belief that safety is an integral part of all our work. Cooperation on all safety matters is expected throughout

Greenview. It is a fundamental operating principle that every level of management may delegate some of its responsibility for safety, but none of its **accountability**.

- 1.2 **THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.**

## **2. CAO and SLT Responsibilities**

- 2.1 Managers will be responsible for integrating the safety and health procedures and controls into every activity they manage. All managers are directly accountable for the provision and maintenance of an effective safety program.
- 2.2 Responsibilities include but are not limited to:
  - 2.2.1 Promote the highest standards of safety throughout Greenview.
  - 2.2.2 Know Greenviews safety policy and programs.
  - 2.2.3 Work with the Joint Health and Safety Committee to ensure the Safety Program is effective.
  - 2.2.4 Provide direction and support for all supervisors regarding their responsibilities for maintaining safety discipline.
  - 2.2.5 Ensure compliance with all OH&S regulations.
  - 2.2.6 Actively participate in and support hands on involvement with site safety.
  - 2.2.7 Set a good example.
  - 2.2.8 Ensure that a Joint Occupational Health and Safety Committee has been established in accordance with the appropriate Provincial Occupational Health and Safety Act and Regulations.
  - 2.2.9 Support and ensure the Joint Occupational Health and Safety Committee receives cooperation in executing their responsibilities under the prescribed legislation.

## **3. Joint Occupational Health and Safety Committee:**

- 3.1 The Joint Occupational Health and Safety Committee is responsible for promoting the Health and Safety Programs.
- 3.2 Responsibilities include but are not limited to:
  - 3.2.1 Know organizations safety policy and safety procedures.
  - 3.2.2 Ensure that the appropriate number of worker representatives is selected and remain active on the committee.
  - 3.2.3 Ensure that documentation arising from minutes are posted, distributed and reviewed in accordance with legislation.

- 3.2.4 Work with management to ensure that the committee size reflects the numbers of workers and is reflective of the workforce.
- 3.2.5 Assist in the development of Safe Work Procedures.
- 3.2.6 Provide technical advice regarding safety to workers.
- 3.2.7 Actively participate in the Safety Program by attending safety meetings, inspections, by publicizing safety statistics, minutes of meetings, and other related information.
- 3.2.8 Develop procedures (as required) for specific job tasks and the associated safety requirements.
- 3.2.9 Consider suggestions from workers regarding health and safety recommend implementation where warranted.
- 3.2.10 Determine that all work is performed in compliance with OH&S regulations and if necessary, recommend measures that will attain compliance with these regulations.
- 3.2.11 Ensure worksite inspections are completed by JOHSC quarterly at a minimum, in accordance with OH&S legislation.
- 3.2.12 Set a good example.

#### **4. Safety Advisor Responsibilities:**

- 4.1 Greenview Safety Advisor is responsible to the Department Managers for implementing the Health and Safety Program on the job site and for all investigation and reporting requirements relative to inspections, accidents, incidents, or infractions that occur during the course of executing the daily tasks.
- 4.2 The responsibilities the Safety Advisor include but are not limited to:
  - 4.2.1 Ensure that Incident/Injury investigations are performed. All incidents and near misses are to be investigated and reported on the correct forms. Ensure reports are sent to the other regulatory agencies and they are notified within specified time frames as required. (i.e.: OH&S)
  - 4.2.2 Ensure that all requirements of the Health and Safety Program are being carried out by all personnel including management, contractors, vendors, suppliers and other parties working on or volunteering on the work site.
  - 4.2.3 Coordinate and approve all yearly safety reviews of procedures and safe work practices.
  - 4.2.4 Set up inspection schedule and determine that regular inspections and job observations for non-compliances are performed. Report to management and assist supervision to develop action plans to address recurring issues/negative trends.

- 4.2.5 Conduct and follow up on annual Safety Audits as prescribed by the Alberta Municipal Health and Safety Association.
- 4.2.6 Review and approve all Hazard Assessment and Near Miss reports.
- 4.2.7 Attend Health and Safety supervisory meetings and plan and schedule Monthly Safety Meetings.
- 4.2.8 Lead the investigations on all high potential and critical incidents/accidents and near misses.
- 4.2.9 Coordinate overall Emergency Plan with Greenview Regional Fire Services. Ensure it is posted and understood by everyone.
- 4.2.10 Coordinate and direct on job safety training programs as authorized by the department Managers.
- 4.2.11 Conduct and record quarterly Safety Program compliance audits, using Safety Evaluation Review document.
- 4.2.12 Maintain a central Health and Safety filing system and training matrix for all departments.
- 4.2.13 Report daily to the department managers on safety issues and concerns that may require their immediate involvement or attention.
- 4.2.14 Submit weekly safety reports and monthly safety statistics as required or requested.
- 4.2.15 Monitor, evaluate and take action on all sub-standard conditions and working practices.
- 4.2.16 Provide topics, attend and evaluate toolbox meetings and provide instructive guidance to the supervisors conducting the meetings. This applies to Greenview workers and contractors.
- 4.2.17 With assistance from the Greenview Regional Fire Services, develop, implement and maintain an emergency response plan. Ensure that the plan is **reviewed** and updated to reflect the changes in the site organization and activities on a progressive basis. Mock drills must be completed and documented each year to ensure the plan practical for each job site.
- 4.2.18 Maintain worker information bulletin boards in all Greenview offices.
- 4.2.19 Establish an evaluation process for determining program effectiveness, using the Safety Evaluation Review form.
- 4.2.20 Maintain a high degree of professionalism on and off the site.

## 5. Department Manager Responsibilities:

- 5.1 Managers are responsible for the proper execution of the Safety Program. They will be trained in their safety responsibilities and the limits of their authority so that they can provide effective leadership.

- 5.2 The responsibilities of supervisors include but are not limited to:
- 5.2.1 Know and enforce safety policy and rules.
  - 5.2.2 Ensure compliance with all OH&S regulations.
  - 5.2.3 Ensure that the OH&S are shown complete cooperation. A copy of the OH&S regulations and Greenviews Safety Manual are in each office.
  - 5.2.4 Work closely with the Joint Health Safety Committee to create an effective Tool-Box Safety Meeting program on site to help promote safety awareness.
  - 5.2.5 Provide a site specific preventative safety topic for each Tool-Box Safety Meeting.
  - 5.2.6 Ensure safety signage on site is current and effective; both in and outside the Greenview buildings.
  - 5.2.7 Ensure all workers are thoroughly educated and are aware of site hazards.
  - 5.2.8 Conduct inspections for hazards and correct unsafe acts and conditions, and report investigations to Department Managers and/or Safety Advisor.
  - 5.2.9 Manage any safety infractions. This shall include:
    - Serve written or verbal warnings for safety infractions.
    - Maintain records of infractions, warnings, and citations including verbal by noting warning or discussion in personal file.
    - Disciplinary actions, including suspensions and dismissals. Under normal circumstances a first infraction will receive a verbal warning, a second will warrant a citation, and a third will be grounds for dismissal. **Intentional** safety violations will bring immediate disciplinary action.
  - 5.2.10 Report safety activities to management.
  - 5.2.11 Ensure all documentation is completed and distributed properly in accordance with Greenview policies and OH&S legislation.
  - 5.2.12 Set a good example of safety at all times.

## 6. Supervisor Responsibilities:

- 6.1 Communication with the worker is primarily through the supervisor. To have an effective Safety Program, the supervisor must work closely with workers to facilitate the spread of safety information. The supervisor is the most likely person to identify hazards and to take preventative measures where possible.
- 6.2 Greenview supervisors are responsible for, but not limited to, the following:

- 6.2.1 Tools and equipment are properly maintained and in safe working order. Workers use and are trained in the use of appropriate Personal Protective Equipment (PPE).
- 6.2.2 Tool-Box Safety Meetings are held regularly for all workers, all items discussed or noted are followed-up and corrected; Greenview representatives attend Joint Health and Safety Committee meetings.
- 6.2.3 All incidents, which are required to be investigated by the Incident Investigations Policy, are brought to management's attention and incident investigations are performed and report forms completed as directed.
- 6.2.4 A site-specific emergency plan (Emergency Preparedness) is communicated on the job site.
- 6.2.5 They perform initial and regular follow-up inspections of the work area and immediate action is taken to correct sub-standard safety conditions found during or outside of regularly scheduled inspections.
- 6.2.6 WHMIS controlled products are identified, labelled and SDSs are used. **ALL** products are to be stored properly at all times.
- 6.2.7 They set a good example of safety at all times.

## **7. Non-Supervisory Personnel and Workers:**

- 7.1 It is the duty and responsibility of Greenview to ensure a safe work place for our workers. It is the responsibility of each worker to comply with all safety regulations and to maintain that safe work place for themselves and others. Ultimately, the responsibility and performance of safety lie with the individual. Each worker must work closely with the job supervisors to ensure a safe work environment.

### **NOT FOLLOWING SAFETY POLICIES AND PROCEDURES COULD RESULT IN SERIOUS INJURY OR DEATH.**

- 7.2 All workers will be given instruction regarding their individual responsibility for safe execution of their work. These instructions will be given at the time the worker is hired. Safety awareness will be maintained through ongoing training programs of hazard recognition and avoidance, which will be based upon an active Hazard Assessment development.
- 7.3 The worker is responsible for, but not limited to the following:
  - 7.3.1 Attend and participate in safety related training including pre-job task instruction and attend daily and weekly safety meetings.
  - 7.3.2 Bring unsafe working conditions, practices and incidents to the attention of the immediate supervisor.
  - 7.3.3 Take immediate corrective action when necessary to eliminate potential hazards to personnel, equipment, or buildings.

- 7.3.4 Utilize the equipment, protective devices, or clothing that the worker is required to wear in accordance with PPE procedure and any FLRA or JHA.
- 7.3.5 Report to their immediate supervisor the absence of, or defect in, any equipment or protective device of which the worker is aware and that may endanger personnel.
- 7.3.6 Report all incidents (incidents or near misses) to your immediate supervisor. Obtain first aid attention as required, report any medical attention received after leaving the work site to the immediate supervisor and/or safety advisor.
- 7.3.7 Report to their immediate Supervisor or Safety Advisor any contravention of the Health and Safety Act or governing regulations or the existence of any hazard they are aware of.
- 7.3.8 Complete Hazard Assessments for all routine work performed on the job site through utilization of the Field Level Risk Assessment cards (FLRA).
- 7.3.9 Actively participate in Incident/Injury investigations where required.
- 7.3.10 If a worker is found to be in contravention of Greenview safety policy, rules, or OH&S regulations, the worker will be subject to disciplinary action. The severity of safety infractions shall determine the necessary action and the decision and responsibility will lie with the job supervisor. Extreme and/or intentional safety infractions will be grounds for immediate dismissal.

## **8. Contractor Responsibilities:**

- 8.1 Contractors working within any of Greenview job sites are responsible to ensure the health and safety of their workforce and are required to develop a written health and Safety Program as required by OH&S regulations.
- 8.2 Contractors shall ensure that they:
  - 8.2.1 Can demonstrate that they are fully covered and are in good standing by the Workers' Compensation Board.
  - 8.2.2 Comply with OH&S regulations.
  - 8.2.3 Plan and execute all work in a manner that complies with OH&S regulations and Greenview health and Safety Program.
  - 8.2.4 Before commencing work, the subcontractor shall contact the job supervisor for special instructions regarding operating hazards and applicable safe work instructions particular to the site.
  - 8.2.5 Explain rules and regulations to their workers and secure compliance from them. They must review and sign off on Greenview Safety Rules document.
  - 8.2.6 Maintain an active Tool-Box Safety Meeting Program. Meeting minutes or a completed Tool-Box Safety Meeting Report shall be presented to the Job Supervisor weekly.

- 8.2.7 Enforce the use of adequate personal protective equipment.
- 8.2.8 Report all incidents, injuries, near misses and a full investigation will be required on ALL lost-time and recordable incidents.
- 8.2.9 Immediately correct any unsafe conditions or practices reported or observed within their jurisdiction. All reported or observed unsafe conditions and practices are to be reported to Greenview Supervisors.
- 8.2.10 Co-operate with all Safety Representatives.

## 9. Occupational Health and Safety Act, Regulations and Code:

- 9.1 Where the requirement of this program is less stringent than those regulations required by Federal or Provincial authorities, the prevailing government requirement should be adhered to. The Occupational Health and Safety Act was created to help protect the workers from risk of injury at work. As different people have different ideas as to what is safe, the act defines basic safety standards for everyone and provides enforcement of those standards. OH&S legislation fundamental principles are consistent from province to province.
- 9.2 Key areas of responsibilities for the employers and workers include, but are not limited to:
  - 9.2.1 Every employer shall ensure the Health and Safety of workers engaged in the work of that employer, and those workers not engaged in the work of that employer but present at the worksite at which the work is being carried out, and that the workers engaged in the work of that employer are aware of their responsibilities and duties under the act and the regulations which govern their work. Workers must protect themselves and other workers on the job site and cooperate with the employer in protecting themselves and the health and safety of other workers on site.
  - 9.2.2 Every worker shall while engaged in an occupation, take reasonable care to protect the health and safety of other workers present while working, cooperate with the employer for the purpose of protecting the health and safety of themselves and other workers engaged in the work of the employer and other workers not engaged in the work of that employer but present at the worksite where the work is being carried out.
  - 9.2.3 Applicable Legislation for each jurisdiction can be found in the following Acts, Regulations, or Code.
 

**Alberta** Section 3 Occupational Health and Safety Act, Due Diligence
  - 9.2.4 Workers have the right to refuse Dangerous Work and Imminent Danger without fear of reprisal and/or discrimination.
  - 9.2.5 Workers have the right to refuse work if they believes imminent danger exists. The worker needs to discuss their concerns with their employer and provide reasons they refused the work.



- 9.2.6 No worker shall carry out any work, if on reasonable, probable grounds; they believes that there exists imminent danger to the health and safety of that worker or another present at the work site. This includes the operation of any tool, appliance, or equipment that may endanger the health and safety of that worker or another present on that site. Where any worker has refused work on these grounds, an investigation will be conducted in accordance with provincial legislation.
- 9.2.7 No one can take disciplinary action against a worker if the worker is following the act and regulations. No person shall dismiss or take any disciplinary action against a worker by reason of that worker acting in compliance with OH&S legislation, the regulations, or an order given.
- 9.2.8 The worker, as soon as practicable, shall notify the worker’s employer at the work site of the refusal and the reason for the worker’s refusal.
- 9.2.9 After being notified, the employer shall:
- a) Investigate and take action to eliminate the imminent danger, or
  - b) Ensure that no worker is assigned to use or operate the tool, appliance or equipment or to perform the work for which a worker has made a notification of imminent danger, unless:
    - The worker to be so assigned is not exposed to imminent danger, or
    - The imminent danger has been eliminated.
  - c) Prepare a written record of the worker’s notification, the investigation and action taken,
  - d) Give the worker who gave the notification a copy of the record described in clause (c).
- 9.2.10 The employer may require a worker who has given notification under imminent danger to remain at the work site and may assign the worker temporarily to other work assignments that the worker is reasonably capable of performing.
- 9.2.11 A temporary assignment under subsection 9.2.10, if there is no loss in pay, is not disciplinary action for the purposes of subsection 9.2.7.
- 9.2.12 Applicable Legislation for each jurisdiction can be found in the following Acts or Regulations.

**Alberta** Section 35 Occupational Health and Safety Act

**Alberta Bill 30** Protect the Health and Well-being of Working Albertans

## 10. Reporting of Serious Injuries and Incidents:

10.1 The following incidents will be reported to Occupational Health and Safety as defined by the legislation:

10.1.1 An injury or incident that causes death.

- 10.1.2 An injury or incident that results in the workers being admitted to the hospital.
- 10.1.3 An unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or had the potential to cause a serious injury.
- 10.1.4 The collapse of a crane, scaffolding or hoist.
- 10.1.5 The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

## **11. Worker Information:**

- 11.1 Bulletin boards for the purpose of communicating health and safety information will be erected at each site in a conspicuous location. The Safety Advisor will be responsible to update the board. Typical information may include:
  - 11.1.1 Hazard Alerts.
  - 11.1.2 Safety Related Industry News.
  - 11.1.3 Health and Safety Policy.
  - 11.1.4 Drug and Alcohol Policy.
  - 11.1.5 Organization Safety Rules.
  - 11.1.6 Inspection Reports.
  - 11.1.7 Relevant Legislation.