

Assignment of Responsibility & Accountability for Safety

Management

- Provide a safe and healthy workplace.
- Provide policy statements relating to the Safety Management System (or Health & Safety Program)
- Allocate adequate resources (money, time, equipment and people) to implement the program.
- Ensure that all staff are trained, supported and held accountable for fulfilling their workplace health and safety requirements.
- Ensure hazards are identified and proper steps are taken to control the risks.
- Ensure training is provided in connection with known hazards.
- Being knowledgeable and responsible for complying with the requirements of the Saskatchewan Occupational Health and Safety legislation.
- Hold a weekly safety meeting with all SHSA employees.
- Always provides a good example by directing and performing work in a safe manner.
- Ensure standards of performance are maintained and that workers know what is expected of them. Enforce all established safety rules to ensure compliance with rules.
- Maintain working relationships with the Workers' Compensation Board (WCB) and Advanced Education, Employment and Labour (AEEL).
- Investigate all incidents and ensure identified hazards are corrected.
- Provide safe and appropriate job accommodation to employees that are temporarily disabled due to illness or injury.

Safety officer

- Develops, maintains and manages the safety management manual.
- Acts as a lead investigator into incidents or near misses to determine the underlying causes and report in detail an action plan and schedule for follow-up. Also complete the required report forms on a timely basis.
- Ensure that pertinent safety reports are submitted as required.
- Identifies and assesses training needs related to safe work practices.
- Leads the development, implementation and updates of job hazard analyses and safe job procedures ensuring information is communicated to all involved parties.
- Ensures inspections are completed in timely manner.
- Ensure that they maintain current knowledge of OH&S legislation and best practices.
- Responsible for the maintenance of the WHMIS program
- Establish inspection schedules, conduct regular inspections for unsafe conditions and provide an action to eliminate causes of incidents.
- Prepares, coordinates and analyses safety-related statistical reports. Compile safety statistics.

- Maintain a first aid log. (as required, injured employees must receive adequate care and attention)
- Ensure employees are aware of the Health & Safety Manual hardcopy location.
- Ensure that an electronic copy of the Health and Safety Manual is current.

Workers

- Carry out their work in a manner that will not create a hazard to their own safety, other employees, clients, contractors or the general public.
- Comply with all SHSA rules, safe work practices, procedures and emergency management protocols after being informed and trained.
- Attend weekly safety meeting, either in person or via video communication.
- Participate with the safety officer to reduce and control unsafe conditions and acts on the work site. Report unsafe situations or activities immediately to their supervisor or safety officer.
- Assist the safety officer in incident investigations when possible.
- Report any/all accidents, incidents, near misses and/or injuries immediately to their supervisor or the safety officer.

Contractors

- Be informed of the SHSA Health & Safety rules, safe work practices and procedures and emergency management protocols regarding expectations of contractor compliance.
- Take all necessary precautions and protect the health and safety of themselves, SHSA representatives and the general public.
- Abide by all applicable OH&S/ WCB legislation.
- Provide WCB confirmation.

CEO:



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