



HEALTH AND SAFETY POLICY MANUAL

Subject: Authorities and Responsibilities	Approval Date: December 19, 2016	By-Law No. 93-2016
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5.5 AUTHORITIES AND RESPONSIBILITIES

1. Council and Senior Managers' Responsibilities

- a) These company officials are responsible for supplying an effective strategy that can manage the occupational health and safety concerns of The Corporation of the Municipality of Red Lake.
- b) Ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with the Municipality's legal obligations.
- c) Foster a workplace culture of safety, with appropriate leadership.
- d) Review the policies efficacy on an annual basis, and revise where necessary.
- e) Provide the Joint Health and Safety Committee with a copy of all orders or reports issued to the employer by a Ministry of Labour Inspector informing the committee of any work-related incidents involving injury, death or occupational illness.

2. Managers and Supervisors' Responsibilities

- a) Responsibilities include assistance in developing, implementing, and enforcing the Municipality's policies and procedures.
- b) Continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- c) Utilize the process of hazard identification, risk management and incident investigation.
- d) Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- e) Shall be held accountable for the health and safety of workers under their supervision.
- f) Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- g) Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- h) Ensure that the worker representative for their workplace is given adequate time to conduct a thorough workplace inspection each month.
- i) Conduct monthly health and safety meetings with their staff.
- j) Conduct daily tailgate health and safety meetings with staff.



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3. Human Resources' Responsibilities

- a) Liaison with government agencies to ensure workplace health and safety compliance.
- b) Act as an advisor to management on safety and health policy issues.
- c) Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- d) Develop Best Practices.
- e) Design and develop accident / incident reports and investigation procedures.
- f) Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
- g) Design and develop company policies and procedures on workplace safety and health issues.
- h) Ensure that all members of the Joint Health and Safety Committee are adequately trained.
- i) Ensure that each worksite has a worker representative who has received adequate training to complete workplace inspections.
- j) Review injury and illness trends, and identify problem areas and solutions.

4. Employees' Responsibilities

- a) Responsible for compliance with occupational health and safety policies and procedures.
- b) Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- c) Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- d) Use appropriate personal protective equipment as required.
- e) Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or Human Resources.



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5. All Employees are Responsible for the Following:

- a) Completion of required occupational health and safety training.
- b) Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- c) Reporting of any incident, injury or hazard as outlined in procedures.
- d) Report any acts of violence or harassment in the workplace.
- e) Promoting a hazard-free workplace.
- f) Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.