

OCCUPATIONAL HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

Background

The Division believes in creating a safe working environment for all parties at its sites and recognizes that this can only be accomplished through a joint responsibility between management and staff. Clear expectations of specific responsibilities are necessary to ensure that everyone is aware of their rights and obligations.

Rights and Responsibilities

With regards to health and safety, all employees have the following rights:

- Right to refuse unsafe work,
- Right to participate in the workplace health and safety activities through collaboration and the Health and Safety Committee (HSC) and as a worker safety representative,
- Right to know, or the right to be informed about, actual and potential dangers in the workplace.

With regards to health and safety, all employees have the following responsibilities:

- Work safely and protect yourself and others from danger.
- Follow all applicable Alberta OH&S legislation and industry best practice standards.
- Report workplace hazards, near misses, and all incidents.
- Know and follow emergency procedures.
- Use all applicable hazard controls, including PPE (personal protective equipment) as required.
- Participate in the health and safety program initiated by the division.
- Refrain from causing or participating in harassment or violence.
- Cooperate with and follow the direction of those in leadership as it pertains to safety and anyone else exercising a duty imposed by the Alberta OHS Act, Regulation or Code.

Procedures

1. The Division has created and implemented a safety management program in keeping with legislated requirements and industry best practice. This program is outlined in the division's ***Health and Safety Manual*** which outlines different systems and processes that are in place to ensure health and safety at Division sites.
2. Employee responsibilities within the Division's safety systems are outlined in Appendix 161. These responsibilities are communicated through safety orientations, training and regular communication.

Reference: Section 3, 4, 5, 9, 10, 13, 19, 21, 31, 35, of the AB OH&S Act
Part 1 Section 2.1, Part 2 Section 7, 8, 9, Party 13, Part 18, Part 27 of AB OHS Code

Manuals: BRSD Health and Safety Manual

Appendix: OH&S Roles & Responsibilities (Appendix 161)

Amended: August 2019