

**Note:** Back-up documentation for each policy is in the Master Binder.

**POLICY 21/97-01**

**TITLE:** Assignment of Responsibilities and Accountability for Safety

**Employer (Council):**

1. Provide a statement of Policy relating to the Safety Program which provides a commitment and philosophy that sets levels of expectations for safety performance throughout the Organization.
2. Maintain overall control and direction of the Safety Program.
3. Ensure all established safety policies are administered and enforced in all areas.
4. To provide, as financially possible, employees with proper tools and equipment and special personal protective devices which may be required.
5. To provide budgetary funds each year for the ongoing safety education and approved first aid training courses as required.

**Managers:**

1. To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all our employees.
2. To understand and enforce our safety policy as well as the occupational health and safety legislation.
3. To provide all supervisory staff with an understanding of our safety program as well as relevant occupational health and safety legislation.
4. To monitor departments and projects and hold them accountable for their individual safety performance.

**Supervisors:**

1. To know and apply the municipal safety policy and relevant occupational health and safety legislation.
2. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by this municipality and by legislation to protect their health and safety.
3. To advise all employees of any potential or actual dangers and how to isolate, prevent, or remove them.
4. To arrange for medical treatment as required, in the case of injury or illness including transportation to a doctor or hospital as necessary.
5. To document and report all accidents immediately, to investigate and document all accidents fully, and to advise management on how to prevent similar accidents in the future.
6. To carry out regular inspections of the work place to ensure a safe and healthy environment.

**Employee:**

1. To read, understand, and comply with this municipality's safety policy, safe work practices, procedures, and rules.
2. To wear the safety equipment and personal protective devices and clothing required by regulations and his/her employer.
3. To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
4. To report all accidents and injuries to his/her supervisor as soon as possible.
5. To take every reasonable precaution to protect the safety of other workers and himself/herself.

**ALL EMPLOYEES ARE RESPONSIBLE FOR MAKING THEMSELVES FAMILIAR WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT REGULATIONS.**