**Assignment of Responsibility**

**Manager:**

* Provide a safe workplace.
* Provide information, instruction, and assistance to all supervisory staff and/or employees to protect the health and safety of everyone at the workplace.
* Maintain overall control and responsibility of the company safety program.
* Understand and enforce the safety program policies, procedures, and the OHS Act.
* Provide all supervisory staff with proper, well-maintained tools and equipment, plus any other specialized personal protective devices which may be required.
* Provide all supervisory staff with an understanding of the incident prevention program as well as relevant sections of the OHS Act.
* Provide on going safety education and first aid training as required.
* Monitor projects and hold individuals accountable for their safety performance.

**Supervisor/Foreperson:**

* Promote workplace safety and address unsafe conditions.
* Know and apply the company’s safety policy, program, and OHS Act.
* Ensure that all employees are trained to work in a safe manner and that they use all protective devices and procedures required by the company and legislation are followed.
* Advise all employees of any potential or actual dangers associated with the work and provide information on how to isolate, prevent, or remove the hazards.
* Arrange for medical treatment in case of injury or illness, including transportation to a doctor or hospital.
* Report and fully investigate all incidents/near misses and advise management on how to prevent similar incidents in the future.
* Regular safety inspections of the workplace to ensure a safe and healthy environment.

**Employee:**

* Read, understand, and comply with the safety policy, safety program, safe work practices, procedures, and rules.
* Use safety devices/equipment and personal protective equipment required by the regulations, manufacturers’ specifications, and the employer.
* Identify and report hazards at the workplace.
* Notify the supervisor of any unsafe conditions or acts.
* Report all incidents/near missed to their supervisor as soon as possible.
* Take every reasonable precaution to protect the safety of themselves and others.

**Safety Representative/JOHSC Representatives:**

* Work on behalf of the employees, with the employer on workplace health and safety.
* Co-operative identification of hazards.
* Co-operative auditing of the workplace safety program.
* Participate in workplace safety inspections and investigations.
* Advising on personal protection equipment, devices, and clothing.
* Provide recommendations on improvement opportunities to the safety program.
* Participate in JOHSC safety meetings and follow the rules of procedures as laid out by the committee.