

## **Assignment of Responsibility and Accountability for Safety**

### *CAO*

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 accident prevention policy as well as the occupational health and safety legislation.
3. To provide all supervisory staff with an understanding of our accident prevention program as well as relevant occupational health and safety legislation.
4. To provide all supervisory staff with proper, well maintained tools and equipment, plus any other personal protective devices which may be required.
5. To provide ongoing safety education programs and approved first aid training courses, as required.
6. To monitor departments and projects and hold them accountable for their individual safety performance.
7. Set a good example.

### *Department Heads*

1. To know and apply the municipal safety policy and relevant occupational health and safety legislation.
2. To ensure that the supervisors have training in order to train the employees in a proper manner.
3. To monitor employees and projects and hold them accountable for their individual safety performance.
4. To ensure the supervisors complete all their paperwork that they are responsible for.
5. To ensure that supervisors and employees get health and safety information on any new products or machinery.
6. Set a good example.

### *Foreman/Other 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 monitor employees and projects and hold them accountable for their individual safety performance.
5. To arrange for medical treatment as required, in the case of an injury or illness, including transportation to a doctor or hospital as necessary.
6. To report all incidents immediately, to investigate all accidents fully and to advise management on how to prevent similar incidents in the future.
7. To carry out regular inspections of the work place to ensure a safe and healthy environment.
8. Set a good example.

### *Employees*

1. To read, understand and comply with this municipality's safety policy, safe work practices, procedures and rules.
2. To wear 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 incidents and/or 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.
6. Make safety suggestions.
7. Set a good example.

### *Health and Safety Coordinator*

1. To update any policy, directive or other changes to the Health and Safety Manual.
2. To ensure that managers get any pertinent health and safety information on new products or machinery.
3. To ensure all paper work is turned in on time and filed.
4. To send employees on health and safety courses.
5. To ensure the Town has all the paper work and is ready for an external audit.
6. To perform internal audits and external audits on other municipalities as directed by AMHSA.
7. To assist in investigating any near misses and incidents and make corrective actions as necessary.
8. To ensure that all workers are involved some way in the Health and Safety program.

### **Contract employees**

1. To read, understand and comply with this municipality's safety policy, safe work practices, procedures and rules.
2. To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
3. To report all incidents and/or injuries to his/her supervisor as soon as possible.
4. To take every reasonable precaution to protect the safety of other workers and himself/herself.
5. Make safety suggestions.
6. Set a good example.

### **Contractors/Sub contractors**

Contractors and their employees are expected, in addition to observing the Occupational Health and Safety Act:

1. To be familiar with and comply with the Town's Health and Safety Policies, Safe Work Practices and Procedures;
2. To use the safety equipment and wear the personal protective equipment required by regulations and the Town;
3. To follow the Safety Policies and Practices of their company where they are more stringent than those of the Town;
4. To regularly hold and record the minutes of site safety meetings, companies of which are to be provided to the Town