

1.0 OBJECTIVE

This procedure's objective is to identify the roles and responsibilities of all workplace parties at The Municipality of Greenstone. The Municipality of Greenstone is committed to ensuring that all workplace parties including senior management, management, supervisors, workers, and subcontractors understand and comply with the legislative requirements under the Occupational Health and Safety Act (OHSA), applicable regulations and relevant company policies and procedures.

2.0 SCOPE

The Health and Safety policy and procedure applies to all work or work-related activities performed under the control of the organization by workplace parties. The following responsibilities apply to all workplace parties of the company. It also applies to, but not limited to visitors, clients, contractors, vendors or members of the public.

3.0. DEFINITIONS

Competency: A person performing a task for, or on behalf of, the organization is competent to do so by means of appropriate:

- a) Knowledge of the hazards and risks associated with the tasks for the operations and activities
- b) Demonstrated understanding and working knowledge of the control measures associated with the hazards and risks
- c) Training with regard to the hazards, risks, and associated control measures
- d) Aptitudes, such as skillset, ability, and willingness to deal with the hazards, risks, and control measures

[Ref. Infrastructure Health & Safety Association (IHSA) COR 2020 Audit Handbook].

Competent person means a person who:

- a) is qualified because of knowledge, training, and experience to organize the work and its performance,
 - b) is familiar with this Occupational Health and Safety Act and the regulations that apply to the work, and
 - c) has knowledge of any potential or actual danger to health or safety in the workplace
- [Ref. OHSA].

Competent worker in relation to specific work, means a worker who,

- a) is qualified because of knowledge, training, and experience to perform the work,
- b) is familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work, and
- c) has knowledge of all potential or actual danger to health or safety in the work

Contractor: Person or organization providing services to another organization in accordance with agreed upon specification, terms, and conditions. [Ref. IHSA Contractor Handbook]

Constructor: A person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer [Ref. OHSAA].

Employer: The Municipality of Greenstone, who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

Health and Safety Representative: A representative selected by workers at a workplace who do not exercise managerial functions. The Health and Safety Representative is committed to promoting and enhancing workplace health and safety conditions. This role is required in workplaces where the number of regularly employed workers exceeds five and the establishment of a Joint Health and Safety Committee (JHSC) is not required.

Joint Health and Safety Committee (JHSC): An advisory body composed of worker and management representatives that are committed to improving health and safety conditions in the workplace. A joint health and safety committee is required at workplace,

- a) at which twenty or more workers are regularly employed;
- b) with respect to which an order to an employer is in effect;
- c) other than a construction project where fewer than twenty workers are regularly employed, with respect to which a regulation concerning designated substances applies.

This requirement does not apply to a constructor at a project at which work is expected to last less than three months.

[Ref. OHSAA].

Management: A group of managers who administers and/or supervises the affairs of a department or division at the level below senior management of the company or organization.

Organization: The Municipality of Greenstone, that functions as a local government authority with defined administrative boundaries, responsible for providing public services, governance, and regulatory oversight within its jurisdiction. It operates with its own management structure, administrative staff, and decision-making processes.

Procedure: A documented, specified method to carry out an activity. [Ref. IHSA COR 2020 Audit Handbook].

Process: A set of interrelated or interacting activities that transforms inputs into outputs. [Ref. IHSA COR 2020 Audit Handbook].

Senior Management (CAO, Directors, etc.): Person(s) at the highest level of an organization's structure responsible for leading, managing and /or directing an organization's day-to-day activities and/or operations. [Ref. IHSA COR 2020 Audit Handbook].

Subcontractor: is an employer who hires workers and is hired in turn by a contractor [Ref. IHSA Contractor Toolkit]

Supervisor: A person who has charge of a workplace or authority over a worker. [Ref. IHSA COR 2020 Audit Handbook].

Worker: A worker is a person who is employed or hired by the Municipality of Greenstone, including, but not limited to, full time employees, part time employees, casual employees, members of the council, volunteers, and contractors.

Worker Trades Committee is a committee established by a joint health and safety committee at a construction project that is expected to last more than three months and at which more than 50 workers are regularly employed.

4.0. RESPONSIBILITIES

Internal Responsibility System (IRS)

The Internal responsibility System (IRS) shall be the bedrock of the health and safety program at The Municipality of Greenstone and every employee shall have a direct responsibility for health and safety as an essential part of their job. While the collective responsibilities for diverse groups of employees (managers, supervisors, workers, JHSC etc.) are defined subsequently in succeeding paragraphs, each employee shall take initiative on health and safety issues and work to solve problems and make improvements on an on-going basis. **The senior management shall assess, at least once annually, if the IRS is functioning effectively and as intended.**

Some of the factors that are crucial towards the success of the IRS are indicated below:

1. All workplace parties must have a sincere wish to prevent accidents and illnesses;
2. All workplace parties must accept that accidents and illnesses have causes that can be eliminated or reduced;
3. All workplace parties must accept that risk can be continually reduced, so that the time between accidents and illnesses increases;
4. All workplace parties must accept that health and safety is an essential part of doing his or her work (health and safety is not an extra, it is part of doing the job);
5. All workplace parties must have a clear understanding of what they are responsible for; what they can do to change matters; and when things must be done;
6. All workplace parties must be regularly asked to explain what they have done to ensure health and safety on the job and in the workplace;
7. All workplace parties must have a clear understanding of their own skill, ability, and limitations, and should have the capacity to carry out their responsibilities;
8. All workplace parties must attempt to avoid conflict when trying to reduce risk;
9. As an individual, each person must go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
10. When an individual cannot reduce risk by themselves, then they must cooperate with others to go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;

11. Everyone must understand the IRS process, believe in it, and take steps to make it effective at all levels in the organization; and
12. No one should be fearful of reprisals when using IRS processes.
13. The responsibilities of the key stakeholders are enumerated in the succeeding paragraphs. It is crucial that *these responsibilities be included in the job descriptions of various roles* within The Municipality of Greenstone and all new hires be made aware of these responsibilities and accountabilities even before they commence work/ accept their role at The Municipality of Greenstone.

Senior Management (CAO, Directors, etc.)

- a) Provide a safe and healthy work environment.
- b) Ensure that equipment, materials, and protective devices provided are maintained in good working condition.
- c) Provide information, instruction, and supervision to workers to protect their health and safety.
- d) Appoint competent personnel as supervisors.
- e) Ensure supervisors and workers are aware of potential or actual hazards.
- f) Prepare and at least annually review a written occupational health and safety policy. Post the policy in a conspicuous place.
- g) Develop and maintain a program to implement the policy.
- h) Work jointly with relevant workplace parties in the development and implementation of the program
- i) Ensure staff has the time to fully participate in the health and safety program
- j) Afford assistance and co-operation with the committee and safety representatives in carrying out any of their functions.
- k) Support the process of ongoing hazard assessment.
- l) Participate in the development and review of practices and procedures.
- m) Promote the exchange of health and safety information.
- n) Delegate authority and responsibility as appropriate and hold employees and subcontractors accountable for the authority and responsibility delegated to them
- o) Ensure an investigation is conducted for fatalities or critical injuries.
- p) Review accident reports and respond in a timely manner.
- q) Review health and safety trends and develop yearly action plans based on the trends.
- r) Conduct a formal inspection of a site at least once a year.
- s) Take every precaution reasonable in the circumstances for the protection of a worker.

- t) Observe the work in progress and provide positive input to the management, supervisors and workers.

Constructors

- a) Ensure the measures and procedures prescribed in the Act and regulations are carried out on the project.
- b) Ensure every employer and every worker performing work on the project complies with this Act and the regulations.
- c) Ensure the health and safety of workers on the project is protected.
- d) Ensure each contractor and/or subcontractor is provided with a list of all designated substances present at the site before beginning work.
- e) Provide a Notice of Project to the Director (Ministry of Labour), before commencing any work on a project, as prescribed.

Other responsibilities as may be defined in other legislations, regulations, or procedures.

Management

- a) Ensure that supervisors understand their health and safety responsibilities and are held accountable.
- b) Ensure that equipment, materials, and protective devices provided are maintained in good working condition.
- c) Ensure the workforce is adequately trained to safely complete the work and deal with hazards.
- d) Ensure that training is current and regularly reviewed.
- e) Be aware of applicable legislation and ensure compliance.
- f) Support the process of ongoing hazard assessment.
- g) Participate in the development and review of practices and procedures.
- h) Ensure there is an effective mechanism for co-operative problem solving amongst workers and supervisors.
- i) Take unresolved health and safety problems to senior management as required.
- j) Respond appropriately to reports of problems and to JHSC/Health and Safety Representative recommendations.
- k) Ensure practices and procedures are established so that supervisors can maintain a safe and healthy workplace.
- l) Participate in the development, implementation, and review of the program.
- m) Monitor supervisor's toolbox talks as required.

- n) Review accident/incident reports.
- o) Ensure corrective actions are implemented and effective.
- p) Conduct a formal inspection of a job site once a month.
- q) Report quarterly to senior management on the status of health and safety performance.
- r) Delegate authority and responsibility as appropriate and hold supervisors, workers and subcontractors accountable for the authority and responsibility delegated to them.
- s) Observe the work in progress and provide positive input to the supervisors and workers.

Supervisors (Working Foremen, Assistant Supervisors)

- a) Be aware of the applicable legislation and company procedures.
- b) Ensure that workers use or wear the equipment, protective devices, or clothing that the company requires to be used or worn and that it is in good condition.
- c) Ensure that workers receive appropriate training to use or wear the equipment, protective devices, or clothing that the company requires.
- d) Establish and maintain procedures and practices to ensure that workers can carry out safe and healthy work.
- e) Ensure that workers comply with the Occupational Health and Safety Act, applicable regulations and the company's policy and program.
- f) Ensure that workers are aware of potential or actual hazards and have dealt with or are dealing with the actual hazards in the workplace.
- g) Plan and communicate clear and precise work assignments to enable workers to produce safely.
- h) If possible, involve workers in work planning and problem solving.
- i) Provide orientation for new workers.
- j) Conduct weekly Safety talks and weekly site inspections.
- k) Review safety aspects of each task with crew.
- l) Conduct accident or incident investigation as soon as possible.
- m) Encourage workers to report health and safety problems without fear of reprisal.
- n) Respond quickly and appropriately to worker concerns and if possible, cooperate in their correction. Take matter to higher level if beyond supervisor's authority/ability.
- o) Report safety problems to management.
- p) Set an example by being consistently safety conscious and insisting on the safe performance of work.
- q) Observe the work in progress and provide positive input to the workers.

- r) Be involved in ongoing hazard assessment.
- s) Participate in the development and review of safe work practices and procedures.
- t) Take every precaution reasonable in the circumstances for the protection of a worker.

Workers

- a) Work in a way that will not endanger yourself or others.
- b) Use or wear the equipment, protective devices, or clothing that the legislation or company requires.
- c) Do not perform any task for which you are not competent.
- d) Work safely in accordance with the company's or the client's health and safety policy and program and with the Occupational Health and Safety Act and applicable regulations.
- e) Complete pre-use inspections for equipment as required.
- f) Do not remove, displace, or interfere with the use of any safeguards.
- g) Immediately report unsafe conditions and/or existence of any hazard to the supervisor.
- h) Report all accidents, injuries, first aid and near-misses immediately to the supervisor.
- i) Identify and communicate any unsafe conditions or work practices observed and promptly report to the supervisor if hazardous actions persist.
- j) Participate in solving health and safety problems.
- k) Provide recommendations to the supervisor to improve health and safety.

Subcontractors

- a) Before commencing work, ensure compliance with project health and safety policy and program and make it clear to employees that failure to do so could result in termination of contract.
- b) Provide training in the requirements of the site safety policy and program.
- c) Coordinate all work activities through the supervisor.
- d) Inspect, and maintain PPE as required for direct-hire employees.
- e) Monitor site conditions daily and record all injuries, accidents, or near-misses.
- f) Conduct clean-up of work areas at least daily, based on the contract.
- g) Conduct regular safety talks for employees and provide site-specific training as required.
- h) Provide compensation and time necessary to employees who participate on safety committees.

- i) Provide adequate facilities (e.g. lunch area, wash-up area and toilets, tool storage, and first aid) for employees.
- j) Notify supervisor of any lost-time injuries, medical aid cases, and reportable occurrences on the project.
- k) Cooperate in accident investigations.

Joint Health and Safety Committee (JHSC)

A Joint Health and Safety Committee (JHSC) is mandatory in workplaces that consistently employ 20 or more workers and is comprised of representatives from both workers and management.

- a) Meet at least once every three months.
- b) Conduct a monthly inspection of the workplace to identify hazards (worker member responsibility).
- c) Report findings to the committee and make written recommendations to senior management.
- d) Support the implementation and maintenance of the company safety program.
- e) Assist senior management in the annual review of the company health and safety program.
- f) Review inspection and accident/incident reports.
- g) Worker member to investigate cases where a worker is critically injured or killed.

Joint Health and Safety Committee (JHSC) – Site

Only applicable to construction projects on which 20 or more workers are regularly employed and expected to last three months or more.

- a) Meet at least once every three months.
- b) Conduct a monthly inspection of the workplace to identify hazards (worker member).
- c) Report findings and make written recommendations to senior management.
- d) Support the implementation and maintenance of the company safety program.
- e) Assist senior management in the annual review of the company health and safety program.
- f) Review inspection and accident/incident reports.
- g) Worker member to investigate cases where a worker is critically injured or killed.

Health and Safety Representative

A health and safety representative is required when there are between 6 and 19 workers regularly employed at a workplace.

- a) Inspect the workplace monthly to identify hazards.
- b) Report hazards and make written recommendations to a supervisor.
- c) Attend and participate in health and safety meetings.
- d) Assist in the review of the health and safety program for the project.
- e) Help to implement the health and safety program.
- f) Assist in accident/incident investigation.
- g) Inspect workplace when a person is killed or critically injured.

Health and Safety Representative – Site

A health and safety representative is required when there are between 6 and 19 workers regularly employed at a workplace. This is only applicable to construction projects, where no committee is required and where the number of workers regularly exceeds five.

- a) Inspect the workplace monthly to identify hazards.
- b) Report hazards and make written recommendations to a supervisor.
- c) Attend and participate in health and safety meetings on site.
- d) Assist in the review of the health and safety program for the project.
- e) Help to implement the health and safety program.
- f) Assist in accident/incident investigation.
- g) Inspect workplace when a person is killed or critically injured.

5.0. RELATED FORMS

- Health and Safety Responsibilities Quiz
- Engagement Survey/Activity

6.0. REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27

- Duties of Workers – Occupational Health and Safety Act, s. 28
- Health and Safety Representative – Occupational Health and Safety Act, s. 8
- Joint Health and Safety Committee – Occupational Health and Safety Act, s. 9
- Worker Trades Committee – Occupational Health and Safety Act, s. 10
- Duties of Project Owners – Occupational Health and Safety Act, s. 30
- Duties of Suppliers – Occupational Health and Safety Act, s. 31
- Duties of Directors and Officers of a Corporation – Occupational Health and Safety Act, s. 32

7.0. REVISIONS

<i>Version No.</i>	<i>Reason for Revision:</i>	<i>Developed By (Name, Title and Date):</i>	<i>Reviewed By (Name, Title and Date):</i>	<i>Approved By (Name, Title and Date):</i>
1.0	First Release	Allan Gordon, Director of Human Resources July 2, 2025	Allan Gordon, Director of Human Resources July 31, 2025	Mark Wright CAO August 31, 2025