



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

### **Manager's Responsibilities:**

1. To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all the employees.
2. To understand and enforce the 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, as well as any other special personal protective devices that 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.

### **Supervisor's Responsibilities:**

1. To know and apply the firm's 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 firm and by legislation to protect their health and safety.
3. To warn all employees of any potential or actual dangers and to advise them how to isolate, prevent, or remove such dangers.
4. To arrange for medical treatment when required, in the case of injury or illness, including transportation to a doctor or hospital when necessary.
5. To report all accidents immediately, to investigate 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.

### **Worker's Responsibilities**

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