

## Section 2 – Health and Safety Responsibilities

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- PURPOSE** Defined duties and responsibilities helps set the parameters that are necessary in order to successfully implement accident prevention strategies and maintain the Internal Responsibility System.
- SCOPE** Duties and responsibilities are defined for all management members and Subcontractors in order to ensure that there is a clear understanding of our company's health and safety performance expectations.
- RESPONSIBILITIES**
- Health and Safety Coordinator Responsibilities:
- Ensure communication and documentation of workplace responsibilities to all workplace parties through our orientation process.
  - Provide annual updates and review of the Health and Safety coordinator and workplace responsibilities.
  - Develop and approve corporate health and safety responsibilities for all workplace parties.
  - Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
  - Distribute and communicate information relating to their specific responsibilities to the appropriate parties.
  - Respond to and report any nonconformance or deficiencies observed to Senior Management.
- Senior Management Responsibilities:
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
  - Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
  - The measures and procedures prescribed are carried out in the workplace.
- Supervisors Responsibilities:
- Follow and document objectives outlined under the specific responsibilities.
  - Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
  - Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
  - Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
  - Take every precaution reasonable in the circumstances for the protection of a worker.

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### Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the existence of any hazard of which he or she knows.

### PROCEDURE

#### **Step 1:**

Health and Safety Duties and Responsibilities are defined for the following personnel:

- Senior Management
- Health and Safety Coordinator
- Supervisors
- Workers/Subcontractors
- Health and Safety Representatives
- Consultants/others

#### **Step 2:**

All duties and responsibilities will be communicated in writing and through initial orientation and/or other training sessions. Attendance and/or acknowledgement must be maintained and filed accordingly.

#### **Step 3:**

Verify that health and safety duties and responsibilities are being fulfilled through audits and evaluations.

### DISTRIBUTION

Duties and Responsibilities will be distributed upon hire and will be contained in the Health and Safety Program and in contract addendum's with Subcontractors. Furthermore, as a minimum, duties and responsibilities will be reviewed on a yearly basis

### RECORDS

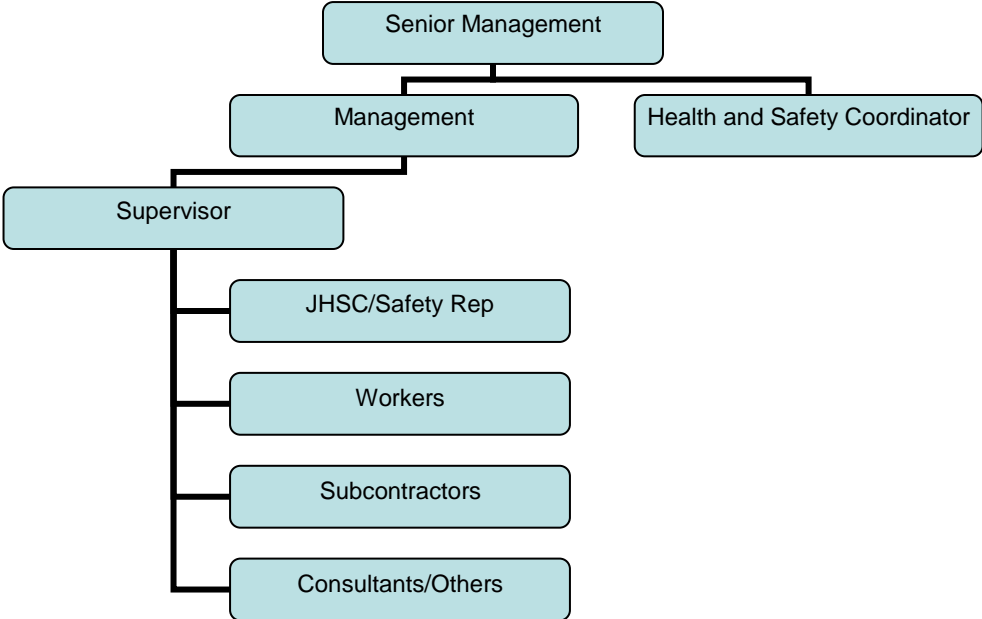
All records of training or meetings will be documented with records of such meetings retained on file.

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**BELMONT CONCRETE FINISHING CO. LIMITED**

**ORGANIZATIONAL CHART**



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### Health and Safety Responsibilities

In addition to the “Strict Duties” defined in the Occupational Health and Safety Act, the following company specific duties must be adhered to in order to successfully implement our workplace specific health and safety program. Please note that these duties should not be considered all inclusive, rather they should be considered as minimum duties and responsibilities necessary to implement effective accident prevention strategies in our workplaces.

#### Senior Management

- take all reasonable care to ensure that workplaces are adhering to the minimum requirements of the Occupational Health and Safety Act and all applicable regulations
- provide necessary resources for the implementation and maintenance of the health and safety program
- provide management with written directives for health and safety
- obtain regular health and safety updates from the Safety Coordinator

#### Health and Safety Coordinator

- in conjunction with the Manager, provide regular health and safety status reports to senior management
- where required provide support and guidance for the continuous improvement of workplace health and safety
- initiate yearly reviews and updates of the Health and Safety Program
- set yearly health and safety training goals for the staff
- ensure that all new workers have been oriented to the Employee Guidelines, have the appropriate training necessary to do the work and equipped with appropriate Personnel Protective Equipment
- in conjunction with the Project Management bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work
- Communicate with the WSIB relating to the RTW process and existing claims.
- Maintain all documentation related to the injury, WSIB, modified work, and recovery progress.
- define site specific Emergency Plans and Procedures
- ensure that supplies for First-Aid are available and that a person trained in First-Aid is working in the vicinity of the First Aid Station
- as required, ensure that a safety representative has been selected for the site and/or a Joint Health and Safety Committee has been established
- collect and maintain “Registration of Constructors and Employers engaged in Construction” forms for all subcontracted employers.
- liaise with external health and safety groups (e.g. Ministry of Labour, Construction Safety Association of Ontario, etc.)
- in conjunction with Senior Management bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work
- allocate the necessary resources for the successful implementation of the Health and Safety Program on each project

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- ensure that all new workers have been oriented to the Employee Guidelines, have the appropriate training necessary to do the work and equipped with appropriate Personnel Protective Equipment
- review all workplace inspection reports, Ministry of Labour orders, and investigation reports and provide direction and guidance as is necessary.
- follow-up on health and safety concerns raised by workers and/or subcontractors
- where required utilize the Progressive Disciplinary Policy and take progressive disciplinary actions against those who willfully disregard the company policy or legislative health and safety requirements
- where required and in conjunction with Senior Management, provide notification to authorities having jurisdiction
- in conjunction with Senior Management bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work

### Supervisor

- implement the Health and Safety Program
- ensure appropriate postings, warnings, locates, site communication, First-Aid and washroom/wash-up facilities
- enforce applicable Health and Safety requirements with all Team Members and Subcontractors
- conduct as a minimum weekly inspections of the workplace
- conduct as a minimum daily Hazard Assessments of the workplace
- ensure Orientation meetings with Subcontractors are conducted prior to the commencement of work
- respond to recommendations for improvement of workplace health and safety and investigate work refusals or complaints
- with the assistance of the Site Management Team conduct Accident Investigations and Follow-ups
- conduct regular Tool Box Safety Meetings with site staff (maintain documentation)
- ensure that Subcontractors have a health and safety program, appropriate training and equipment/machinery documentation as is required
- maintain appropriate documentation of health and safety activities
- take every precaution reasonable in the circumstances for the protection of a worker
- be proactive on all health and safety issues and follow-up on health and safety concerns raised by workers and/or Subcontractors
- Liaise in a professional manner at all times with the governing authorities
- gather Registration Forms from all Employers on site – “**Registration of Constructors and Employers Engaged in Construction**”. Maintain on site
- where necessary make arrangements for injured workers to receive medical treatment and provide the appropriate Medical Treatment Forms
- **Follow-up** on all workplace inspection reports, Ministry of Labour orders, investigation reports and provide copies to the **Manager and the Health and Safety Coordinator** immediately

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### All Workers -- Rights & Duties

#### Rights

1. The right to **Participate** in Health and Safety (through Joint Health and Safety Committees)
2. The right to **Know** about hazardous physical and chemical agents (WHMIS)
3. The right to **Refuse** unsafe work
4. The right to **Refuse** work where workplace violence is likely to endanger himself or herself.
5. The right to **Stop Work** (certified committee members)

#### Duties

##### A worker shall;

- work in compliance with the Occupational Health and Safety Act and regulations,
- use or wear the protective equipment, devices or clothing required by the employer,
- report to his/her employer or supervisor any unsafe condition the worker is aware of (e.g. protective guard is not in place)
- report to his/her employer or supervisor any contravention of the Occupational Health and Safety Act or regulations

##### No Worker Shall;

- remove or make ineffective any protective device required by the regulation or employer, without providing an adequate temporary protective device and the worker must replace the protective device when the need for removing the protective device has ceased
- use or operate equipment, machinery, device or thing in a manner that may endanger the safety of himself/herself or any other worker
- engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

#### Responsibilities

While working on for **BELMONT CONCRETE FINISHING CO. LIMITED**, know your rights and duties, be pro-active, communicate known hazards and adhere to the requirements of the "**Health and Safety Program**".

### Worker Health and Safety Representatives

#### In a cooperative manner;

- meet to discuss health and safety issues pertinent to the workplace. Make recommendations for the continuous improvement of workplace health and safety
- identify situations that may be a source of danger or hazard to worker;
- as required conduct inspections of the workplace and provide recommendations to supervisory staff for improvement where required
- as required, conduct investigations into Critical Injuries and/or participate in the investigation into a work refusal

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- as required, participate in training and apply the learned knowledge to the improvement of workplace health and safety

### **Subcontractors**

- ensure adherence with the criteria stipulated in the **BELMONT CONCRETE FINISHING CO. LIMITED Project Safety Program**
- provide the required equipment and devices for the protection of workers and ensure that the workers are aware of the capabilities, limitations, use and care of the equipment or devices
- be proactive in the prevention of accidents and injury with all workers, subcontractors and visitors under your control

### **Consultants/Others (Architects, Engineers, Suppliers, Testing and Inspection Personnel, Surveyors, Visitors, etc.)**

- Be familiar with the BELMONT CONCRETE FINISHING CO. LIMITED Health and Safety Requirements and ensure adherence to the requirements at all times
- Immediately Report any hazards observed on the project to the Site Management team.

**Notes:** Those working in or around moving equipment/vehicles or machinery must always ensure that they are seen and have established procedures for their work that includes the use of **Tear-away Blaze Orange Florescent Vests and signal persons** when required.

These duties will be distributed to consultants and incorporated into their agreements. Additional duties apply to Architects and Engineers as defined in OHSA Section 31 as follows;

- An architect or engineer contravenes the Act if, as a result of their advice or certification required by the Act that is made negligently or incompetently, a worker is endangered.