



(Company Name Here)

RESPONSIBILITY POLICY

Date: _____

Revision Date: _____

This Responsibility Policy has been established by (*Company Name*) to help further protect workers, supervisors, management, and the public. This policy describes the responsibilities of everyone in workplace. A statement of the responsibilities of the employer, supervisors and workers at the workplace is required under the *Manitoba Workplace Safety and Health Act W210*.

Senior Management

- Provide a safe and healthy workplace.
- Establish and maintain a safety and health program.
- Ensure that workers are properly trained.
- Report accidents and injuries to authorities as required by law.
- Provide medical/first aid facilities.
- Provide workers with health and safety information.
- Inspect projects and meet regularly with supervisors to monitor the program and take corrective action.
- Provide the motivation and resources necessary to make the program work.
- Ensure that operations comply with both the law and the program.

Supervisors

- Make sure that the program is carried out at the work level.
- Ensure that personal protective equipment (PPE) required by law and by the program is used and maintained properly by workers and that workers understand the reasons for its use.
- Instruct personnel in proper work practices and update instruction as needed.
- Check work practices and work areas for hazards and take corrective action where required.
- Consult with the safety and health committee or representative.
- Ensure that injuries are treated and reported.
- Investigate and report all incidents and take corrective action.
- Acquaint new workers with hazards and safe work procedures.

Workers

- Work in accordance with the safety and health program.
- Work in a manner that will not endanger anyone.
- Report all unsafe situations.
- Comply with the *Occupational Safety and Health Act W210* and all relevant regulations.
- Report injury or illness immediately.
- Help new workers recognize job hazards and follow proper procedures.
- In some cases, participate in the safety and health committee.



Safety and Health Committee

- Inspect the workplace and the work processes and procedures at the workplace at least once before each regularly scheduled meeting of the committee.
- Review safety and health reports.
- Make recommendations to the employer.
- Assist in accident investigations.
- Identify situations that may be a source of danger.
- Assist in resolving work refusals and reports of “dangerous circumstances”.

Safety and Health Representative

- Inspect the workplace.
- Identify situations that may be a source of danger.
- Make recommendations to the employers.
- Investigate and help deal with work refusals.
- Assist in accident investigations.

ALL WORKERS

In addition to the responsibilities set out above, all workers must become familiar with the *Manitoba Occupational Safety and Health Act W210* and all applicable regulations, and with the requirements of the safety program. They must know exactly what their responsibilities are and have the required ability and training to fulfill them. They must also have sufficient authority to either carry them out personally or delegate them.

Safety and Health is not something added to a workers job.
It is an inherent, central part of that job – a full-time component of each individual’s responsibilities.

I, (owners name _____), owner of (company name _____), authorize this document and approve it for circulation throughout (company name _____).

CEO/ Owner signature

Date