**Administrative Procedure**

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**Health and Safety Responsibilities**

**Background**

Everyone has a responsibility for health and safety in the workplace in accordance with his or her level of authority within the organization. The (enter school division) will ensure that all employees of the (enter school division) understand their responsibilities.

**Employer**

*The* *Saskatchewan Employment Act*, section 3-1(1)(j), defines an “**employer**” as:

“a person, firm, association, or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body.”

(Enter school division) will:

* Provide and maintain a safe and healthy workplace;
* Ensure that legal health and safety requirements are met by complying with *The Saskatchewan Employment* *Act* and *The* *Occupational Health and Safety Regulations (2020);*
* Define responsibility and accountability for health and safety in the workplace;
* Inform workers of their rights and responsibilities for a safe workplace;
* Establish and maintain an effective occupational health committee (OHC) and ensure it functions effectively and efficiently;
* Consult and cooperate with the OHC and/or representative(s) and resolve concerns in a timely manner;
* Assist OHC members to obtain appropriate training that will enable them to fulfill their duties;
* Establish and maintain an effective Safety Management System;
* Ensure personal information is protected and only disclosed as allowed in legislation (e.g., *The Saskatchewan Health Information Protection Act)*;
* Identify all hazards and risks to the workers, and establish safe work practices and procedures to eliminate, reduce or control those hazards;
* Conduct workplace inspections and correct sub-standard conditions of the workplace;
* Allocate sufficient resources (money, time, equipment, and people, including competent managers and supervisors) to implement the Safety Management System;
* Ensure managers and supervisors are trained, supported, and held accountable for fulfilling their workplace health and safety requirements;
* Provide workers with legislated health and safety information and training;
* Ensure workers are trained in all matters that are necessary to protect their health, safety and wellness;
* Ensure that all work is sufficiently and competently supervised;
* Ensure workers are not exposed to harassment;
* Ensure there is a plan to limit or prevent the exposure to violence (verbal, physical, psychological);
* Provide for the safe handling, use, storage, and transport of hazardous materials;
* Ensure personal protective equipment (PPE) is available to workers;
* Ensure incidents and occupational diseases are reported to the appropriate authority;
* Ensure medical/first aid resources are provided as necessary;
* Provide a safe means of entrance to, and exit from, the work site; and
* Inform and train volunteers regarding safety policies and procedures related to their duties so as to enable them to work and act safely.

**Supervisor**

*The* *Saskatchewan Employment Act,* Section 3-1(1)(dd) defines a “**supervisor**” as:

“an individual who is authorized by an employer to oversee or direct the work of the employer’s workers.” In (enter school division) this will include anyone who is a direct report of any (enter school division) employee as defined in that employee’s role description.

Supervisors in (enter school division) will:

* Ensure the health and safety at work of all workers who work under their direct supervision and direction;
* Ensure that workers under their direction comply with the legislation;
* Ensure workers under their direct oversight and direction are not exposed to harassment;
* Understand and ensure his or her compliance with workplace health and safety requirements;
* Co-operate with the OHC, helping it to do its job properly, and ensure all workers support committee members in their health and safety activities;
* Ensure hazards are identified and proper measures are taken to control the risks associated with those hazards;
* Inspect work areas and correct unsafe acts and conditions;
* Instruct and coach workers to follow safe work procedures;
* Ensure that workers comply with legislation;
* Ensure only authorized, trained, and competent workers operate equipment;
* Ensure the necessary PPE is provided to workers and used properly;
* Ensure equipment is properly maintained;
* Know how to safely handle, store, and dispose of chemical and biological substances at the workplace;
* Develop and implement emergency workplace procedures;
* Ensure workers are trained in emergency workplace procedures and know what to do in the event of an emergency;
* Report and investigate all incidents and dangerous occurrences;
* Promote health and safety awareness in the workplace; and
* Co-operate with other parties in dealing with health and safety issues.

**Worker**

*The Saskatchewan Employment Act,* Section 3-1(1)(gg), defines a “**worker**” as:

“an individual, including a supervisor, who is engaged in the service of an employer.”

Workers in (enter school division) will:

* Take reasonable care to protect his or her health and safety and that of others in the workplace;
* Refrain from causing or participating in harassment;
* Co-operate with any person exercising a duty under the legislation;
* Understand and follow legislative requirements;
* Use safety equipment, machine guards, safety devices, and PPE as required by the legislation, and as required and provided by the employer;
* Report all unsafe acts and workplace hazards to his or her supervisor;
* Take initiative to resolve unsafe situations within the scope of his or her responsibility;
* Follow safe work practices and procedures;
* Report all work related incidents, dangerous occurrences, injuries, or illnesses to his or her immediate supervisor;
* Participate in OHC activities; and
* Co-operate with the OHC and others on health and safety issues.

***Occupational Health Committee***

*The Saskatchewan Employment Act* section 3-1(1)(r), defines an “**occupational health committee**” as:

“an occupational health committee established pursuant to section 3-22, 3-23 or the regulations made pursuant to this Part.”

The OHC works with the employer to continually maintain the effectiveness of a workplace responsibility system.

***Owner***

*The* *Saskatchewan Employment Act* section 3-1(1)(t), defines an “**owner”** as:

“(i) a trustee, receiver, mortgagee in possession, tenant, lessee or occupier of any lands or premises used or to be used as a place of employment; and

(ii) any person who acts for or on behalf of a person mentioned in sub clause (i) as that person’s agent or delegate.”

Owners who work with (enter school division) will:

* Ensure the safety of equipment, conditions, and activities in his or her building(s) or site(s) that are not under the complete control of the employer;
* Take reasonable precautions to ensure that any premises or equipment, over which he or she has control, is maintained and does not endanger the health and safety of people working with it;
* Provide a premise or equipment that does not endanger the health and safety of anyone working in, on, or near the premise or equipment; and
* Know and comply with the health and safety requirements in *The Saskatchewan Employment Act* and its regulations.

The Employer will ensure that the owners comply with the legislation insofar as is reasonably practicable.

***Contractor***

*The Saskatchewan Employment Act* section 3-1(1)(g), defines a “**contractor**” as:

“A person who, or a partnership or group of persons that, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a place of employment.”

A written agreement or contract will be developed between the (agency) and the contractor to do work for the agency. The employer must designate a site manager in charge of the operations to ensure that the contractor policy is followed and there is compliance with safety policies and procedures.

A contractor for (enter school division) will:

* Ensure a safe worksite that is without risk to the health of employers, workers, self-employed persons, students or residents at the place of employment;
* Address safety matters that he or she has control over;
* Provide the employer/self-employed person with any information which may affect the health and safety of his or her workers, students or residents;
* Post any prescribed notice in a conspicuous location in the workplace where the contractor is working; and
* Comply with legislation.

***Self-Employed***

*The Saskatchewan Employment Act* section 3-1(1)(bb), defines a “**self-employed person**” as:

“A person who is engaged in an occupation but is not in the service of an employer.”

This would include individuals who are not direct employees of (enter school division), but provide a service for students, schools, or the division.

Self-employed persons engaged with (enter school division) will:

* Work and act safely;
* Conduct his or her business in such a way that persons affected by his or her work are not exposed to risks to their own health and safety;
* Provide information to the employer about any hazards associated with the work he or she is doing;
* Cooperate with anyone with responsibilities under the legislation; and
* Comply with legislation.

***Supplier***

*The Saskatchewan Employment Act* section 3-1(1)(ee), defines a “**supplier**” as:

“A person who supplies, sells, offers or exposes for sale, leases, distributes or installs any biological substance, chemical substance or any plant to be used at a place of employment.”

Suppliers who work with (enter school division) will:

* Take reasonable precautions to ensure that any biological or chemical substance or any products supplied to a workplace are safe when used according to instructions provided by the supplier;
* Provide written instructions for safe use of product(s) supplied to the employer; and
* Ensure that product(s) comply with legislation.

**Volunteer**

As volunteers are not technically employed in the service of an employer, the legislation does not apply to them. However, in the best interest of safety and risk management, volunteers in (enter school division) should:

* Act safely; and
* Abide by all safety policies and procedures of the employer.
* (Reference applicable Policy) – Volunteers

**Evaluation**

This AP shall be reviewed every three years by the (enter school division) as part of the safety program review and/or whenever there is a change of circumstances that may affect the health and safety of workers, or a change in legislation.

**References**

*The Saskatchewan Employment Act,* Sections 3-8 to 3-16

*The Occupational Health and Safety Regulations (2020),* Sections 3-1 to 3-8