

COMMUNITY SERVICES STAFF SAFETY

Contact us!
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Build a successful safety culture using your Internal Responsibility System!

An **Internal Responsibility System (IRS)** is an employee-employer **partnership** that ensures **safe and disease free** workplaces. It ensures every workplace party (worker, supervisor, manager, senior executive, etc.) is responsible for health and safety. They **all** have specific duties that maintain safe and healthy workplaces and improve unsafe working conditions.

Use this checklist to ensure that the employers, supervisors, and workers in your organization know their responsibilities.

Employer

As far as is reasonably practicable, employers need to:

- Ensure the health and safety of their workers, other workers not employed by them at the worksite, and other people in the vicinity of the worksite who may be affected by the worksite hazards
- Ensure their workers are aware of their rights and duties under the *Act, Regulation, and Code*
- Notify workers of the worksite hazards
- Ensure workers are not subjected to or participate in workplace violence or harassment
- Ensure supervisors are competent and familiar with the applicable legislation for their work
- Consult and cooperate with the HSC or HSR to resolve health and safety concerns, and ensure that concerns raised by worksite parties are resolved in a timely manner
- Advise prime contractors of the names of supervisors on worksites where prime contractors are required
- Ensure workers are adequately trained to protect their health and safety before workers perform work activities, perform new work activities, use new equipment or processes, and before they move to another work area or worksite
- Cooperate with OHS officers
- Comply with the *OHS Act, Regulation, and Code*

Supervisor

As far as is reasonably practicable, supervisors need to:

- Ensure they're competent to supervise every worker under their supervision
- Take all necessary precautions to protect the health and safety of the workers they supervise
- Ensure that their workers follow the procedures, standards, and measures required by legislation
- Ensure that their workers use all hazard controls, including proper use and wear of personal protective equipment (PPE) designated by their employer or required by the *Act, Regulation, and Code*
- Ensure that none of their workers are subjected to or participate in workplace harassment or violence
- Advise their workers of all the known or foreseeable worksite hazards
- Report health and safety concerns and unsafe or harmful worksite conditions to their employer
- Cooperate with OHS officers
- Comply with the *Act, Regulation, and Code*

Worker

As far as is reasonably practicable, workers need to:

- Protect the health and safety of themselves and others at the worksite
- Cooperate with their supervisor, employer, or others to protect the health and safety of themselves, their coworkers, and other workers on site
- Use and wear all PPE and protective devices required by legislation and provided by their employer
- Refrain from causing or participating in harassment or violence
- Report their health and safety concerns or an unsafe or harmful worksite condition to their employer or supervisor
- Cooperate with OHS officers
- Comply with the *Act, Regulation, and Code*

Workers' Rights

The right to know

Employers are responsible for making workers aware of their rights and duties under OHS legislation. They must make workers aware of any health and safety hazards at the worksite.

The right to participate

Workers have the right to be involved in health and safety discussions and to participate in health and safety committees.

The right to refuse dangerous work
Workers have the right to refuse any work if they have reasonable grounds to believe that there is a dangerous condition at the worksite, or that the work constitutes a danger to their health and safety, or to another worker or person. If this happens, the employer is responsible for preparing a written report detailing the refusal to work, the inspection, and any actions taken.

The employer then needs to provide the report to the refusing worker and their organization's HSC or HS representative.

Workers' Duties

Not jeopardizing the safety of others in the workplace

In any task the worker is doing, safety must be a concern for themselves and others.

Using proper safeguards

This includes safety devices and personal protective equipment. Many safeguards are legislated, which means workers need to know how the legislation applies to their jobs.

Reporting workplace hazards

Workers must report all hazards and potential hazards to their supervisors. Reporting hazards helps to prevent workplace incidents because once a hazard is reported, it can be investigated and controlled.

Everyone in your organization has a part to play in making safety a consistent, cohesive, and cooperative part of your workplace culture.