

## SAMPLE using TEMPLATE 1

Title: 2.1(a) Management Responsibilities	Date of Issue: January 2005
Approved by: President, Jack A.L. Rabbit	Review / Revise Date: January 2006
Location: all facilities	

### PURPOSE

To ensure all management (as indicated in the organizational chart as a Manager, Director or Vice-President, etc.) complies with their specific requirements within the health and safety program.

### SCOPE

These responsibilities reflect the requirements from the Occupational Health and Safety Act (section 25 and 26) and the specific company responsibilities for management, as outlined in the Workwell audit guidelines.

### STANDARDS / PROCEDURES

Review the program on an annual basis to ensure understanding and application to yourself and all staff who report to you or your management staff.

### ROLES AND RESPONSIBILITIES

Management must perform or adhere to the following:

- Performing workplace inspections
- Conducting information sessions (safety talks, staff meetings, tail gate meetings)
- Conducting incident investigations
- Conducting employee training
- Correcting substandard acts or conditions
- Commending employee and supervisor health and safety performance
- Performing employee safety observations
- Full legislation must be included in your health and safety responsibilities

## Element 2 – Health & Safety Responsibilities

Management responsibilities, as found in sections 25, 26 of the OHSA:

25. (1) An employer shall ensure that,
- (a) the equipment, materials and protective devices are provided as prescribed;
  - (b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
  - (c) the measures and procedures prescribed are carried out in the workplace;
  - (d) the equipment, materials and protective devices provided by the employer are used as prescribed; and
  - (e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.
- 25 (2) Without limiting the strict duty imposed by subsection (1), an employer shall,
- (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;
  - (b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
  - (c) when appointing a supervisor, appoint a competent person;
  - (d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
  - (e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
  - (f) only employ in or about a workplace a person over such age as may be prescribed;
  - (g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
  - (h) take every precaution reasonable in the circumstances for the protection of a worker;
  - (i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
  - (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
  - (k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
  - (l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and
  - (m) advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.
- (3) For the purposes of clause (2) (c), an employer may appoint himself or herself as a supervisor where the employer is a competent person.
- (4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O.1990, c. O.1, s. 25.

## Element 2 – Health & Safety Responsibilities

Additional duties of employers:

26. (1) In addition to the duties imposed by section 25, an employer shall,
- (a) establish an occupational health service for workers as prescribed;
  - (b) where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
  - (c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
  - (d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
  - (e) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
  - (f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
  - (g) comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
  - (h) establish a medical surveillance program for the benefit of workers as prescribed;
  - (i) provide for safety-related medical examinations and tests for workers as prescribed;
  - (j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;

where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and

(l) carry out such training programs for workers, supervisors and committee members as may be prescribed.

(2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1, 2).

(3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

- (a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;
- (b) the worker's reasonable travel costs respecting the examinations or tests; and
- (c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).

### COMMUNICATION

Health & safety responsibilities will be communicated to all management during the health and safety management training program (completed within 3 days of hire).

Each management person is responsible to communicate any revisions to their staff at the beginning of each staff meeting.

Copies of the management training program can be found in the Health and Safety co-ordinators office.

Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

### TRAINING

All management requires training on their legislative and internal health and safety responsibilities.

Each manager must sign the training record at the completion of the management health and safety training session.

## EVALUATION

A review of the management responsibilities will be done **on an annual basis**. This evaluation will measure each health & safety responsibility.  
The performance evaluation system must be formalized and measure each health & safety responsibility. For example: see 2.1(b) Manager accountabilities.

## REFERENCE MATERIALS

Ontario legislation – OHS section 25, 26



### Important Reminder

All new and current employees require training and knowledge of their health and safety responsibilities. Management training includes the Occupational Health and Safety Act, hazard recognition and controls, accident investigation and health and safety training specific to their industry.

Management needs competence to answer the questions: “What are your responsibilities for safety? What are you accountable for in terms of health and safety? How are you measured on your health and safety performance?”

## SAMPLE using TEMPLATE 2

Title: 2.1(b) Manager Accountabilities	Date of Issue: January 2005
Approved by: President, Jack A.L. Rabbit	Review / Revise Date: January 2006
Location: all facilities	

All management need to understand that they are accountable for health and safety performance. By including health and safety in performance evaluation systems, the employer demonstrates the importance of health and safety relative to other business functions. EACH health and safety responsibility in Workwell Element 2.1 a must be measured; this includes both legislative and internal responsibilities.

Performance appraisal/evaluation

All performance evaluations and measurements must be in writing and must be performed regularly (at least annually).

Accountability can be accomplished by including health and safety performance in annual performance appraisals.

### Management Appraisal

LEGEND:

1 - Unacceptable, 2 - Requires improvement, 3 – Meets standard, 4 - Performs above standard

Name:				
Position Title:				
	1	2	3	4
Performing workplace inspections				
Conducting information sessions (safety talks, staff meetings, tail gate meetings)				
Conducting incident investigations				
Conducting employee training				
Correcting substandard acts or conditions				
Commending employee and supervisor health and safety performance				
Performing employee safety observations				
Full legislation must be included in your health and safety responsibilities				

Element 2 – Health & Safety Responsibilities

Name:				
Position Title:				
	1	2	3	4
<p>25. (1) An employer shall ensure that,</p> <ul style="list-style-type: none"> <li>(a) the equipment, materials and protective devices are provided as prescribed;</li> <li>(b) the equipment, materials and protective devices provided by the employer are maintained in good condition;</li> <li>(c) the measures and procedures prescribed are carried out in the workplace;</li> <li>(d) the equipment, materials and protective devices provided by the employer are used as prescribed; and</li> <li>(e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.</li> </ul>				
<p>25. (2) Without limiting the strict duty imposed by subsection (1), an employer shall,</p> <ul style="list-style-type: none"> <li>(a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;</li> <li>(b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;</li> <li>(c) when appointing a supervisor, appoint a competent person;</li> <li>(d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;</li> <li>(e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;</li> <li>(f) only employ in or about a workplace a person over such age as may be prescribed;</li> <li>(g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;</li> <li>(h) take every precaution reasonable in the circumstances for the protection of a worker;</li> <li>(i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;</li> </ul>				

Element 2 – Health & Safety Responsibilities

Name:				
Position Title:				
	1	2	3	4
<ul style="list-style-type: none"> <li>(j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;</li> <li>(k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;</li> <li>(l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and</li> <li>(m) advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.</li> </ul>				
25. (3) For the purposes of clause (2) (c), an employer may appoint himself or herself as a supervisor where the employer is a competent person.				
25. (4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O.1990, c. O.1, s. 25.				
<p>Additional duties of employers:</p> <p>26. (1) In addition to the duties imposed by section 25, an employer shall,</p> <ul style="list-style-type: none"> <li>(a) establish an occupational health service for workers as prescribed;</li> <li>(b) where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;</li> <li>(c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;</li> <li>(d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;</li> <li>(e) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;</li> <li>(f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;</li> <li>(g) comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;</li> <li>(h) establish a medical surveillance program for the</li> </ul>				

Element 2 – Health & Safety Responsibilities

Name:				
Position Title:				
	1	2	3	4
benefit of workers as prescribed; (i) provide for safety-related medical examinations and tests for workers as prescribed; (j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace; (k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and (l) carry out such training programs for workers, supervisors and committee members as may be prescribed.				
26. (2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. 0.1, s. 26 (1, 2).				
26. (3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay, (a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation; (b) the worker's reasonable travel costs respecting the examinations or tests; and (c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. 0.1, s. 26 (3); 1994, c. 27, s.120 (3).				
Overall Assessment				

Additional Comments:

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I have read and discussed this review with (circle: Owner, President, Vice-President)

Signed and dated: \_\_\_\_\_

Approval signature: <b>Jack A.L. Rabbit</b>	
Distribution to: personnel file	Document to be posted: No

## SAMPLE using TEMPLATE 1

Title: 2.1(c) Supervisor Responsibilities	Date of Issue: January 2005
Approved by: Executive Director, John Idnc	Review / Revise Date: January 2006
Location: all facilities	

### PURPOSE

To ensure all Supervisor(s) (as indicated in the organizational chart as a Manager, Director or Vice-President, Owner) complies with their specific requirements within the health and safety program.

### SCOPE

These responsibilities reflect the requirements of the Occupational Health and Safety Act and the specific company responsibilities for supervisors.

### STANDARDS / PROCEDURES

Review the program on an annual basis to ensure understanding and application to all staff who report to you.

### ROLES AND RESPONSIBILITIES

Supervisor(s) must perform or adhere to the following:

- Performing workplace inspections
- Conducting information sessions (safety talks, staff meetings, tail gate meetings)
- Conducting incident investigations
- Conducting employee training
- Correcting substandard acts or conditions
- Commending employee health and safety performance
- Performing employee safety observations
- Full legislation must be included in your health and safety responsibilities

Duties of supervisor

- 27.** (1) A supervisor shall ensure that a worker,
- (a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
  - (b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

Additional duties of supervisor

- (2) Without limiting the duty imposed by subsection (1), a supervisor shall,
  - (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
  - (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
  - (c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.

## COMMUNICATION

Health & safety responsibilities will be communicated to all supervisors during the health and safety management training program (completed within 3 days of hire).

Each supervisor is responsible to communicate any revisions to their staff at the beginning of each staff meeting.

Copies of the management training program can be found in the Health and Safety co-ordinators office. Supervisors must keep copies of their staff meeting Agendas and minutes for a period of 2 years.

## TRAINING

All Supervisor(s) require training on their legislative requirements. Example – as required under element 6.1 (b) of the WorkWell Health & Safety Audit (July 2002)

## EVALUATION

A review of the management responsibilities will be done **on an annual basis**. This evaluation will measure each health & safety responsibility.

The performance evaluation system must be formalized and measure each health & safety responsibility. For example: see 2.1(d) supervisor accountabilities.

## REFERENCE MATERIALS

Ontario legislation – OHSA section 27

### Important Reminder

All new and current employees require training and knowledge of their health and safety responsibilities. Supervisor(s) training includes the Occupational Health and Safety Act, hazard recognition and controls, accident investigation and health and safety training specific to their industry.

Supervisor(s) needs competence to answer the questions: “What are your responsibilities for safety? What are you accountable for in terms of health and safety? How are you measured on your health and safety performance?”

Supervisor(s) job descriptions that include health and safety responsibilities demonstrate a high level commitment to health and safety within the company.

### SAMPLE using TEMPLATE 2

Title: 2.1(d) Supervisor Accountabilities	Date of Issue: January 2005
Approved by: John Idnc	Review / Revise Date: January 2006
Location: all facilities	

All supervisors need to understand that they are accountable for health and safety performance. By including health and safety in performance evaluation systems, the employer demonstrates the importance of health and safety relative to other business functions. EACH health and safety responsibility in Workwell Element 2.1c must be measured; this includes both legislative and internal responsibilities.

#### Performance Appraisal/Evaluation

All performance evaluations and measurements must be in writing and must be performed regularly (at least annually).

Accountability can be accomplished by including health and safety performance in annual performance appraisals.

#### Supervisor(s) Appraisal

**LEGEND:**

1 - Unacceptable, 2 - Requires improvement, 3 – Meets standard, 4 - Performs above standard

Name:				
Position Title:				
	1	2	3	4
Performing workplace inspections				
Conducting information sessions (safety talks, staff meetings, tail gate meetings)				
Conducting incident investigations				
Conducting employee training				
Correcting substandard acts or conditions				
Commending employee health and safety performance				
Performing employee safety observations				
Full legislation must be included in your health and safety responsibilities				

Element 2 – Health & Safety Responsibilities

Name:				
Position Title:				
	1	2	3	4
Duties of supervisor <b>27. (1) A supervisor shall ensure that a worker,</b> (a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and				
(b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.				
Additional duties of supervisor (2) Without limiting the duty imposed by subsection (1), a supervisor shall, (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;				
(b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and				
(c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.				
Overall Assessment				

Additional Comments:

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I have read and discussed this review with my Manager:

Signed and dated: \_\_\_\_\_

Approval signature: <i>John Idnc</i>	
Distribution to: personnel file	Document to be posted: No

## SAMPLE using TEMPLATE 1

Title: 2.1(e), (g) Worker / Supplied Labour Responsibilities	Date of Issue: January 2005
Approved by: John Idnc	Review / Revise Date: January 2006
Location: all facilities	

### PURPOSE

To ensure all workers and / or supplied labour complies with their specific requirements within the health and safety program. [The term employee / worker will include supplied labour]

### SCOPE

These responsibilities include the Occupational Health and Safety Act, Industrial regulations, WHMIS regulations and the specific company responsibilities identified in the health and safety program.

### STANDARDS / PROCEDURES

Comply with all company health and safety policies.

### ROLES AND RESPONSIBILITIES

28. (1) A worker shall,
- (a) work in compliance with the provisions of this Act and the regulations;
  - (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
  - (c) report to his or her employer or 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; and
  - (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.
- (2) No worker shall,
- (a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
  - (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
  - (c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- (3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

Safety Responsibilities

1. Do not operate any equipment/machinery without given proper instruction and authority to do so.
2. Do not ride on the forks of forklifts.
3. Horseplay and running will not be tolerated at any time.
4. All personal protective equipment will be properly worn.
5. All personal protective equipment will be worn in the appropriate departments.
6. Do not climb any of the racking systems.
7. Do not ride on the automatic or manual conveyor systems.
8. All long hair must be tied up in order to prevent entanglement in machinery.
9. Do not put any foreign objects (body or innate) into the machines.
10. Do not remove any machine guards.
11. Do not store pallets angled against the walls
12. All safety signs must be adhered to.
13. Smoking is not permitted on company property.

COMMUNICATION

Supplied Labour: The Supply of Labour agency will get a copy of our employee responsibilities and disciplinary procedure. They are required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to our company. Upon arrival the department supervisor must review the worker responsibilities with each worker before they commence work. The temporary worker will be required to sign a orientation form when the department supervisor has communicated their health and safety responsibilities to them. The orientation form will be kept in their supplied labour employer file.

Written – ensure any documentation received from training is forwarded to the employee’s supervisor.

TRAINING

Attend any training required by the employer.  
Training records will be kept in the worker’s Human Resources file.

EVALUATION

Employees will be evaluated on an ongoing basis using observations, one-on-one meetings and annual performance reviews.

REFERENCE MATERIALS

## SAMPLE using TEMPLATE 2

Title: 2.1(f), (h) Worker / Supplied Labour Accountabilities	Date of Issue: January 2005
Approved by: John Idnc	Review / Revise Date: January 2006
Location: all facilities	

To ensure all workers and / or supplied labour understand the established policy for discipline related to health and safety. [The term worker will include supplied labour].

All workers shall abide by their health and safety roles and responsibilities as outlined in the health and safety program (2.1 (e) (g)). Failure to comply will result in the application of the progressive discipline procedure [found in the Human Resources policy].

This procedure has the following steps:

Step one: Supervisor gives a verbal warning and provides corrective action to worker. Worker must acknowledge receiving verbal warning by signing the Discipline Acknowledgement form. The form will be placed on the worker file, and removed after 18 months.

Step two: Worker receives a written warning using the Written Discipline form. This will outline the issue, corrective and timeframes for compliance. The worker must sign the form in the presence of their supervisor and a Human Resources representative. The form will be placed on the worker file for a period of 18 months.

Step three: Should the worker not abide with the corrective action, then suspension or termination will occur.

Supplied labour: After a temporary worker has been disciplined for a health and safety violation (see above), they will be immediately sent home. A letter will be sent to the Supply of Labour firm advising them of our action and informing them that their employee will no longer be allowed to work for this company.

The severity of the violation will determine the step that is applied to the worker. For example horseplay or inappropriate use of a forklift will result in immediate termination.

Approval signature: <i>John Idnc</i>	
Distribution to: Senior Management, Human Resources and Supervisor	Document to be posted: No

## SAMPLE using TEMPLATE 1

Title: 2.1(i) (j) Contractor Program	Date of Issue: July 2005
Approved by: John Idnc	Review / Revise Date: July 2006
Location: all facilities	

### PURPOSE

- The purpose of this policy is to establish minimum guidelines for Contractors in order to help provide and maintain a safe work environment for all employees.
- Rabbit Express is committed to the protection of its employees, the environment and it's physical assets. Rabbit Express will continue to maintain a safe work environment in order to prevent occupational injuries and illnesses.
- All employees, Contractors and employees of Contractors are responsible for complying with the requirements of the Ontario *Occupational Health and Safety Act* and its Regulations.

### SCOPE

- All Contractors must be an Approved Contractor before the commencement of any work.

#### Definitions

Approved Contractors	Contractor who has signed and returned all required documents as per this Policy.
Delivery Persons	A person who is on Company property to either receives or drops off product. This person does not actually load or unload the product.
Project Coordinator	Company employee who is contracting the work.

### STANDARDS / PROCEDURES

- Once a Contractor has been initially approved, to do the work, the Project Coordinator shall ensure that the Contractor has executed a Contractor Health and Safety Responsibility Agreement. If not, the Project Coordinator must prepare the Agreement for the Contractor.
- The Project Coordinator shall ensure the Contractor's legal name and the authorized signing officer's title is correct on the Contractor Health and Safety Responsibility Agreement.
- If the Project Coordinator and the signing officer are not the same person, then the Project Coordinator shall forward the Contractor Health and Safety Responsibility Agreement to the Company's signing officer for a signature.
- The Project Coordinator shall forward two (2) copies of the Contractor Health and Safety Responsibility Agreement to the Contractor for signature. The Contractor shall keep one copy for their records and forward the second copy back to the Project Coordinator.

- The Contractor must provide the Project co-ordinator with an up-to-date liability insurance certificate, listing the Company as a certificate holder. The Project Coordinator shall ensure that the Contractor has no less than two (2) million dollars per occurrence of public and property liability insurance. The Operations Manager may approve some lesser amount at his/her discretion.
- The Contractor must submit an up-to-date Workplace Safety and Insurance Board (WSIB) Clearance Certificate (see Important Reminder).
- The Contractor shall sign the Pre-Meeting Form for Contractors and complete the Safety Program Pre-Job Meeting for Contractor Form.
- The Project Coordinator shall ensure that all of the required documentation is completed and returned before the commencement of the work.
- The Occupational Health and Safety Coordinator shall keep the list of Approved Contractors. This list shall be reviewed annually.
- The Contractor shall provide the Project Coordinator any material safety data sheets (MSDS) for all Workplace Hazardous Materials Information System (WHMIS) products used on the project.
- Delivery persons are not required to endorse a Contractor Health and Safety Responsibility Agreement. However, they shall not perform any services, other than delivery, while on Company premises.

### ROLES AND RESPONSIBILITIES

- The Project Coordinator shall ensure that the signed Contractor's Health and Safety Responsibility Agreement, along with a copy of the Contractor's WSIB Clearance Certificate, a copy of their liability insurance, the signed Pre-Meeting Form and Safety Program Pre-Job Meeting for Contractor Form is received before any work commences.
- The Project Coordinator shall forward a copy of the Company's Guidelines, Plant Rules and Regulations and the Equipment Lockout Policy / Procedure to the Contractor.
- The Occupational Health and Safety Coordinator shall keep the list of Approved Contractors.
- The Joint health and safety committee will include contractors adherence to their health and safety roles and responsibilities when conducting monthly inspections.

### COMMUNICATION

This procedure will be communicated by the Project Co-ordinator to the Contractor and appropriate company staff

### TRAINING / IMPLEMENTATION

The Project Co-ordinator is responsible to ensure that the Contractor is trained and in turn the Contractors employee's or sub-contractor are also trained.

### EVALUATION

- Evaluation of this procedure will be done on an annual basis OR if corrective action is identified due to an injury / illness or incident as a result of a contractor issue.
- Review of monthly inspections to verify any issues observed with contractors.

### FORMS

- Contractor Health and Safety Agreement Checklist
- Contractor Health and Safety Responsibility Agreement
- Plant Rules and Regulations

### REFERENCE MATERIALS

Ontario *Occupational Health and Safety Act* and Regulations

### Important Reminder

Your company must decide if a WSIB Clearance certificate is required from any contractor. The Clearance Certificate is only valid for 60 days.

**CONTRACTOR HEALTH and SAFETY AGREEMENT CHECKLIST**

Contractor Name: \_\_\_\_\_

Contractor's Rep.: \_\_\_\_\_ Phone and Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_

<b>(✓) Check as Reviewed /Received</b>	<b>Review</b>	<b>Miscellaneous Notes</b>
	Signed Contractor Health and Safety Responsibility Agreement	
	Received WSIB Clearance Certificate (no more than 60 days old)	
	Received a copy of the Contractor's accident history (for one year).	
	Received up-to-date liability insurance certificate (Company listed as certificate holder with a min. of 2 million coverage)	
	Signed Pre-Meeting Form for Contractors	
	Licensees & certificates of contractor employees or other applicable training requirements. For example: AZ license, welding ticket(s)	
	Forward the Company's Plant Rules and Regulations to Contractor	
	Forward the Company's Equipment Lockout Policy / Procedure to Contractor	
	Contractor to provide any MSDS for any WHMIS controlled products	
	Advise of any special hazards connected with the workplace i.e., emergency response procedures, hazardous areas, etc.	
	Advise Contractor all occupational injuries that occur on our property must be reported immediately	
	Review Company personal protective equipment requirements (PPE) it is the Contractor's responsibility to ensure that their employees possess and use all required PPE for their work	

Company Project Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Rep.: \_\_\_\_\_ Date: \_\_\_\_\_

*Once completed, this form and all attachments are to be sent to the Occupational Health and Safety Coordinator's Office*

CONTRACTOR HEALTH and SAFETY RESPONSIBILITY AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ (the "Contractor"), having an office at \_\_\_\_\_ and \_\_\_\_\_ (the "Company") having a facility at \_\_\_\_\_.

IN CONSIDERATION of the sum of two (\$2.00) dollars paid by each of the parties to the other (the receipt of which is acknowledged by each party) the parties covenant and agree as follows:

1. The Contractor shall employ only orderly, trained, competent and skillful people to do the work and the Contractor's employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor and shall provide an up-to-date Clearance Certificate from the Workplace Safety and Insurance Board. All subcontractors must be approved in writing by the Company before commencing any work and the Contractor is responsible for ensuring that their employees comply with the terms of this Agreement.
2. The Contractor acknowledges and accepts all risk arising or pertaining to the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible.
3. The Contractor shall indemnify and save harmless the Company from any and all claims, demands, actions, losses or property damage arising directly or indirectly from the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible. Contractor shall protect and hold Company harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by Company in connection with such litigation. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.
4. Contractor shall, during any time in which it is providing services to the Company, take out and keep in full force and effect property damage and public liability insurance in which the limits of public liability and property liability shall not be less than two million (\$2,000,000) dollars per occurrence, the whole at the Contractor's sole cost and expense. All policies shall be written with insurance companies qualified to do business in the Province of Ontario and shall name the Company as an additional insured and a certificate acknowledging same must be provided to the Company.
5. The Contractor shall abide by and shall ensure that each of the Contractor's employees and sub-contractor's employees (if applicable) abide by the Company's Health and Safety rules and regulations. The Contractor will also be able and willing at such times as recommended by the Company to provide additional precautions as deemed necessary by the Company for safe-guarding employees and equipment. The Contractor further acknowledges and agrees that any violation of Safety rules or regulations is justification for the immediate termination of its Contract with the Company, without any further obligation on the part of the Company.
6. The Contractor shall, at its own expense, obtain and maintain in good standing all permits and licenses required by any authorities having jurisdiction over the business of the Contractor. The Contractor shall also comply with all federal, provincial and municipal governmental laws and regulations which are applicable to its business, and in particular, those affecting health and safety, workers' compensation and environmental matters.
7. This Agreement shall be constructed and enforced in accordance with the laws of the Province of Ontario and the parties agree to attorn to the jurisdiction of the Courts of that Province.
8. This Agreement embodies the entire agreement of the parties with regard to the matter herein, and no other agreement shall be deemed to exist, except as entered into in writing by both parties to this Agreement.
9. The Contractor shall not assign this Agreement or any part of it and may not employ or retain anyone as a subcontractor or otherwise, to perform any part of its obligations under this Agreement without the prior written consent of the Company.
10. No contracted work offers will be granted by the Company unless this Agreement terms and conditions are fully accepted and agreed upon by the parties to the satisfaction of the Company.

Accepted this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

CONTRACTOR

COMPANY

by: \_\_\_\_\_  
(authorized signing officer)

by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Print Title: \_\_\_\_\_

Witness: \_\_\_\_\_ (only if not a corporation)

PLANT RULES AND REGULATIONS

The rules listed below are for your protection and guidance and are to be a condition of your employment with the company. Misconduct or disobeying the following rules can lead to disciplinary action up to and including termination. In addition to worker responsibilities (see element 2.1(e) (g)) the following are required.

Safety

1. All accidents, incidents and injuries must be reported immediately to your supervisor and to the Project Co-ordinator.
2. Do not operate any equipment without being given proper instructions.
3. Shirts and sweaters are to be tucked in and must not be loose or hanging. Sleeveless shirts and tank tops are not acceptable.
4. Walking shorts are allowed provided they are hemmed and at a respectable length. No cutoffs are allowed,
5. Footwear must be enclosed when working in any area of the plant. Safety shoes are required in designated areas.
6. No rings, watches, bracelets, earrings or necklaces are to be worn in any area of the plant at any time.
7. No person, except the operator shall be on the forklifts, tractors or any other moving vehicle.
8. In case of a power failure or blackout, stay where you are until the power is restored or until your are advised otherwise.
9. Roller blades, skateboards and bicycles are not permitted beyond the Employee entrance nor is management be responsible for these items.

Contractor specific safety responsibilities

1. Ensure the health and safety of all workers.
2. Ensure qualified workers are provided to perform all work activities.
3. Provide material safety data sheets for all chemicals that are brought into this facility.
4. Ensure that work performed is in accordance with all legislation, (i.e. Occupational Health and Safety Act, Industrial Regulations, Construction Regulations, Building Code, Fire Code etc).
5. The contractor will not use the company's equipment unless given specific permission to do so.
6. The contractor must follow the worker rules and responsibilities as outlined in the accompanying document.

7. The contractor will not interfere with this company's processes or worker activities unless directed to do so.
8. The contractor must use the appropriate personal protective equipment.
9. All contractors must report to reception upon each arrival and sign the visitors log.
10. All contractors will be escorted to their work area, by the project co-ordinator at the start of the assigned project.
11. All contractors must follow the emergency procedures (see element 4.2(c)).
12. All constructors must maintain good housekeeping practices.

### Sanitation

1. All food and drink must be confined to designated areas. Related articles such as napkins, lunch bags, etc. must not be taken into the working areas. Please dispose of all garbage in the containers provided.
2. Chewing gum is strictly forbidden in all working areas of the plant. Smoking is permitted in designated areas only.
3. Please follow proper personal hygiene practices.
4. Personal items (coats, sweaters, etc.) must be stored in designated locker areas. These items are not allowed in the production areas.

### General Conduct

1. Anyone under the influence of illegal drugs or alcohol or having the same in their possession will be disciplined and or terminated.
2. Any employee using prescribed medication that could affect their work must report the use of the medication to the Project Co-ordinator.
3. Horseplay of any kind will not be tolerated.
4. Individual portable music devices are not allowed (walkman, radio, CD player, ipod, MP3).
5. No defacing of company property will be tolerated. This includes any clothing or equipment that was issued to you.
6. Unauthorized removal of company property is cause for immediate termination.

SAMPLE using TEMPLATE 2

Title: 2.1(k) Visitor Responsibilities	Date of Issue: July 2005
Approved by: John Idnc	Review / Revise Date: July 2006
Location: all facilities	

To ensure the safety of all visitors the following responsibilities must be communicated. All employees are required to enforce this policy.

Each visitor must read the visitor responsibilities and sign in at reception. It is the responsibility of the company contact to remain with the visitor at all times.

Visitors must:

1. Sign in and sign out in the log.
2. Remain with their designated host.
3. Wear the appropriate personal protective equipment when touring the plant.
4. Not smoke anywhere in the building.
5. Be aware of forklift traffic while in the plant.
6. Remain in the designated pedestrian walkways.
7. Report immediately to your host, any injury, no matter how minor.
8. Not touch any company equipment or product.
9. Remain out of restricted areas.
10. Follow all posted signs and rules.
11. In the event on an emergency follow the instructions of your host and remain in the gathering area until given further instruction.

Approval signature: <i>John Idnc</i>	
Distribution to: all facilities, Senior Management, JHSC	Document to be posted: Yes

 Important Reminder

The company may review this procedure and include additional visitor responsibilities.



SAMPLE using TEMPLATE 2

Title: 2.2 (a),(b) Health and Safety Co-ordinator	Date of Issue: July 2005
Approved by: President, Jack A.L. Rabbit	Review / Revise Date: July 2006
Location: Head office	

The company's Health and Safety Co-ordinator is John Idnc.  
 The Health and Safety Co-ordinator reports to the President (Jack A.L. Rabbit).

The following are the Health and Safety Co-ordinator's activities:

- Develop and implement health and safety standards and procedures.
- Management co-chair of the Joint Health and Safety Committee.
- Be a certified member of the Joint Health and Safety Committee.
- Insures that the Joint Health and Safety Committee minutes are documented and posted.
- Participates in monthly workplace inspections.
- Conducts hygiene tests, as required.
- Insures that the Joint Health and Safety Committee gets a copy of the testing results.
- Conduct annual audits of the company's health and safety program.
- Qualified in first aid and CPR
- Provide resources for company health and safety training.
- Company contact for any Ministry of Labour inspections.
- In conjunction with senior management, review/revise the health and safety program/policy annually.

The Health and Safety Co-ordinator must have the following training as a minimum:

- Applicable Safety Legislation
- Injury/Incident Investigation
- Planned workplace Inspection                      OR Basic Certification Training<sup>1</sup>

Records of Training

The Health and Safety Co-ordinator's training records / and or certificates will be kept in their personnel file.

<b>Approval signature:</b> <i>Jack A.L. Rabbit</i>	
<b>Distribution to:</b> all facilities, Senior Management, JHSC	<b>Document to be posted:</b> No

 Important Reminder

Each company may have additional duties, which must be included in this procedure.

<sup>1</sup> Basic Certification Training is the required training under OHSa section 9, approved by the Workplace Safety and Insurance Board (WSIB).

