
ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY

The Internal Responsibility System (IRS)

(a) is based on the principle that:

- (i) employers, contractors, constructors, employees and self-employed persons at a workplace, as well as
 - (ii) the owner of a workplace, a supplier of goods or provider of an occupational health or safety service to a workplace or an architect or professional engineer, all of whom can affect the health and safety of persons at the workplace, share the responsibility for the health and safety of persons at the workplace;
- (b) assumes that the primary responsibility for creating and maintaining a safe and healthy workplace should be that of each of these parties, to the extent of each party's authority and ability to do so;
- (c) includes a framework for participation, transfer of information and refusal of unsafe work, all of which are necessary for the parties to carry out their responsibilities pursuant to this Act and the regulations; and
- (d) is supplemented by the role of the Occupational Health and Safety Division of the Department of Labour, which is not to assume responsibility for creating and maintaining safe and healthy workplaces, but to establish and clarify the responsibilities of the parties under the law, to support them in carrying out their responsibilities and to intervene appropriately when those responsibilities are not carried out. 1996, c. 7, s. 2

ADMINISTRATION: those who have budget and planning authority and supervise other supervisors (Directors and Coordinators).

1. To ensure the provision of information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all our employees.
2. To understand the Occupational Health and Safety Act and Occupational Health and Safety Program Manual.

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3. To ensure all supervisory staff provide employees with training necessary to perform their jobs safely and meet the requirements of the Occupational Health and Safety Act and the Occupational Health and Safety Program Manual.
 4. All supervisory staff must provide employees with proper, well maintained tools and equipment plus any other special personal protective devices which may be required.
 5. To provide an on going safety education program and approved first aid training as required.
 6. To monitor departments and projects and hold them accountable for their individual safety performance.
 7. To provide appropriate discipline for non-compliance.

SUPERVISORS/PRINCIPALS/MANAGERS AND TEAM LEADERS

1. To know and apply the Board's safety policy and relevant sections of the Occupational Health and Safety Act.
2. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by the Board and by legislation to protect their health and safety.
3. To advise all employees of any potential or actual dangers and how to isolate, prevent or remove them.
4. To arrange or delegate arrangements for medical treatment as required, in case of injury or illness including transportation to a doctor or hospital as necessary.
5. To report all accidents immediately, to investigate accidents as set forth in the accident investigation procedure and to advise management on how to prevent similar accidents in the future.
6. To carry out regular inspections of the workplace to insure a safe and healthy environment.
7. To provide appropriate discipline for non-compliance.

EMPLOYEES

1. To read, understand, and comply with the safety policy, safe work practices, procedures, and rules.
2. To wear the safety equipment and personal protective devices and clothing required by regulations and his/her supervisor.
3. To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
4. To report all accidents and injuries to his/her supervisor as soon as possible.
5. To take every reasonable precaution to protect the safety of other workers, students and himself/herself.
6. To participate in Occupational Health and Safety related training provided by the Board.