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## 1.2 Levels of Responsibility Levels of Responsibility

There are five (5) recognized levels of responsibility and accountability within the organization. They are:

- a) Management;
- b) Supervisors;
- c) Employees and workers;
- d) Contractors and subcontractors; and
- e) Visitors.

### **Responsibility and Accountability for Health and Safety - Management**

The management of SD 22 is responsible for:

- Making funds and processes available to effectively accommodate the company's health and safety needs;
- Ensuring performance and behaviour of employees, contractors and others responsible by to meet the requirements of the HSE Manual;
- Encouraging employee and contractor involvement in the safety process;
- Ensuring all operations, including those of contractors and subcontractors, meet government safety requirements;
- Ensuring all incidents are reported and, where necessary, investigated and that corrective action is taken to prevent a recurrence;
- Ensuring workers are adequately qualified to perform their work;
- Ensuring training needs are identified and met;
- Taking the necessary action to correct any unsafe working conditions brought to their attention by workers;
- Understanding implementing and enforcing all Policies, Standards, Rules, Safe Work Practices and other general guidelines contained in the HSE Manual;



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- Understanding, implementing, and enforcing applicable regulated Acts, Regulations, and Codes;
- Providing appropriate supervision at work sites;
- Providing appropriate and well-maintained safety equipment for each task;

#### **Responsibility and Accountability for Health and Safety - Supervisor**

School District 22s supervisor's responsibilities include:

- Ensuring that their direct reports are "fit for duty" as related to their assigned tasks;
- Having accountability for all activities within their area of responsibility and job scope;
- Identifying and meeting safety and operational training needs;
- Identifying and correcting hazards and unsafe work conditions;
- Correcting unsafe acts in a proactive, positive manner;
- Understanding implementing and enforcing all Policies, Standards, Rules, Safe Work Practices and other general guidelines contained in the HSE Manual
- Ensuring appropriate and well-maintained equipment is available and utilized to perform the work activity;
- Meeting regulatory compliance requirements;
- Ensuring workers are informed about job hazards and are prepared to deal with any site specific hazards on the work site;
- Ensuring personal protective equipment (PPE) is readily available at the work site, correctly used, stored, maintained, and replaced when necessary; and
- Reporting all incidents. This may include conducting investigations into the facts leading up to and including the incident and determining the root cause to prevent a recurrence.



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### **Responsibility and Accountability for Health and Safety - Employee**

Workers employed by School District 22 are responsible for:

- Reporting for work “fit for duty” and/or notifying their direct supervisor of any mental or physical conditions that may impact the performance of their assigned work tasks;
- Adhering to regulations, guidelines, and safety standards as required by government regulatory agencies and those communicated by management and supervisors;
- Following all appropriate Policies, Standards, Rules, Safe Work Practices and other general guidelines contained in SD 22’s HSE Manual;
- Reporting any hazardous or unsafe working conditions to their immediate supervisor and, if possible, correcting the unsafe condition;
- Observing activities of fellow employees and contractors to ensure their safety and the safety of those around them and correcting unsafe acts in a proactive, positive manner to prevent an incident from occurring;
- Refusing to perform work that:
  - He or she believes presents an imminent danger to the health or safety of themselves or their fellow workers, and
  - They are not competent to perform;
- Reporting all incidents, injuries, and illnesses to their supervisor;
- Participating in, and using, all training offered by SD 22; and
- Using the required personal protective equipment (PPE).

### **Responsibility and Accountability for Health and Safety - Contractor**

Contractor responsibilities include:

- Ensuring that their employees are mentally and physically fit for the duties being assigned to them;
- Insisting on safe performance throughout their operations by ensuring subcontractors and employees are competent to do their work properly and are aware of their responsibilities and accountabilities;
- Ensuring an effective health and safety program is in place;



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- Ensuring their safety programs and operations personnel comply with contractual and regulatory requirements;
- Providing the time and resources required to enable subcontractors and employees to conduct their activities safely;
- Identifying and correcting hazards, unsafe work conditions, and unsafe acts;
- Ensuring appropriate and well-maintained equipment is available and utilized to perform the work activity;
- Ensuring all incidents are reported and investigated and corrective action is taken to prevent a recurrence;
- Ensuring workers are informed about job hazards and are prepared to deal with any site specific hazards on the work site; and
- Ensuring personal protective equipment (PPE) is readily available at the work site, correctly used, stored, maintained, and replaced when necessary.

#### **Responsibility and Accountability for Health and Safety - Visitor**

It is the responsibility of the Company employee/worker to ensure all hosted visitors meet the following safety requirements and restrictions:

- Report to the facility office so their presence is noted and recorded;
- Receive a Site Specific Safety Orientation;
- Follow the instructions of the site supervisor or personal escort;
- Wear personal protective equipment (PPE) as and when required;
- Remain in the presence of the site supervisor or personal escort;
- Check out at the facility office prior to departing the work site.