

## Ontario Tech University Employee Health and Safety Orientation – Supervisor Responsibilities 2020-2021

### To: Employer

It is important to understand that as an employer you have certain responsibilities as their supervisor.

In accordance with the Occupational Health and Safety Act the following roles and responsibilities are outlined:

### The employer

The employer, typically represented by senior management, has the greatest responsibilities with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a worker. The employer is responsible for ensuring that the IRS is established, promoted, and that it functions successfully. A strong IRS is an important element of a strong health and safety culture in a workplace. A strong health and safety culture shows respect for the people in the workplace.

### Supervisors

Supervisors are responsible for making workers fully aware of the hazards that may be encountered on the job or in the workplace; ensuring that they work safely, responding to any of the hazards brought to their attention, including taking every precaution reasonable in the circumstances for the protection of a worker.

### Workers

Worker responsibilities include: reporting hazards in the workplace; working safely and following safe work practices; using the required personal protective equipment for the job at hand; participating in health and safety programs established for the workplace

It is critical that you support the need to complete mandatory training and Health and Safety Orientation for your employees within the first few days of employment. You should review the checklist with them and sign off that appropriate training has been completed.

Should you have any questions regarding this information please contact:

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