

**Category:** Health & Safety

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**Subject:** Supervisor Responsibilities

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**Policy:**

To ensure all supervisors comply with specific requirements from the Occupational Health and Safety Act (section 27) and the specific organizational responsibilities for supervisor. Supervisor positions include: all Attendant Service Supervisors and the Executive Assistant.

Supervisors must perform or adhere to the following:

- Performing workplace inspections
- Conducting information sessions (i.e., health & safety discussions during staff meetings)
- Conducting incident investigations
- Conducting employee training
- Correcting substandard acts or conditions
- Commending employee and supervisor health & safety performance
- Performing employee safety observations

Duties of supervisor as found in section 27 of the OHSA:

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 the protection of a worker; and
  - (c) take every precaution reasonable in the circumstances for the protection of a workers

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**Additional Duties:**

Each attendant service supervisor is required to be a management member of the Joint Occupational Health and Safety Committee.

Conduct N95 Fit Testing assessments on new staff as required.

**Training:**

All supervisors will receive training on their legislative and their internal health and safety responsibilities.

Each of the attendant service supervisors are also required to

- complete JHSC Certification
- maintain up to date certification in Standard First Aid/CPR
- maintain up to date N95 Fit Testing Assessment

**Evaluation:**

A review of all supervisor responsibilities will be done on an annual basis and will include a measure of compliance of each health and safety responsibility.

**Forms:**

- Training records
- Review of supervisor responsibilities