

## Administrative Procedure 159 – Appendix A

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### Rights and Responsibilities

#### Occupational Health and Safety Legislated Workers' Rights

All employees have the right to know the hazards inherent in the workplace; the right to participate in decisions that may affect their health and safety; and the right to refuse unusually dangerous work. Please refer to [Duties and Rights of Workers](#).

#### Responsibilities

Definition: as an individual's obligation to carry out assigned duties. For our Health and Safety Program to achieve its desired results, everyone in the organization must know their responsibilities. While the Health and Safety Policy Statement contains a general reference to responsibilities, management has set out specific responsibilities for themselves and for everyone in the organization.

**School Administrators** are responsible for:

- ▶ Implementing Prairie South's Health and Safety Program in their facility;
- ▶ Providing Prairie South's safety orientation to all staff prior to school year start-up;
- ▶ Reporting all incidents of concern to the School Division office. (For example: environmental spill, near miss, reportable incidents under Occupational Health and Safety legislation, etc.);
- ▶ Understanding and complying with Occupational Health and Safety legislation;
- ▶ Investigating all incidents;
- ▶ Holding safety meetings as required by the Prairie South School Division;
- ▶ Ensuring minutes and attendance of safety meetings are recorded and retained for the site records and a copy is forwarded to the Prairie South School Division;
- ▶ Providing on-going health and safety education programs (mandatory and legislated) and approved First Aid training courses as required;
- ▶ Conducting annual inspections of work activities in their facility (for example, TLR, etc.);
- ▶ Providing immediate direction in an emergency;
- ▶ Representing employer as co-chairperson on Occupational Health Committee;
- ▶ Providing all employees access to a copy of the Occupational Health and Safety legislation;
- ▶ Ensuring that health and safety issues receive adequate attention during staff meetings;
- ▶ Monitoring the individual health and safety performance of their employees;
- ▶ Taking all reasonable precautions to protect the safety of their employees.

**The Superintendents, Managers and Supervisors** are each responsible for:

- ▶ Implementing Prairie South's Health and Safety Program in their respective areas;
- ▶ Providing Prairie South's safety orientation to new employees before they start work;
- ▶ Reporting all incidents of concern to the School Division office. (For example: environmental spill, near miss, reportable incidents under Occupational Health and Safety legislation, etc.);
- ▶ Understanding and complying with Occupational Health and Safety legislation;

- ▶ Investigating all incidents;
- ▶ Holding safety meetings as required by the Prairie South School Division;
- ▶ Ensuring minutes and attendance of safety meetings are recorded and retained for the site records and a copy is forwarded to the Prairie South School Division;
- ▶ Providing on-going health and safety education and training (mandatory and legislated) as required;
- ▶ Conducting or assigning a designate to conduct regular inspections of facilities for unsafe practices and conditions and ensure prompt corrective actions take place;
- ▶ Ensuring their employees comply with Occupational Health and Safety legislation and Prairie South's Health and Safety program;
- ▶ Completing field level risk assessments as required;
- ▶ Ensuring that disciplinary action is taken to enforce compliance with Occupational Health and Safety legislation and Prairie South's Health and Safety program.

**Employees** are responsible for:

- ▶ Reporting all incidents of concern to their supervisor. (For example: environmental spill, near miss, reportable incidents under Occupational Health and Safety legislation, etc.);
- ▶ Wearing and maintaining the proper safety equipment, personal protective devices and clothing required by Occupational Health and Safety legislation and Prairie South Health and Safety program;
- ▶ Notifying their supervisor of any hazards, unsafe conditions or unsafe acts that may be of danger to other employees, students or themselves;
- ▶ Complying with Prairie South Health and Safety program;
- ▶ Wearing appropriate footwear for job role and environmental conditions;
- ▶ Understanding and complying with Occupational Health and Safety legislation;
- ▶ Following all safe work practices and procedures applicable to their position;
- ▶ Refusing any work activity that compromises a person's health or safety and immediately reporting such situations to their supervisor;
- ▶ Taking reasonable precautions to protect the safety of other employees, contractors, volunteers, students and themselves in relation to Prairie South worksites.

**Occupational Health Committee Co-chairpersons** are responsible for:

- ▶ Completing Occupational Health Committee Level 1 and Level 2 training within the first quarter of the school year;
- ▶ Conducting Occupational Health and Safety legislated incident investigations.

**Occupational Health Committees** are responsible for:

- ▶ Attending regular committee meetings in September, December, March and June;
- ▶ Completing *Occupational Health Committee Facility Inspection Checklist* quarterly, as per the Occupational Health and Safety legislated duties of committees;
- ▶ Following Prairie South's *Occupational Health Committee agenda template*;
- ▶ Reviewing the legislated duties of Occupational Health Committees at every September meeting;
- ▶ Posting all meeting minutes on the safety bulletin board and submitting to the School Division office.
- ▶ Following the Government of Saskatchewan's [Occupational Health Committees Duties](#)

**Contractors** are responsible for:

- ▶ Completing Prairie South's Contractor *Site Orientation checklist* prior to starting work

**Visitors and volunteers** are responsible for:

- ▶ Reporting all incidents of concern to school Administrators. (For example: environmental spill, near miss, reportable incidents under Occupational Health and Safety legislation, etc.);
- ▶ Wearing and maintaining the proper safety equipment, personal protective devices and clothing required by Occupational Health and Safety legislation and Prairie South Health and Safety program
- ▶ Notifying school Administrators of any hazards, unsafe conditions or unsafe acts that may be of danger to other employees, students or themselves.

**References:**

Saskatchewan Employment Act  
Saskatchewan Occupational Health and Safety Regulations, 1996  
Prairie South Health and Safety Program

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