



Health and Safety Responsibilities of Managers & Supervisors Policy

Authority: Chief Operating Officer	Date Ratified: February 03, 2022
	Next Review Date: February 2023
Previous Amendments: February 7, 2020	
Related Document(s): Appendix: OHSA ss. 25, 26, 27.	
Review Committee(s): Board of Directors	

PURPOSE:

The purpose of this document is to outline the responsibilities and accountabilities of managers & supervisors.

1. SCOPE

1.1. This policy applies to all USC Managers & Supervisors.

2. RESPONSIBILITIES

2.1. Managers & Supervisors must

- 2.1.1. Ensure the performance of workplace inspections;
- 2.1.2. Conduct information sessions (safety talks, staff meetings, tailgate meetings);
- 2.1.3. Conduct incident investigations;
- 2.1.4. Conduct employee training;
- 2.1.5. Correct substandard acts or conditions;
- 2.1.6. Commend employee health and safety performance; and,
- 2.1.7. Appoint competent supervision.

2.2. Managers are responsible for sections 25 & 26 of the OHSA, attached, and all other legislation that applies to the workplace.

2.3. Supervisors are responsible for section 27 of the OHSA, attached.

2.4. Manager and Supervisor performance evaluations will



2.4.1. Be performed;

1. Twice each year, with a midyear qualitative and a final quantitative evaluation;
2. Following USC performance appraisal methodology for both management and union staff members.

2.4.2. Measure each responsibility assigned in section 2.01 above, namely,

1. Workplace inspections;
2. Conducting information sessions (safety talks, staff meetings, tailgate meetings);
3. Conducting incident investigations;
4. Conducting employee training;
5. Correcting substandard acts or conditions;
6. Commending employee health and safety performance; and,
7. Appoint competent supervision.

3. PROCEDURES

3.1. Disciplinary procedures will follow the process described in article 12 of the collective agreement between the USC and CUPE local 2820.

4. COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5. EVALUATION

5.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.