

<b>Title:</b>	Assignment of Responsibility and Accountability for Safety
<b>Adopted on:</b>	August 5, 2020
<b>Adopted by:</b>	City Manager
<b>Jurisdiction of Policy:</b>	Safety Coordinator
<b>Revision Date:</b>	March 4, 2021

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**1 ASSIGNMENT OF RESPONSIBILITY & ACCOUNTABILITY FOR SAFETY**

**1.1 Manager's Responsibilities:**

- To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all the employees.
- To understand and enforce the accident prevention policy as well as the Occupational Health and Safety legislation.
- To provide all supervisory staff with an understanding of our accident prevention program as well as relevant Occupational Health and Safety legislation.
- To provide all supervisory staff with proper, well maintained tools and equipment, as well as any other special personal protective devices which may be required.
- To provide ongoing safety education programs and approved first aid training courses as required.
- To monitor departments and projects and hold them accountable for their individual safety performance.
- To carry out regular inspections of the workplace to ensure a safe and healthy environment.

**1.2 Supervisor/Charge-hand's Responsibilities:**

- To know and apply the City of Weyburn's safety policy and relevant Occupational Health and Safety legislation.
- To ensure that all employees are educated to work in a safe manner and that they use all the protective devices and procedures required by this firm and by legislation to protect their health and safety.
- To warn all employees of any potential or actual dangers and to advise them how to isolate, prevent, or remove such dangers.
- To arrange for medical treatment when required, in the case of injury or illness, including transportation to a doctor or hospital when necessary.
- To report all accidents immediately, and to advise management on how to prevent similar accidents in the future.

**1.3 Worker's Responsibilities:**

- To read, understand, and comply with this City's safety policy, safe work practices, procedures, and rules.

- To wear the safety equipment and personal protective devices and clothing required by regulations and their employer.
- To notify their supervisor(s) of any unsafe conditions or acts that may be of danger to other workers or themselves.
- To report all accidents and injuries to their supervisor(s) as soon as possible.
- To take every reasonable precaution to protect the safety of other workers and themselves.