

Workers

As set out in the Saskatchewan Employment Act (SEA); a worker is an individual, including a supervisor, who is engaged in the service of an employer.

Legislated Duties

3-1 A worker shall:

- (a) use the safeguards, safety appliances and personal protective equipment provided in accordance with these regulations and any other regulations made pursuant to the Act; and
- (b) Follow the safe work practices and procedures required by or developed pursuant to these regulations and any other regulations made pursuant to the Act.

(SEA 3-10) Every worker while at work shall:

- (a) take reasonable care to protect his or her health and safety and the health and safety of other workers who may be affected by his or her acts or omissions;
- (b) refrain from causing or participating in the harassment of another worker;
- (c) Cooperate with any other person exercising a duty imposed by this Part or the regulations made pursuant to this Part; and
- (d) Comply with this Part and the regulations made pursuant to this Part.

Putting It Together

A worker plays a large part in the maintenance of a safety system. Without consistent documentation, hazard analysis, and other safety involvement, the system would be irrelevant. Workers have duties under the law (as seen above) that enforce the involvement in an employers safety program. Safety is simply not “an option”.

What are Worker Duties?

Each individual is responsible for integrating health and safety into their work life. A worker must; (see table right).

Sources:

- OH&S rules and regulations
- Saskatchewan Employment Act
- WorkSafe

| Workplace Responsibility for Health and Safety | |
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| | Responsibilities |
| For Work | Perform their job to the standard the employer sets out |
| For People | To assist new workers and other staff |
| For Work Performance | Use the training, knowledge and skills to perform their work |
| For Direction of Work | Follow the safe work practices and procedures and cooperate with the supervisor |
| For Relations With People | Follow safety policies outlined in the safety manual |
| For Facilities and Equipment | Safely use tools, equipment and machinery on all jobsites |
| For Conditions of Work | Implement and maintain safety standards, set a good example for other workers |
| For Accountability | Inspect tools and equipment. Recognize, assess and control hazards, participate in the goings on of the safety program |
| For Accountability (Cot'd) | Report all accidents, incidents, unsafe acts, or conditions to the supervisor immediately |
| For Due Diligence | Take reasonable precaution to avoid harm and offence against the law |

Tool Box Talk

When accidents and incidents happen on the jobsite, we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers is often missed.

Tool Box Talks can go by many names, and although formats may vary, these meetings all serve one purpose: to inform employees and contract workers. Tool Box Talks are short, informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up-to-date on the information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance, and any follow-up actions to be taken. Not only do these forms help with consistency of record keeping, but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.

One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks.

Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun and stay on top of what is necessary to keep safety culture a strong part of the business.

For a full listing of Tool Box Talk topics, visit: www.scsaonline.ca/resources/tool-box-talks

For a copy of the Tool Box Talk form, visit: www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf

About the Saskatchewan Construction Safety Association

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership-based, nonprofit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995, the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada.