

# Tool Box Talk

## Duties of the Employer & Supervisor

### Duties of the Employer

All employers must meet the minimum requirements for health and safety standards as required by law. An employer must provide a safe and healthy workplace:

- Establish and maintain an effective health and safety program and obtain input from the occupational health committee (OHC)
- Make sure that managers and supervisors are trained, supported, and held accountable for fulfilling their workplace health and safety requirements
- Oversee the health and safety performance of their managers and supervisors
- Make sure workers have the information, training, certification, supervision and experience to do their jobs safely
- Make sure medical/first aid facilities are provided as needed
- Set up effective occupational health committees
- Cooperate with the OHC, occupational health and safety (OHS) representative and other parties to resolve health and safety issues in a timely fashion
- Keep OHC/OHS representative meeting minutes on file and readily available
- Ensure workers are not exposed to harassment in the workplace
- Ensure that legal health and safety requirements are met

Employers are also required to have a copy of the Saskatchewan Employment Act and regulations readily available to workers and management.

It is the employer's responsibility to ensure that the subtrades on-site are following health and safety regulations. They should receive a site orientation before starting work, have the appropriate training certification readily available and be included in the documentation, for example, daily toolbox/safety meetings.

Supervisors are also required to ensure that subtrades are following the OHS Regulations, the company safety program and included in the daily paperwork and ongoing documentation.

### Supervisor Responsibilities

Anyone on site who is responsible for directing workers or overseeing work with subtrades is considered a supervisor under the occupational health and safety regulations.

An employee does not need to have the word "supervisor" in their title to be considered a supervisor under legislation. It is the employer's responsibility to make sure that whomever is directed to supervise has the appropriate training to do so. Supervisors must:

- Understand and ensure compliance with workplace health and safety requirements
- Cooperate with the occupational health committee, ensure that it functions properly and ensure all workers support committee members in their health and safety activities
- Make sure hazards are identified and proper steps are taken to eliminate the hazards or control the risks
- Inspect work areas and correct unsafe acts and conditions
- Instruct and coach workers to follow safe work procedures
- Ensure only authorized, competent workers operate equipment
- Ensure equipment is properly maintained
- Ensure the necessary personal protective equipment is provided to workers and used properly
- Know how to safely handle, store, produce and dispose of chemical and biological substances at the workplace
- Understand and implement emergency procedures;
- Report and investigate incidents (accidents and dangerous occurrences)
- Promote health and safety awareness
- Cooperate with other parties in dealing with health and safety issues
- Ensure that workers under their direct supervision are sufficiently supervised
- Ensure that workers under their direct supervision are not exposed to harassment at their workplace

*For more information on employer duties, refer to the Occupational Health and Safety Regulations, 2020, Part 3 General Duties. For the supervisor, refer to the Occupational Health and Safety Regulations, 2020, Supervision of Work 3-6*