

Supervisor Safety Responsibilities

The *Prince Edward Island Occupational Health and Safety (OHS) Act* protects a worker's right to a safe and healthy workplace.

Section 12(1)(c) of the *OHS Act* specifically states that *"an employer shall ensure that information, instruction, training, supervision, and facilities are provided as are necessary to ensure the occupational health & safety of the workers."*

While workplace safety is everyone's responsibility, supervisors often have additional responsibilities to protect the health and safety of workers. With any additional authority comes a greater degree of responsibility for worker health and safety.



What is a Supervisor?

A supervisor is a person who provides direction to workers on their work-related tasks, and can include any worker, manager, or employer regardless of whether or not they have the title of "Supervisor".

As per section 24(4)(b) of the *OHS Act*, supervisor responsibilities must be outlined in the company's Occupational Health and Safety Policy.

Workplace injuries can be preventable when responsibilities are clearly defined and proper precautions are taken.

What is Due Diligence?

Due diligence requires a supervisor to take "all reasonable steps" to protect workers from harm. The term "all reasonable steps" is based on the level of judgment and care that a person would reasonably be expected to do under the circumstances. A supervisor that actively manages health and safety, and takes all reasonable steps to protect workers from harm, is being duly diligent.



Ensuring Due Diligence

To ensure due diligence, supervisors must:

- Be aware. Know and understand the requirements of the *OHS Act* and Regulations as they apply to your workplace.
- Take every reasonable precaution to protect the physical and psychological safety of each person at or near the workplace.
- Promote health and safety awareness and ensure all health and safety information is easily accessible to workers.
- Ensure that any tools, equipment, devices, or machines are properly maintained and in good working condition, as recommended by the manufacturer or regulations.
- Provide proper safety orientation and training to all workers. Training should include:
 - ◇ Identification of the hazards that exist;
 - ◇ A review of written procedures to perform the task safely and an overview of safety controls, including any Personal Protective Equipment (PPE) that is required;
 - ◇ A demonstration in how to safely perform job tasks; and
 - ◇ An opportunity for the worker to demonstrate competence in performing the job task.
- Document and maintain records of all safety training activity.
- Supervise and monitor the worker to ensure that safety standards are maintained while performing job tasks.
- Correct unsafe work habits.
- Ensure workers are trained in how to safely handle, store, use, and dispose of chemical and biological substances at the workplace.
- Cooperate with the Joint Occupational Health and Safety Committee and/or Safety Representative as required.
- Collaborate with workers to create Safe Work Procedures.
- Cooperate with any person performing a duty or exercising a power granted by the *OHS Act* or the Regulations.

