



# COUNTY OF NORTHERN LIGHTS

## POLICY

### COMPANY POLICY ON ROLES & RESPONSIBILITIES

CREATED: 2/9/2025

REVISED: 4/9/2025

TOTAL PAGES: 4

#### PURPOSE

The purpose of this policy is to clearly define the roles and responsibilities of all individuals within the company to ensure a safe, productive, and compliant work environment. This policy applies to all employees, contractors, supervisors, management, and other stakeholders involved in the company's operations. By outlining responsibilities at every level, the company seeks to promote accountability, enhance collaboration, and ensure compliance with safety and operational standards.

#### EMPLOYER/SENIOR MANAGEMENT RESPONSIBILITIES

Senior management plays a crucial role in ensuring the overall safety and success of the organization. Senior management will:

- Ensure compliance with the Occupational Health and Safety (OHS) Act, Regulations, and Code, as well as company policies and procedures.
- Protect the health, safety, and welfare of workers, contractors, and visitors at the worksite.
- Develop and maintain an up-to-date Safety Management System (SMS) and promote continual improvement.
- Provide adequate resources, time, and training to employees, contractors, and health and safety representatives.
- Consult with the Health and Safety Committee (HSC) or Health and Safety Representative (HSR) when developing policies and safety programs, including violence and harassment prevention plans.
- Ensure supervisors and workers are trained to perform their duties safely and effectively.
- Maintain open communication with HSC/HSR and ensure their recommendations and concerns are addressed.
- Ensure that roles and responsibilities are clearly communicated to all workers and that everyone is aware of their health and safety rights and duties.
- Comply with the OHS Act, Regulations, and Code, as well as company policies and procedures.

#### MIDDLE MANAGEMENT RESPONSIBILITIES

Middle management is responsible for supporting the implementation of the company's policies and ensuring compliance with health and safety standards. Middle management will:

- Ensure workers are adequately trained to perform their work safely.
- Ensure only competent workers, or workers supervised by competent individuals, engage in potentially hazardous tasks.
- Provide and promote access to health and safety information and ensure compliance with OHS legislation.
- Monitor and enforce the use of personal protective equipment (PPE) and hazard control measures.
- Collaborate with the HSC/HSR to resolve safety concerns and implement safety improvements.
- Conduct regular inspections and ensure any unsafe conditions are promptly addressed.
- Comply with the OHS Act, Regulations, and Code, as well as company policies and procedures.

#### SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring that all work is performed safely and in compliance with relevant health and safety regulations. Supervisors will:

- Comply with the OHS Act, Regulations, and Code, as well as company policies and procedures.
- Ensure workers under their supervision comply with the OHS Act, Regulations, and Code, as well as company policies.



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- Communicate known hazards and safety procedures to workers and ensure they follow established safety practices.
- Ensure that workers are properly trained and that PPE and hazard controls are used as required.
- Take all necessary precautions to protect the health and safety of workers.
- Report and address any unsafe conditions or behaviors at the worksite.
- Participate in incident investigations and health and safety inspections, as needed.
- Prevent and address workplace harassment or violence in accordance with company policies.

#### WORKER RESPONSIBILITIES

Workers have a duty to take personal responsibility for their safety and the safety of others at the worksite. Workers will:

- Comply with the OHS Act, Regulations, and Code, as well as company policies and procedures.
- Protect their own health and safety and that of others by following established safety practices.
- Cooperate with supervisors and use PPE and hazard controls as required.
- Report any unsafe conditions, hazards, or incidents to supervisors or the HSC/HSR.
- Refrain from engaging in or contributing to harassment or violence in the workplace.
- Refuse to perform work that may endanger themselves or others unless they are competent or properly supervised.

#### HEALTH AND SAFETY COMMITTEE (HSC) AND HEALTH AND SAFETY REPRESENTATIVE (HSR) RESPONSIBILITIES

The HSC and HSR play a critical role in promoting workplace safety and ensuring compliance with health and safety standards. The HSC/HSR will:

- Receive and address concerns or complaints regarding worker health and safety.
- Participate in hazard identification and the development of safety measures.
- Assist in the promotion of health and safety education and training programs.
- Work with the employer to implement and monitor health and safety policies.
- Conduct regular inspections of the worksite and participate in investigations of incidents.
- Keep records of health and safety concerns, meetings, and safety-related activities.
- Respect worker confidentiality when dealing with safety complaints or issues.
- Comply with the OHS Act, Regulations, and Code, as well as company policies and procedures.

#### SUBCONTRACTOR RESPONSIBILITIES

Subcontractors are responsible for ensuring their work adheres to company policies and OHS legislation. Subcontractors will:

- Comply with the OHS Act, Regulations, and Code, as well as company safety procedures.
- Ensure the health and safety of their workers and others at the worksite.
- Use competent workers or provide proper supervision for hazardous tasks.
- Report any health and safety concerns or hazards to the employer or prime contractor.
- Conduct regular inspections and provide the company with inspection reports.
- Ensure that their worksite remains clean and that waste is properly disposed of.
- Maintain appropriate insurance and Workers' Compensation Board (WCB) coverage.



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#### **PRIME- CONTRACTOR RESPONSIBILITIES**

Prime Contractors working at the company site must take responsibility for their health and safety and the health and safety of others on site. Prime Contractors will:

- Ensure their work does not create hazards for themselves or others.
- Comply with OHS legislation and company policies.
- Rectify any hazards or unsafe conditions.
- The prime contractor shall ensure that the name of the prime contractor is posted in a conspicuous place at the work site.
- The prime contractor shall establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with the OHS Act, the regulations and the OHS Code in respect of the work site, including a system or process to ensure cooperation between the employer and workers in respect to health and safety, designate a person in writing for the purposes of ensuring cooperation between the employer and workers in respect to health and safety and implementing a system to address the matters set out in section 13(6), and conduct the prime contractor's own activities in such a way as to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site.
- Every prime contractor shall ensure that the owner and any employer, supplier or service provider on a work site is informed of any existing or potential work site hazards that may affect workers or other persons at the work site.

#### **SELF-EMPLOYED PERSON RESPONSIBILITIES**

Self-employed individuals and contractors working at the company site must take responsibility for their health and safety. Self-employed persons will:

- Ensure their work does not create hazards for themselves or others.
- Comply with OHS legislation and company policies.
- Report any hazards or unsafe conditions to the employer or prime contractor.
- Notify the prime contractor of their presence on the worksite.

#### **SERVICE PROVIDER RESPONSIBILITIES**

Service providers, such as consultants and trainers, must ensure that their work complies with health and safety standards. Service providers will:

- Comply with the OHS Act, Regulations, and Code, as well as company policies.
- Provide competent services that do not create additional hazards.
- Work with the company to ensure their services align with safety requirements.
- Cooperate with OHS officers and other authorities as needed.
- Ensure that training, consulting, or other services promote a safe working environment.
- Notify the prime contractor of their presence on the worksite.
- Check in/out at the main office



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**VISITOR RESPONSIBILITIES**

Visitors to the worksite must adhere to all health and safety protocols. Visitors will:

- Comply with the OHS Act, Regulations, and Code, as well as worksite-specific policies.
- Check in before entering any worksite and participate in a site-specific orientation or briefing.
- Follow all instructions and wear PPE as required.
- Be alert to hazards and report any concerns to site personnel.
- Maintain a drug- and alcohol-free environment and dispose of waste properly.
- Notify the prime contractor of their presence on the worksite.
- Check in/out at the main office

**ENFORCEMENT AND REVIEW**

This policy will be reviewed regularly by senior management to ensure it remains up to date and relevant to the company's operations and any changes in legislation. All individuals within the company are expected to adhere to the roles and responsibilities outlined in this policy. Failure to comply may result in disciplinary action, up to and including termination of employment or contract.

**Chief Elected Official**

**Chief Administrative Officer**

| <b>ACKNOWLEDGEMENT &amp; RECEIPT</b>                                                                                                  |       |
|---------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>NOTE TO EMPLOYEE:</b> This form will be made a part of your personal file. Please read and understand its contents before signing. |       |
| Employee/Trainee ( <i>Print</i> ):                                                                                                    | Date: |
| Signature:                                                                                                                            |       |