

1.4 SAFETY ROLES AND RESPONSIBILITIES

Responsibilities and Duties

Management

- Protect Pidherney's employees, contractors, clients, general public and the environment from potential incidents.
- Familiarize yourself with and take responsibility assisting with the development of, procedures and practices which are applicable to the workplace you manage/supervise.
- Ensure you are familiar with control of hazards from resources in your workplace and identify training needs to ensure optimum worker competency.
- Promote discussion, toolbox talks and consideration of work health and safety aspects of planned tasks and activities.
- Ensure that workers report injuries, incidents, near misses and hazards promptly and in accordance with the prescribed procedures of Pidherney's Safety Manual. Employees must be able to report unsafe or unhealthful workplace conditions or hazards without fear or reprisal.
- Apply allocated resources appropriately to strengthen and enhance work health and safety practices wherever applicable.
- Consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- Engage with assessment of proposed tasks and activities which are planned in the workplace to ensure personal understanding and also to provide the benefit of your close personal knowledge of the site working conditions and constraints.
- Management is to perform quarterly work site visits, to communicate with workers and show management's commitment to Pidherney's health and safety program.
- While performing quarterly site visits Management will participate in tailgates and site inspection. Accompanied by foreman and one employee. Tracked through tailgate and inspection documentation.
- Actively participate in the Investigation of incidents, seeking to thoroughly identify the contributing factors, absent or failed defenses and improvements required in order to prevent recurrence.
- Co-operate fully in the rehabilitation of injured employees.
- Must be committed to safety excellence through visible personal involvement.
- Set a personal example at all times by using the correct personal protective clothing/equipment and following all safety requirements and procedures.
- Liaise with the person appointed in the role of HSE over the full range of their duties and responsibilities, with respect to inspections, audits, incident investigations, report recommendations, changes in legislation and advice obtained from other sources.

- Ensure workers are competent to do the work, or under direct supervision of a worker who is competent. Their competence will be measured by direction observation and assessment by an experienced supervisor.
- Review the Safety Manual on an annual basis.
- Participate in safety meetings.
- Provide employee safety training and company/job orientation.
- Investigate incidents and near misses, completing written reviews for each.
- Ensure that the company Safety Policy and all Government Acts and Regulations are followed and complied with by all employees and visitors to our workplace.

Supervisors

- Have Material Safety Data Sheets (MSDS) available to answer workers requests for WHMIS information.
- Be knowledgeable in all applicable acts, regulations and codes.
- Take appropriate disciplinary action when confronting a worker in non-compliance of safety regulations and policies.
- Be aware of existing hazards, potential hazards and generated hazards, providing safe work conditions for all workers under his/her supervision.
- Provide specific safety orientation for employees at work place or jobsite.
- All Field Supervisor/Foremen that are supervising Personnel on a project must adhere to the following timelines for safety documentation requirements;
 - For each job site the following paperwork must be completed:
 - Emergency Response Plan
 - Hazard Assessment
 - Site Inspection
 - Weekly
 - Ground Disturbance Checklist/Permit
 - Safety Meeting & Hazard Assessment
 - Site Inspection
 - Worker Observation Cards (by all employees on site)
 - Daily
 - Tailgate Meeting
 - JSA's as required (can review from previous day if nothing has changed in the job scope or location).
 - As Required
 - Incident Report, Damage Report, Near Miss
 - First Aid Treatment Record
 - Safety Enforcement/Disciplinary Written Warning
 - Permits (Confined Space, Hot Work, etc.)
 - Inspections (PPE, Equipment, etc.)

Employees and Subcontractors

- Comply with all company safety policies and applicable government acts and regulations.
- Read and understand Pidherney's Safety Manual.
- Report any unsafe acts or hazards to a Pidherney's supervisor.
- Ensure the health and safety for themselves and their fellow workers.
- Wear and comply with all applicable and appropriate personal protective clothing and equipment.
- Hard hats will be assigned on orientation day.
- Be familiar with their right and responsibility to refuse any unsafe work. Any worker must refuse to carry out any work if, on reasonable and probable grounds, they believe that there exists an imminent danger or immediate threat to their own or anyone else's health and safety or to the environment, persons or property.