



**SECTION:** Health and Safety

**POLICY:** HS 02

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## DUTY OF PERSONS DIRECTING WORK POLICY

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### PREAMBLE

Contact Brant recognizes its obligation to keep its employees safe from harm. It further understands that people who supervise or direct the work of others have a legal duty to keep those workers safe from harm. Contact Brant will educate and train all persons directing work to ensure they understand their obligations under the law to protect fellow workers.

Under the Ontario Occupational Health and Safety Act (OHS or OHSA), a supervisor is someone who has "charge of a workplace or authority over a worker." The term can apply to many people in a workplace, including those in management and individuals whose job title does not include the word "supervisor". As per the Canadian Centre for Occupational Health and Safety (CCOHS), the provisions of section 217.1 of the Criminal Code of Canada affect all organizations and individuals who direct the work of others, anywhere in Canada.

#### Definitions:

*Person directing work* means anyone who undertakes, or has the authority, to direct how another person does work or performs a task according to section 217.1 of the Criminal Code of Canada. It not only applies to persons with the title of supervisor or manager but anyone acting in that capacity, even temporarily.

### POLICY

Contact Brant will meet legislative requirements and understands that, under the Criminal Code of Canada, people who direct the work of others have a legal duty to take reasonable steps to ensure the safety of workers and the public.

### PROCEDURES

1. Contact Brant will take reasonable steps to ensure the safety of workers and understands that people who direct the work of others can be held criminally responsible for failing to take reasonable steps to prevent bodily harm to the person whose work they are directing, or any other person arising from that work or task.
2. Employer Responsibilities: Contact Brant will take every precaution reasonable in the circumstances for the protection of workers from illness and injury. This includes:
  - Keeping a safe and well-maintained workplace
  - Providing information and training about the hazards in the workplace, proper safety equipment, and competent supervision.

2.1. Contact Brant will uphold all rights all employees have under the Occupational Health and Safety Act (OHSA):

- The right to know about hazards in their work and get information, supervision, and instruction to protect their health and safety on the job.
- The right to participate in identifying and solving workplace health and safety problems.
- The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

2.2. The OHS Act requires employers to appoint "competent" people as supervisors. This means the supervisor must be:

- Qualified because of knowledge, training, and experience to organize the work and its performance.
- Familiar with the Act and its regulations
- Knowledgeable about any potential or actual danger to health or safety in the workplace.

2.3. *Recommended Training:* Workplace issues and hazards are constantly changing, and the demands on supervisors are increasing. Contact Brant will strive to ensure our supervisors stay competent, current, and effective with training in these key areas:

- Hazard identification, risk assessment, and control
- Specific hazards in your workplace
- Due diligence
- Leadership and coaching
- Mental health
- Harassment and sexual harassment
- Accommodation and return to work.

3. Supervisor Roles and Responsibilities: Supervisors are responsible for the health and safety of workers and are second only to employers in terms of their legal duties to protect workers from harm.

3.1. The Occupational Health and Safety Act (OHSA) sets out certain specific duties for supervisors:

- Provide a safe workplace and assign safe work;
- Train workers to do their jobs safely;
- Ensure workers work safely, and use equipment, protective devices and procedures properly where required;
- Ensure that any equipment, protective device, or clothing required by the employer is used or worn by the worker;
- Advise workers of any potential or actual health or safety hazards known by the supervisor;
- Take all reasonable precautions to protect workers from illness and/or injury;
- Implement and carry out all Health and Safety measures and procedures required by law.

3.2. *Competency*: Safety leaders are better able to keep our workplace safe and garner the rewards of lower costs, engaged workers, and higher productivity. Effective supervisors are safety leaders who:

- Educate, observe, guide, motivate and inspire workers
- Understand, identify and control risks and hazards
- Are familiar with applicable standards (CSA, ANSI, etc.)
- Implement your health and safety policy and program
- Impart your company's value for health and safety
- Encourage worker feedback.