

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: January 1, 2010
Topic: 8. Hazard Management Program	Replaces: New
Subject: 2.1. Roles and Responsibilities	
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PURPOSE

To ensure all employees of the Manitoulin-Sudbury DSB EMS Department are aware of their responsibilities in terms of hazard management while working.

APPLICATION

Paramedics, EMA's, Joint Health & Safety Committee, Management

PROCEDURE

It is the responsibility of all employees to abide by all safety regulations and policies and to work safely at all times so as not to endanger themselves or other workers. It is also the responsibility of every employee to report all unsafe or unhealthy conditions to insure that safe and healthy work conditions are maintained.

Every employee is accountable for their actions. As such employees are held accountable under all applicable company policy, provincial legislation, and any applicable federal legislation. The requirement includes but is not limited to the Ontario Occupational Health & Safety Act.

The following is a listing of all members of the Manitoulin-Sudbury DSB EMS Department with their assigned responsibilities in addition to the above:

1. Senior Management

(Director, Operation Manager, Quality Assurance Manager)

The responsibility of management is to implement the Health and Safety policy. To obtain the above, management has the responsibility to:

- Set a good example for all employees
- Plan and organize the EMS Safety Management System for safety and health, setting up goals and procedures within the framework of the corporate policy, and evaluate the results;
- Initiate, support and provide an atmosphere conducive to a joint co-operative approach on the part of the employees and DSB toward safety, health and environmental matters;
- Ensure that safe work procedures are developed and implemented to all jobs;
- Ensure that adequate facilities and staff are available to train employees and supervisors in safe work procedures and other safety and health matters;

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- Provide resources and monitoring mechanisms to ensure a safe and healthy workplace environment;
- Ensure that all persons in the organization have the knowledge, skill and authority to perform their work safely and that they are held accountable for so doing;
- Promote and encourage a co-operative, constructive relationship with government agencies and ensure that operations are carried on in compliance with the Occupational Health and Safety Act;
- Ensure that adequate quantities of approved personal protective equipment are made available to workers.
- Correct unsafe actions
- Provide First Aid
- Investigate and Report all injuries and accidents
- Ensure compliance within the legislated regulations

2. Field Managers

Front Line Managers are responsible for directing the work in their area to ensure that it is carried on in a safe and productive manner in compliance with the Occupational Health and Safety Act, and to make sure that the workers are properly protected from conditions hazardous to their health. They are responsible to:

- Set a good example
- Ensure that the workers have adequate knowledge and skill to perform their work safely and to provide any instruction required;
- Ensure that the workers have proper tools to do their job safely;
- Ensure that standard conditions exist in the workplace and that all non-standard conditions are corrected in a safe manner without delay;
- Ensure that all tools and equipment are in good operating condition;
- Ensure that orderly housekeeping conditions exist throughout their area;
- Co-operate in matters of safety and health with the Joint Health and Safety Committee member or other worker representatives;
- Ensure that the workers under their supervision are supplied with and wear the personal safety equipment required.
- Correct unsafe practices & conditions

3. Employees

The workers are responsible for performing their work in a safe manner and maintaining their workplace in a standard condition. They are responsible to:

- Set a good example
- Apply their knowledge to observe safe work procedures at all times and to work in compliance with the Occupational Health and Safety Act;

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- Recognize and correct hazardous conditions in their workplace and report them to their supervisor without delay;
- Wear personal protective equipment provided as required;
- Report defective equipment or tools to their supervisor without undue delay;
- If in a leadership position, provide guidance to workers under their direction.

No Employee Shall:

- Remove or make ineffective any protective device required by the regulations or by his employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker or
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

4. Union

The Union is responsible for protecting the interests of the workers they represent in all matters pertaining to safety and health. Their responsibilities include:

- Co-operating with EMS representatives in joint undertakings to promote safety and health in the workplace;
- Appointing qualified and motivated personnel to serve on joint committees and in other positions relating to safety and health;
- Encouraging a co-operative approach to safety and health by the workers they represent.

5. Joint Health & Safety Committee

The committee is responsible for recommending the way to solve health and safety problems but is not responsible for making or implementing the required changes. The Management have the ultimate responsibility for the health and safety of the workers not the committee. The actual responsibilities of the committee are to:

- identify sources of danger or hazard
- make written recommendations for improvements to the employer
- obtain certain information from the employer regarding actual or potential hazards

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- obtain information from the employer concerning testing
- consult about testing methods and strategies
- promote health and safety education at the workplace

6. Provincial Government

The government is responsible to provide a legislative framework of regulations within which the industry must operate and which will help to ensure a safe and healthy workplace for workers in the industry. Among government responsibilities are:

- The administration and enforcement of the Occupational Health and Safety Act and other Acts;
- Through the Inspection Branch, monitoring performance of the Internal Responsibility System within the industry;
- Promoting and supporting research in safety aspects;
- Maintaining a continuing survey of toxic materials and providing regulations as required;
- Assisting industry and workers to develop modular training courses for workers and supervisors;
- Under advisement, revising the Occupational Health and Safety Act as required.

REFERENCE

- The Ontario Workplace Safety and Insurance Board, "Regulation 1101"
- Web site www.wsib.on.ca
- Occupational Health & Safety Act
- Ontario Ministry of Labour, *Guide to the Occupational Health & Safety Act*