

## DUTY OF PERSONS DIRECTING WORK

[Organization Name] 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. [Organization Name] will educate and train all persons directing work to ensure they understand their obligations under the law to protect fellow workers.

### SCOPE

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 any one 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 a title of supervisor or manager, but anyone acting in that capacity, even temporarily.

### POLICY

[Organization Name] understands that the *Criminal Code of Canada* has been amended and people who direct the work of others have a legal duty to take reasonable steps to ensure the safety of workers and the public. This means they 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.

#### Employer Responsibilities

[Organization Name] 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 the workplace, proper safety equipment, and competent supervision

Further, [Organization Name] will uphold all rights all employees have under the *Occupational Health and Safety Regulations*:

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

#### Supervisor Responsibilities



*Occupational Health and Safety Regulations* sets out certain specific duties for workplace supervisors. A supervisor must:

- Ensure that workers work in the manner and with the protective devices, measures and procedures required
- Ensure that any equipment, protective device, or clothing required by the employer is used or worn by the worker
- Advise a worker of any potential or actual health or safety dangers known by the supervisor
- Take every precaution reasonable in the circumstances for the protection of workers

#### Employee Responsibilities

Employees must comply with their duties under occupational health and safety to:

- Work in compliance with all regulations
- Use or wear any equipment, protective devices or clothing required by the employer
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker
- Report any hazard or contravention of the regulations to the employer or supervisor