



## **HEALTH & SAFETY AWARENESS, WORKER ROLES, RESPONSIBILITIES AND RIGHTS**

The purpose of Health & Safety Awareness, Roles and Responsibilities is to ensure compliance with Provincial legislation as well as to outline a clear path of communication to all employees. It is critical that, in conjunction with the Kelly Health and Safety policy, all Kelly employees know their rights and responsibilities and are aware of the hazards in the workplace.

### **Duties of employers (OH&S Act Section 25/26)**

An employer shall ensure,

1. Make sure workers know about the hazards and dangers in the workplace and how to work safely
2. Make sure every supervisor knows how to take care of health and safety on the job
3. Create health and safety policies and procedures for the workplace
4. Make sure everyone knows and follows the health and safety procedures
5. Make sure workers wear and use the right protective equipment
6. Do everything reasonable to keep workers from getting hurt or sick on the job

### **Duties of Supervisor (OH&S Act Section 27)**

A Supervisor shall,

1. Tell workers about hazards and dangers in the workplace and show them how to work safely
2. Make sure workers wear and use the right protective equipment
3. Do everything reasonable to keep workers from getting hurt or sick on the job

### **Duties of Workers (OH&S Act Section 28)**

Workers must,

1. Follow the law and the workplace health and safety policies and procedures
2. Always wear or use the protective equipment that the employer requires
3. Work and act in a way that won't hurt them or any other worker
4. Report any hazard they find in the workplace to their supervisor

To balance the employer's general right to direct the workforce and control the production process in the workplace, the Act gives *four basic rights to workers*.

#### **The Right to Participate**

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through worker membership on joint health and safety committees, or through worker health and safety representatives.



### **The Right to Know**

Workers have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances. The parts of the Act that implement the Workplace Hazardous Materials Information System (WHMIS) play an important role in giving workers the right to know.

### **The Right to Refuse Work**

Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker. The Act describes the exact process for refusing dangerous work and the responsibilities of the employer in responding to such a refusal.

### **The Right to Stop Work**

In certain circumstances, members of a joint health and safety committee who are "certified" have the right to stop work that is dangerous to any worker. The Act sets out these circumstances and how the right to stop work can be exercised.

## **Health and Safety Representatives and Joint Health and Safety Committees**

The Occupational Health and Safety Act says that workplaces with 6 to 9 workers need to have a health and safety representative or a joint health and safety committee (JH&SC). In most larger workplaces with 20 or more workers, the Act says that a joint health and safety committee has to be set up.

JH&SC and health and safety representatives play an important role in keeping workplaces safe. A JH&SC and health and safety representative inspects workplaces and if they find a problem, they make recommendations to the employer about how to fix it.

Each Kelly office has a health and safety representative and a copy of the occupational health and safety act posted. If you have any questions about your roles, responsibilities and rights as a worker, talk to your health and safety representative.

## **Common Workplace Hazards**

Common workplace hazards are present in all workplaces. While Kelly assesses the safety of all our customer sites prior to you working, there are always situations where hazards are present. Below is a list of some common workplace hazards that you may be exposed to. Any specific hazards that you may be exposed to, such as chemical exposure, machine operation or work product hazards, specific on-site training will be provided to you by our customer.

### **Common Hazards**

- Slipping, tripping and falling
- Lifting related injuries
- Cuts and scrapes
- Sprains and strains
- Working around machinery
- Workplace Violence
- Repeating the same movements over and over, especially if you are in an awkward position or use a lot of force

In order to provide you with the information necessary to prevent injury, included in the Kelly Safety Handbook is our **Guide to Recognizing and Preventing Musculoskeletal Disorders**.



## **Recognizing Latency**

Latency refers to the concept that some occupational illness may not be immediately apparent or known. Rather, there may be a period of time between the initial exposure to a physical, chemical or biological agent and the appearance of the illness or disease. The latency period can be brief or lengthy. In some cases, an occupational illness may appear years or decades after exposure.

## **More Information and Resources**

Ontario has a health and safety "system" which includes the following partners:

### **Ministry of Labour**

Develops, communicates and enforces occupational health and safety requirements and employment standards. Develops, coordinates and implements strategies to prevent workplace injuries and safety training

1-877-202-0008

[www.labour.gov.on.ca](http://www.labour.gov.on.ca)

### **Workers Health & Safety Centre**

An occupational health and safety training centre for workers, representative and employers

1-888-869-7950

[www.whsc.on.ca](http://www.whsc.on.ca)

### **Health & Safety Ontario**

Four health and safety associations that provide sector specific consulting, training and products

[www.healthandsafetyontario.ca](http://www.healthandsafetyontario.ca)

### **Workplace Safety and Insurance Board (WSIB)**

Administers Ontario's no-fault workplace insurance for employers and their workers

1-800-387-0750

[www.wsib.on.ca](http://www.wsib.on.ca)

**If you have any questions about this document, please speak to your local Kelly representative.**