

## Safety Talk #55



# Worker Responsibilities

Did you know that under WorkSafeBC Regulations, you have health and safety responsibilities as an employee?

### #1 Know and follow health and safety requirements affecting your job

The Township has an Occupational Health and Safety Policy as well as Guiding Principles that set out the expectations of all employees (including managers, supervisors, employees and contractors). We also have a number of Safety Programs, Safe Work Procedures (SWPs) and Equipment Operating Guidelines (EOGs) that provide details of how to perform work and use equipment. Take the time to be familiar with this information.

### #2 If you don't know how to do something safely, ask for training before you begin work

All employees are required to go through a Safety Orientation when hired or changing jobs that familiarizes them to the work environment. At any time if you are unsure of the work to be done, ask your supervisor for guidance. Your supervisor is responsible to make sure you are working safely and that you understand how to do the work.

If you require training, the Township provides a variety of training opportunities through corporate training programs, safety training, and on-the-job training.

### #3 Work safely, and encourage your co-workers to do the same

All of us need to work safely by following safety procedures and by wearing the appropriate personal protective equipment. Taking the time to prepare before we start a task can make all the difference in preventing an injury or an accident.

### #4 Correct any unsafe conditions or immediately report them to your supervisor

If you see something that needs attention, take ownership of it. Do not walk away to leave it for the next person to deal with. Taking ownership to correct an unsafe condition can prevent accidents and injuries.

Report any hazard that requires attention to your supervisor **immediately** so that it can be corrected. Complete a Hazard Identification Report.

*Under no circumstances will employees be required to, or permitted to, work under conditions which pose a clear or imminent hazard.*

### #5 Immediately report any injury to a first aid attendant or supervisor

Whenever you are injured, make sure you let your supervisor know and complete a TOL Injury and Investigation Report.

If you require first aid, report to a first aid attendant for treatment.

### #6 Take the initiative. Make suggestions to improve health and safety

Everyone is encouraged to play an active role in health and safety. If you have suggestions on improving a work procedure, have an idea for a safety talk, or would like to participate in a safety initiative, let your manager or supervisor know.

It takes all of us working together to keep the Township safe- Play an active role!

For further information about health and safety at the Township, check out Safety on SharePoint or contact the Safety Advisor at 604-533-6039