

Workplace Roles & Responsibilities



The Internal Responsibility System (IRS) is the underlying philosophy of occupational health and safety legislation in Canada. The key to the IRS is that everyone in the workplace is responsible for his or her own safety, as well as for the safety of others in the workplace. To ensure a safe workplace, there must be a partnership between the employer and the employees.

The Workers Compensation Act BC (WCA) and Occupational Health and Safety Regulation (OHSR) describe general requirements for employers and workers, and specify roles and responsibilities for each party.

What responsibilities are shared under the OHSR?

All workplace parties must:

- Comply with the OHSR and WorkSafeBC orders
- Consult and cooperate with the worker health and safety representative, and WorkSafeBC

What are the employers' responsibilities under the OHSR?

- Ensure the health and safety of their workers.
- Correct any hazardous workplace conditions.
- Educate workers about the health and safety hazards in their workplace
- Educate workers about their rights and responsibilities under the OHSR
- Establish occupational health and safety policies and programs
- Develop and implement safe work procedures
- Provide and maintain personal protective equipment, devices, and clothing
- Ensure that workers use Personal Protective Equipment
- Provide workers with health and safety instruction, training, and supervision
- Ensure that the WCA and OHSR are readily available to workers at the workplace

What specific responsibilities do supervisors have under the OHSR?

- Understand OHSR requirements that apply to their area of work
- Make workers aware of all known or reasonably foreseeable health or safety hazards
- Ensure that workers follow health and safety rules

What are workers' specific responsibilities under the OHSR?

- Take reasonable care to protect their health and safety as well as the health and safety of others
- Follow safe work procedures
- Wear personal protective equipment, devices, and clothing as required by the employer.

Toolbox Talk*



Name of Supervisor:

Date: _____

Key Learning Points

Safety Specific Training Requirements

Identified Hazards/concerns

Employee feedback/questions

Workers who attended

[illegible]

* **Toolbox Talks** are short, informal safety meetings led by a supervisor that are focused on a specific job-related topic or hazard. This document is meant to support the delivery of a Toolbox Talk and not intended to replace the supervisor-guided discussion.