

The **Occupational Health and Safety Act** sets out the duties of Employers, Supervisors and Workers to provide a safe workplace. The **Internal Responsibility System** works best when everyone works together to support a culture of safety.

Duties Of Employers

- Make sure workers know about hazards and dangers by providing information, instruction and supervision on how to work safely
- Make sure supervisors know what is required to protect workers' health and safety on the job
- Create workplace health and safety policies and procedures
- Make sure everyone follows the law and the workplace health and safety policies and procedures
- Provide appropriate personal protective equipment
- Make sure workers wear and use the right protective equipment
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness

Duties Of Supervisors

- Educate Workers on health and safety risks
- Advise on health or safety risks in the workplace
- Ensure Workers use or wear equipment, protective devices or clothing that is required
- When a hazard has been reported, ensure that the situation is remedied or identified with a warning sign

Duties Of Workers/Staff

- Follow regulations and procedures
- Participate in education and training in the use of protective clothing, equipment or devices if required to use these
- Use or wear protective equipment, devices and clothing that are required
- Report missing or broken protective devices and equipment, or other hazards
- Report injuries and illnesses acquired in the workplace

Reporting Occupational Illnesses

When advised that a Worker has an occupational illness, Employers must notify the following within 4 working days:

- the Joint Health and Safety Committee or Health and Safety Representative
- the trade union, if any
- the Ministry of Labour

The employer may also have obligations to the Workplace Safety and Insurance Board (WSIB).

If the illness is a reportable disease, the Employer must also notify the Medical Officer of Health at your local Public Health Unit.