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**health and safety roles & responsibilities**

**Helpful information:** Refer to pages 40 to 43 (Module 1: Leadership, Commitment & Accountability) and page 196 (Module 8: Health and Safety Committees & Representatives) of the Alberta FarmSafe Plan Manual to assist you with developing this document.

Revise and remove statements or add statements as you see fit. You can combine your statements into paragraph form, or you can keep everything in point form if you prefer. You will want to refer to current Alberta OHS legislation as you do this. Once you have done that, delete the grey, italic text. Remember to replace FARM with the name of your farm business. Be sure to write everything in plain language so that anyone can understand what is written here and avoid using safety or other related jargon.

**Disclaimer:** This document is intended to be a resource document only. It will need to be customized to address the particular needs, factors, applicable legislated requirements, etc. of the farm. Once this document has been customized, this disclaimer, the Helpful Information section, and the logo located in the upper right corner of the page may be deleted. If you require assistance, please contact **AgSafe Alberta** at [info@agsafeab.ca](mailto:info@agsafeab.ca) or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| **1.0 Purpose** | | | | | | |
| ***Explain the goal or purpose of the Roles and Responsibilities.***  1.1 Everyone on the FARM is responsible for their own safety and the safety of others.  1.2 This document is intended to support everyone on the farm in effectively performing their health and safety roles and responsibilities. | | | | | | |
| **2.0 Scope** | | | | | | |
| ***Detail who the Health and Safety Policy applies to.***  2.1 This policy applies to family members, supervisors, health and safety committee members (or health and safety representative), workers, visitors, contractors and service providers. | | | | | | |
| **3.0 Definitions** | | | | | | |
| ***Include any definitions which someone might not know.***  3.1 **Responsibilities –** The tasks or duties that people in the various positions are expected to complete as function of their job.  3.2 **Role –** The positions or purposes that someone has in a situation or organization; the positions held by various people on the farm. | | | | | | |
| **5.0 Responsibilities** | | | | | | |
| ***Outline who is responsible for what. Below is just a sample of examples. The following are just a few examples. For a more detailed lists, refer to pages 40 to 43 and page 196 (Module 8: Health and Safety Committees & Representatives) of the Alberta FarmSafe Plan Manual.***  5.1 **The FARM/Employer will ensure :**   * The health, safety and welfare of workers and others who may be present at or near the * worksite and anyone who may be affected by the identifiable and controllable hazards relating the work performed is protected. * Workers are aware of their rights and duties under Alberta OHS legislation. * No person on or working for the farm will be subjected to or participate in any form of bullying, harassment or violence * Workers are supervised by a competent person who is familiar with applicable Alberta OHS legislation. * The health and safety committee or the health and safety representative (if applicable) perform their duties as assigned under the Alberta OHS Act, Code and Terms of Reference. * It will work with the health and safety committee or the health and safety representative to resolve health and safety matters in a timely manner. * All workers employed by the farm will be adequately trained in all matters necessary to perform their work in safe and healthy manner. * Workers will be informed of the health and safety hazards relating to the farm and their work, in addition to how to control these hazards. * It has developed policies, job procedures, and emergency response procedures for the farm. * It will investigate incidents, near misses, and potentially serious incidents (PSIs), and using the findings of these investigations, identify and take corrective actions to prevent them from happening again. * Everyone employed by the farm is aware of their health and safety roles and responsibilities, as well as what is considered acceptable and unacceptable performance, and ensuring that all workplace parties are held accountable for safety violations and unacceptable performance in a way that is fair and fitting for the circumstances. * It ensures that the work is performed by a competent worker, or the work is being performed under the direct supervision of a competent worker. * Information relating to workplace hazards, controls, procedures, practices and other safety related information such as safety data sheets and operators’ manuals are kept available and easily accessed by workers and a prime contractor, if one is present. * A current paper, downloaded or stored copy of the Alberta OHS Act, Regulations and Code is available and easily accessed by workers and the health and safety committee or health and safety representative. * Every self-employed person performing work on the farm but not employed by it works in a safe and healthy manner and complies with all requirements imposed by Alberta OHS legislation and their employer. * Ensure that getting the job done quickly or in a cost-effective manner does not take priority over safety or compromises health and safety. * It will cooperate with any person exercising a duty imposed by the Alberta Act, the regulations and the OHS Code. * It meets or exceeds other legislated requirements.   5.2 **Supervisors will ensure:**   * As far as reasonably practicable, they will take all precautions necessary to protect the health and safety of every worker under their supervision. * Workers under their supervision are working in a safe and healthy manner and following the * farm’s procedures, safe work practices and Alberta OHS legislation. * None of the workers under their supervision are subjected to or participate in any form of bullying, harassment or violence. * Workers under their supervision are advised of all known or reasonably possible hazards in the work area or relating to the work being performed. * They will immediately report any health and safety related issues or concerns to the farm, including injuries, illness, equipment damage, near misses, potential for serious incidents (PSIs) and hazards that do or could exist. * They will cooperate with any person exercising a duty imposed by the Alberta OHS Act, Regulations and Code. * They will ensure all workers under their supervision have the proper training and equipment (i.e., tools, personal protective equipment, etc.) for the work they are expected to do. * They know and communicate workers’ health and safety rights and responsibilities to those under their supervision. * Everyone under their supervision is aware of their health and safety roles, responsibilities as well as what is considered acceptable and unacceptable performance, and ensuring that the farm is advised of any instances of unacceptable behavior or safety violations in a timely manner. * Coach, mentor and request additional training for any workers under their supervision when they find a worker whose skills, knowledge or abilities require further development. * Any health and safety concerns brought to them are immediately and properly addressed or escalated as per the farm's reporting policy and procedure.   5.3 **Family Members, Workers, Volunteers will:**   * Work in a safe and healthy manner, ensuring their health and safety and the health and safety of anyone else near or in the surrounding area of the work being done. * Cooperate with their supervisor, employer and any other person for the purpose of protecting the health and safety of themselves and any other person at or near the where the work is being performed. * Actively participate in and apply the training provided by the farm. * Use the proper tools and equipment, including all personal protective equipment (PPE) required by the farm and/or Alberta OHS legislation. * Not participate in bullying, harassment or violence. * Ask their supervisor for help or additional training if they are unsure about how to perform any part of their task. * Report to the employer or their supervisor any concerns about unsafe acts or conditions. * Inform their supervisor if there is anything that could affect their ability to work safely. * Cooperate with any person exercising a duty imposed by the Alberta OHS Act, Regulations or Code.   5.4 **Health and Safety Committee Members (or Health and Safety Representative)**   * Receive, carefully think about and take health and safety related concerns to the employer. * Have an active role in the farm's hazard assessment process. Participate in the review of the incident investigation report and determination of appropriate corrective actions. * Participate in the follow-up of corrective actions, including their implementation and effectiveness.   5.5 **Visitors, Contractors and Service Providers**   * Ensure their safety and the safety of others on or near the farm. * Notifying their supervisor or designated contact person of incidents, near misses and other actual or potential hazards. * Cooperating with the incident investigators and any follow-up actions as requested and if safe to do so. | | | | | | |
| **Monitoring & Review** | | | | | | |
| The **FARM** will review this policy every three years or more often found to be appropriate. | | | | | | |
| **Relevant Legislation** | | | | | | |
| This section can include parts of the OHS Act or Code. | | | | | | |
| **Related Policies, Procedures & Other Documents** | | | | | | |
| This section can include Industry Standards, or Farm Specific Policies, Procedures and Safe Work Practices. If none exist, this section can read “Not applicable.” | | | | | | |
| **Approvals** | | | | | | |
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