

VICTORIA UNIVERSITY HEALTH AND SAFETY

Date of Issue: March 24, 2022

Review/Revise Date:

WORKER/SUPPLIED LABOUR RESPONSIBILITIES

PURPOSE

To ensure all workers/supplied labour comply with their specific requirements within the health and safety program.

SCOPE

This reflects the requirements of the Occupational Health and Safety Act (Section 28) and specific Victoria University responsibilities for workers/supplied labour.

STANDARDS/PROCEDURES

The following section outlines the requirements for this procedure.

ROLES AND RESPONSIBILITIES

Worker/Supplied Labour Responsibilities:

The Health and Safety of the University begins with our employees and the attitudes that they have towards health and safety. In general, our employees are encouraged to exercise their rights under the Occupational Health and Safety Act. We also require that our employees work within the scope of the Occupational Health and Safety Act.

Safety Responsibilities:

- Report any hazard, injury or incident to your supervisor immediately. Report any contravention of the Act or regulations which they are aware of.
- Do not operate any equipment/machinery without being given proper instruction and authority to do so.
- Horseplay and running will not be tolerated at any time.
- All required personal protective equipment will be properly worn.
- All long hair must be tied up in order to prevent entanglement in machinery.
- Do not put any foreign objects (body or innate) into the machines.
- Do not remove or make ineffective any machine guards or safety devices.
- All safety signs must be adhered to.
- Smoking is not permitted within 9 meters of an entrance.

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- Work in compliance with all laws, regulations and Victoria University Policies and Procedures at all times.

See section 28 of the Occupational Health and Safety Act for a full list of worker responsibilities.

COMMUNICATION

- Health & safety responsibilities will be communicated to all workers and supplied Labour during the health and safety orientation training program on the date of hire.
- Each manager is responsible for communicating any revisions to this policy to their staff at the beginning of each staff meeting.
- Supplied Labour:
 - The supply of labour agency will be sent a copy of our employee responsibilities and disciplinary procedure.
 - The agency is required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to Victoria University.

TRAINING

- All workers and supplied labour require training on their legislative and internal health and safety responsibilities.
- Each worker must sign the training record at the completion of the health and safety training session.
- Supplied Labour
 - Upon arrival the departmental manager (Hiring Manager) must review the worker responsibilities with each worker before they commence work using the “Employee Health and Safety Orientation Checklist”
 - The temporary worker will be required to sign the Employee Health and Safety Orientation Checklist when the departmental manager has communicated their health and safety responsibilities to them.
 - The orientation form will be kept in their supplied labour employee file.

EVALUATION

- A review of the worker responsibilities will be done on an annual basis.

FORMS

Employee Health and Safety Orientation Checklist

RELATED PROCEDURES

None

REFERENCE MATERIALS

Ontario Legislation – OHS Act Section 28.

[Occupational Health and Safety Act, R.S.O. 1990, c. O.1 \(ontario.ca\)](http://www.ontario.ca)

