

OHS Accountability, Roles and Responsibilities: Grid

WHAT?	WHO?			
	EMPLOYERS	POLICY COMMITTEES (NATIONAL AND REGIONAL)	WORKPLACE OHS COMMITTEES/OHS REPRESENTATIVES	EMPLOYEES
1. Carry out inspections				
2. Use any safety materials, equipment, devices and clothing that are intended for the employee's protection				
3. Duty to report potential hazards to the employer				
4. Prepare the Hazard Prevention Program for the entire Department/Agency				
5. Duty of active consultation				
6. Responsibility extends to controlled activities outside the workplace				
7. Develop protocols around hazard prevention programs and inspections				
8. Use employer tool to identify local/workplace hazards				
9. Dispose of employee complaints related to health and safety				

10. Record and maintain all records of hazard exposures				
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11. Access aggregate data to identify trends				
12. Oversee/monitor investigations				
13. Provide response within 30 days to health & safety recommendations				
14. Report to the employer a likely hazardous circumstance				
15. Provide tools, training and personnel to support the work of committees				
16. Provide a copy of any report on hazards or hazard assessments				
17. Have access to all relevant information, data and reports related to OHS				
18. review collected workplace data before reports are written				
19. Inform OHS Committee of hazardous occurrences within 24 hours				
20. Understand changes to case law and new research				
21. Monitor effectiveness of hazard prevention program				

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22. Develop the process for selecting and appointing a qualified person to conduct an investigation				
23. Develop hazardous occurrence investigation procedures and methodologies				
24. Duty to cooperate with OHS procedures				
25. Right to know, participate, refuse				
26. Inspect every part of the workplace yearly				
27. Conduct hazard identification assessment for multiple worksites				
28. Participate in the development, implementing and monitoring of employer's OHS program				