

Responsibilities

Senior Management

- 1) Prepare a health and safety policy. Post it in the workplace and review it annually.
- 2) Develop a program to implement the health and safety policy. Ensure it is known throughout the organization. Ensure training is in place to make the program work.
- 3) Appoint competent supervision/management.
- 4) Ensure that equipment, materials and protective devices are provided and maintained in good condition for use on all ski hill operations.
- 5) Provide resources so supervisors and workers can carry out safe and healthy work.
- 6) Ensure that adequate and suitable planning is done to provide safe and healthy workplaces.
- 7) Review accident reports and respond where necessary.
- 8) Review middle management's site inspection reports quarterly.
- 9) Delegate authority and responsibility.
- 10) Hold employees and subcontractors accountable for the authority and responsibility delegated to them.
- 11) Be visibly committed to making health and safety work. Inspire others to make it work.

Management

- 1) Ensure that the workforce understands their health and safety responsibilities.
- 2) Ensure that equipment, materials and protective devices are provided and maintained in good condition.
- 3) Ensure the workforce is trained to safely complete the work and deal with hazards. Ensure that the training is current and regularly reviewed.
- 4) Be aware of applicable legislation and ensure compliance.
- 5) Ensure there is an effective mechanism for co-operative problem solving amongst workers and supervisors.
- 6) Take unresolved health and safety problems to senior management.

- 7) Respond appropriately to reports of problems and to Joint Health and Safety Committee/Health and Safety Rep recommendations.
- 8) Ensure procedures and practices are established so workers can carry out safe and healthy work.
- 9) Establish a system to review the health and safety program. Ensure it is up-to-date.
- 10) Review supervisor's safety/toolbox talks
- 11) Review accident/incident reports. Ensure corrective actions are taken.
- 12) Conduct a formal inspection of a job site once a month.
- 13) Report quarterly to senior management on the status of health and safety performance.
- 14) Hold supervisors accountable for the authority and responsibility delegated to them and hold workers accountable for their responsibilities.
- 15) Be visibly committed to making health and safety work. Inspire others to make it work.

Supervisors

- 1) Ensure that workers use or wear the equipment, protective devices or clothing that the company requires to be used or worn and that it is in good condition.
- 2) Ensure that workers receive appropriate training to use or wear the equipment, protective devices or clothing that the company requires.
- 3) Establish procedures and practices to ensure that workers can carry out safe and healthy work.
- 4) Ensure that workers comply with the *Occupational Health and Safety Regulations*, applicable regulations and the company's policy and program.
- 5) Ensure that workers are aware of potential hazards and have dealt with, or are dealing with, the actual hazards in the workplace.
- 6) Plan and communicate work assignments to enable workers to produce safety.
- 7) Involve workers in work planning and problem solving.
- 8) Provide orientation to new employees.
- 9) Conduct weekly safety talks and weekly site inspections.
- 10) Review safety aspects of each task with employees.
- 11) Conduct accident or incident investigation.
- 12) Encourage workers to report health and safety problems
- 13) Respond quickly and appropriately to worker concerns and cooperate in their correction. Take matter to higher level if beyond supervisor's authority/ability.
- 14) Report safety problems to middle management.
- 15) Be aware of the applicable legislation and company procedures.
- 16) Set an example by being consistently safety conscious, and insisting on the safe performance of work.
- 17) Supervise, advise and coach workers as required.
- 18) Observe the work in progress and provide positive input to the workers.