

Beautiful Eastern Association of Snowmobile Trails



SUMMARY OF BEAST HEALTH and SAFETY RELATED ROLES and RESPONSIBILITIES

(This is a summary of the key roles and responsibilities set out in the BEAST HEALTH AND SAFETY POLICY/PROGRAM. This summary provides an overview of these roles and responsibilities and is not intended to substitute for, supersede or limit the requirements set out in the POLICY/PROGRAM. In case of any discrepancy between this summary and the actual text of the POLICY/PROGRAM, the POLICY/PROGRAM text will prevail. For an explanation of roles and responsibilities the reader should refer to the BEAST HEALTH AND SAFETY POLICY/PROGRAM.)

BEAST Leadership (*the Executive and Board of Directors.*) are responsible:

- 1) To inform, encourage and supervise workers and volunteers to protect their health and safety.
- 2) To appoint competent persons as Coordinators/Supervisors.
- 3) To ensure that there is safety training on equipment and appliances as needed by workers/volunteers to perform their duties.
- 4) To help committees and health and safety representatives in carrying out of their duties.
- 5) To ensure that underage workers are not employed or in or around the workplace.
- 6) To take every responsible precaution to protect workers.
- 7) To make available a copy of Occupational Health and Safety Act and explanatory material outlining the rights, responsibilities and duties of workers.
- 8) To ensure that a formal Health and Safety Policy is written, reviewed and implemented.
- 9) To ensure that youth¹ volunteers receive the necessary training and appropriate level of supervision. Parents or guardians must be advised about the type of work the young person will be doing.

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¹ Special Provisions Respecting Youth

- Sixteen (16) years of age is the minimum for any type of employment with the BEAST.
- Parental consent must be obtained for all youth volunteering under the age of 18 and youth under the age of 14 must be accompanied by a parent or guardian

Health and Safety Coordinator and Supervisor Responsibilities

The *VP, Sector Directors, Trail Director, and Grooming Director* are considered to be “supervisors” Together with the *Health and Safety Coordinator* they are the link between the **BEAST Leadership** and **workers and volunteers** and advise both groups on safe working practices and conditions. They ensure that workers, contractors and volunteers comply with the Act, Regulations and the BEAST Health and Safety Program Specific responsibilities include:

- 1) Ensuring Incident Reporting after an incident.
- 2) Ensuring that protective equipment is used or worn by workers, contractors or volunteers.
- 3) Providing advice on health and safety dangers
- 4) Taking precautions for the protection of workers, contractors and volunteers
- 5) Advising Leadership of precautionary or remedial actions to be taken for worker safety.
- 6) Ensuring that youth¹ volunteers receive the necessary training and appropriate level of supervision. Parents or guardians must be advised about the type of work the young person will be doing.

Health and Safety Coordinator Responsibilities

The *Health and Safety Coordinator* has the following additional responsibilities:

- Receiving concerns, complaints and ideas
- Making regular workplace inspections
- Discussing problems and recommending solutions
- Contributing ideas for existing and proposed BEAST Health and Safety Program
- Sharing information regularly
- Receiving Inspection, Accident/Incident and other Health and Safety Reports and Training Reports

Legislated responsibilities include:

- Identifying dangers or health and safety problems.
- Making recommendations to improve health and safety
- Workplace inspections and identifying health and safety problems
- Investigating critical injuries or fatalities
- Assisting in the investigation of work refusals
- Accompanying Ministry of Labour on any inspections
- Being consulted about workplace testing (i.e. Noise monitoring, air quality)

Worker, Contractor and Volunteer Responsibilities

Workers, Contractors and Volunteers are responsible for:

- 1) Using or wearing any protective equipment, devices or clothing as required.
- 2) Reporting
 - a. missing or defective protective devices
 - b. workplace hazards
 - c. any accidents or incidents
 - d. any known contravention of the Act

They shall not:

1. Remove or render ineffective any protective device.
2. Operate any equipment or work in a way that may endanger anyone.
3. Engage in any prank, contest or feat of strength, unnecessary running, or rough or boisterous conduct.

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