



# Safety Responsibilities Wrap-Up

This is a summary of the *Know Your Responsibilities* series, developed by the [Woodlot License & Community Forest Agreement Safety Committee](#), explaining the safety responsibilities attached to the following *roles*.

- Owners
- Prime Contractors
- Employers
- Supervisors
- Workers
- Directors and Officers

Woodlots and community forests can be busy places. Depending on the circumstances, there may be several workplace parties - owner, employer, worker, contractor, prime contractor - present at one time. Sometimes, one or two people fulfill multiple roles. Some roles carry overlapping responsibilities. Whatever the circumstances, each role carries vital health and safety responsibilities. Ensuring the safety of everyone at the worksite requires that each person understands – and delivers on – their responsibilities.

## How do you know what you are responsible for?

- **Know** your role or roles on the worksite; you can have more than one role on any given day.
- **Know** that safety is a responsibility shared by everyone on the worksite.
- **Know** that there are [tools and resources](#) available.
- **If you don't know, ask!** Seek advice and/or resources.

The table below outlines occupational health and safety duties for common workplace roles (or “workplace parties”).

### Workers Compensation Act Example Responsibilities

#### Section 21 – General duties of employers

An **employer** must ensure the safety of all workers at the workplace.

#### Section 22 – General duties of workers

**Workers** must take reasonable care to protect their own safety and the safety of other persons.

#### Section 23 – General duties of supervisors

**Supervisors** must ensure the health and safety of workers under their supervision.

#### Section 24 – Coordination at multiple-employer workplaces

Each **prime contractor** must coordinate safety activities and ensure they satisfy regulations.

#### Section 25 – General duties of owners

Every **owner** must maintain their land and premises in a manner that ensures the health and safety of all persons at or near the workplace.

#### Section 27 – Duties of directors and officers of a corporation

**Directors and officers** must ensure work is carried out in accordance with established safe work procedures and OHS regulations

[Click here](#) to learn more.



## Summary Table of Occupational Safety Roles and Responsibilities

	Owner	Prime Contractor	Employer	Supervisor	Worker	Directors, Officers
Provide and maintain land and premises in safe manner	✓					
Identify and communicate known & foreseeable hazards on worksite	✓	✓	✓	✓	✓	
Ensure a safe, practical plan is in place to address hazards	✓	✓	✓	✓		
Ensure work is done according to the plan, safe work procedures and regulations	✓	✓	✓	✓	✓	✓
Educate workers on safe work procedures; ensure they know and follow them			✓	✓		
Coordinate the safety activities of all employers, contractors, workers and anyone else at the workplace	✓	✓				
Compile safety information; share it with designated supervisors and workers		✓	✓	✓		
Participate in meetings to discuss work plan and resolve safety issues (e.g., pre-work, tailgate meetings)	✓	✓	✓	✓	✓	
Participate in follow up communications and actions		✓	✓	✓	✓	
Ensure Occupational Health and Safety program and policies are in place			✓			✓
Establish and implement Emergency Response Procedures		✓	✓	✓		
Ensure Personal Protective Equipment is available and used as required			✓	✓	✓	
Consult and cooperate with WSBC and others to prevent / address safety concerns	✓	✓	✓	✓	✓	✓
Resources are available on the <a href="#">BCCFA website</a> and the <a href="#">FBCWA website</a>						