

Employer

YOUR ROLE

You set the direction. You provide the people, training, equipment and systems that let everyone work safely, and you make sure the program is followed.

What you are responsible for

OHSA s. 25, 26

- Take every precaution reasonable in the circumstances to protect workers
- Provide and maintain equipment, materials and protective devices in good condition
- Provide information, instruction and supervision to protect worker health and safety
- Appoint competent supervisors
- Make sure workers and supervisors complete basic health and safety awareness training (O. Reg. 297/13)
- Share hazard information with workers, the Health and Safety Committee or Representative, and anyone else who needs it
- Prepare a written health and safety policy and program (6 or more workers), and review the policy at least once a year
- Post a copy of the OHSA, your health and safety policy, and committee or representative names and work locations. This can be done electronically if it is readily accessible and workers know where to find it
- Set up and support a Joint Health and Safety Committee (20 or more workers) or a Health and Safety Representative (6 to 19 workers)
- Respond in writing within 21 days to recommendations from the committee or representative

Westray Act

Criminal Code s. 217.1

Anyone who directs how work is done has a legal duty to take reasonable steps to prevent bodily harm to workers and others. When a serious injury or death results from failing to take those steps, the organization and its leaders can face **criminal charges**, not only OHSA charges, and fines for organizations have no upper limit. Named for the 1992 Westray Mine explosion in Nova Scotia, where 26 miners died.

Employer

Workplace violence and harassment

s. 32.0.1 to 32.0.8

- Written policies, reviewed at least once a year
- Workplace violence risk assessment, shared with the committee or representative
- A program that sets out how to report, how incidents and complaints are investigated, and how information is kept confidential
- Harassment includes virtual harassment through email, messaging, video calls and social media

Reporting

- **Critical injury or death:** notify a Ministry inspector, the committee or representative, and the union (if any) right away. Written report within 48 hours (s. 51)
- **Occupational illness or lost time injury:** written notice to the committee or representative and union within 4 days (s. 52). WSIB Form 7 within 3 business days of learning about a lost time or health care injury

You must not penalize, discipline or threaten any worker for following the law, asking for it to be enforced, or refusing unsafe work (s. 50).

Company details

Complete for your workplace

Company name

Health and safety contact

Phone / email

Where our policies and the OHSA are posted

Committee or Representative contact

Last reviewed

These cards summarize the Occupational Health and Safety Act and are designed to meet general Ontario requirements. They are not legal advice. Sector-specific regulations may add requirements.

Supervisor

YOUR ROLE

You are the link between the plan and the work. You know the hazards in your area, you make sure your team has what they need, and you are the first person a worker comes to.

What you are responsible for

OHSA s. 27

- Make sure workers work in the way required by the OHSA, regulations and company procedures
- Make sure workers use or wear the equipment, protective devices and clothing the employer requires
- Tell workers about any potential or actual hazards you know about
- Give workers written instructions where required
- Take every precaution reasonable in the circumstances to protect workers
- Complete basic supervisor health and safety awareness training (O. Reg. 297/13)

What being “competent” means

s. 1

- You know the work well enough to organize it
- You know the OHSA and regulations that apply to the work
- You know about the actual and potential hazards in the workplace

Westray Act

Criminal Code s. 217.1

Because you direct how work is done, you have a **personal legal duty** to take reasonable steps to prevent bodily harm. If someone is seriously hurt or killed because those steps were not taken, you can be charged as an individual under the Criminal Code. Criminal negligence causing death carries a maximum sentence of life imprisonment.

Supervisor

In practice

- Respond to hazard reports and follow up with the worker
- Take part in work refusal investigations
- Investigate incidents and near misses in your area, and share what was learned
- Support workers through return to work and accommodations
- Lead by example. How you work is what your team learns

You must not penalize, discipline or threaten any worker for raising a concern, following the law, or refusing unsafe work (s. 50).

Company details

Complete for your workplace

Company name

My manager / escalation contact

Health and safety contact

How hazards and incidents are reported here

Committee or Representative contact

Last reviewed

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Worker

YOUR ROLE

You know your work better than anyone. You protect yourself and the people around you, and your voice helps make the workplace better.

What you are responsible for

OHSA s. 28

- Work in the way the law and company procedures require
- Use or wear the equipment, protective devices and clothing your employer requires
- Report any hazard, missing or defective equipment, or contravention to your supervisor or employer
- Complete basic worker health and safety awareness training (O. Reg. 297/13)
- Do not remove or make ineffective any protective device
- Do not use equipment or work in a way that could put yourself or others at risk
- Do not engage in pranks, contests or rough play at work

Your three rights

RIGHT TO

Know

about hazards in your work and how to protect yourself

RIGHT TO

Participate

through the committee or representative, and by raising concerns

RIGHT TO

Refuse

work you believe is unsafe (s. 43)

Worker

How a work refusal works

s. 43

- 1 Stop and tell your supervisor or employer why you believe the work is unsafe
- 2 Your supervisor investigates with you and a worker member of the committee or the representative
- 3 If the issue is not resolved and you still believe it is unsafe, a Ministry inspector is called
- 4 Stay in a safe place nearby while this happens

You are protected. Your employer cannot penalize, discipline or threaten you for following the law or using your rights (s. 50). Violence and harassment, including online or virtual harassment, can be reported using the contacts below.

Company details

Complete for your workplace

Company name

My supervisor

Health and safety contact

How to report a hazard or incident

How to report violence or harassment

Committee or Representative contact

First aid / emergency contact

Ministry of Labour Health and Safety Contact Centre
1-877-202-0008

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Joint Health and Safety Committee and Health and Safety Representative

YOUR ROLE

You bring worker and management perspectives together to find and fix hazards. You advise, recommend and keep the conversation going.

Which one applies

OHS s. 8, 9

6–19

workers regularly employed

Health and Safety Representative
selected by workers

20+

workers regularly employed

Joint Health and Safety Committee
at least 2 members (4 for 50+
workers), at least half selected by
workers

What you do

- Identify hazards and potential hazards
- Make written recommendations to the employer on improving health and safety. The employer responds in writing within 21 days
- Recommend programs, procedures and improvements
- Get information from the employer about hazards, testing and monitoring
- Take part in work refusal investigations (worker member or representative)
- Be notified of, and may investigate, critical injuries and fatalities

Inspections

- A designated worker member or the representative inspects the workplace at least once a month
- If inspecting the whole workplace monthly is not practical, part of it is inspected each month and all of it at least once a year

Joint Health and Safety Committee

and Health and Safety Representative

How the committee runs

- Meets at least once every three months (meetings can be held virtually)
- Two co-chairs: one chosen by worker members and one by management
- At least one worker member and one management member must be certified
- Members are paid for time spent at meetings, inspections and preparation as set out in the Act
- Names and work locations of members are posted where workers can see them, in print or electronically

Stopping dangerous work

OHSA s. 44 to 47

Certified members can use a defined process to stop work where dangerous circumstances exist. Both a worker and a management certified member must agree, unless an inspector has authorized one member to act alone.

Company details

Complete for your workplace

Company name

Worker co-chair

Management co-chair

Certified members

Representative (if applicable)

Meeting schedule

Where minutes are posted

How to bring a concern to the committee

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