



University Students' Council of the University of Western Ontario  
**HEALTH & SAFETY RESPONSIBILITIES OF  
MANAGERS & SUPERVISORS POLICY**

**EFFECTIVE:** 30<sup>th</sup> October 2012

**SUPERSEDES:** 15 November 2011

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**AUTHORITY:** General Manager

**RATIFIED BY:** Executive Council  
30<sup>th</sup> OCTOBER 2012

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**RELATED  
DOCUMENTS:**

- Appendix: OHSА ss. 25, 26, 27.

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**PURPOSE:**

The purpose of this document is to outline the responsibilities and accountabilities of managers & supervisors.

**1.00 SCOPE**

1.01 This policy applies to all USC managers & supervisors.

**2.00 RESPONSIBILITIES**

2.01 Managers & Supervisors must

- (1) Ensure the performance of workplace inspections;
- (2) Conduct information sessions (safety talks, staff meetings, tail gate meetings);
- (3) Conduct incident investigations;
- (4) Conduct employee training;
- (5) Correct substandard acts or conditions;
- (6) Commend employee health and safety performance; and,
- (7) Appoint competent supervision.

2.02 Managers are responsible for sections 25 & 26 of the OHSА, attached, and all other legislation that applies to the workplace.

2.03 Supervisors are responsible for section 27 of the OHSА, attached.

2.04 Manager and Supervisor performance evaluations will

- (1) Be performed;



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- i. Twice each year, with a midyear qualitative and a final quantitative evaluation;
- ii. Following USC performance appraisal methodology for both management and union staff members.

(2) Measure each responsibility assigned in section 2.01 above, namely,

- i. Workplace inspections;
- ii. Conducting information sessions (safety talks, staff meetings, tail gate meetings);
- iii. Conducting incident investigations;
- iv. Conducting employee training;
- v. Correcting substandard acts or conditions;
- vi. Commending employee health and safety performance; and,
- vii. Appoint competent supervision.

### **3.00 PROCEDURES**

3.01 Disciplinary procedures will follow the process described in article 12 of the collective agreement between the USC and CUPE local 2820.

### **4.00 COMMUNICATION**

4.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

### **5.00 EVALUATION**

5.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.