



UNIT

Hiring for Safety

Learning Outcomes

By the end of this unit the learner will be able to:

- **Identify the responsibilities and roles of supervisors and workers in organizational health and safety**

An HSC, as part of the Internal Responsibility System (IRS), allows members to determine how well the IRS is working through analyzing the data collected from accident and incident reviews and workplace inspections. The HSC makes recommendations to the employer on improvements to the Health and Safety System.

There are a number of guidelines for HSCs that are found across most jurisdictions. These include:

- at least half of the HSC members must be workers who do not exercise any supervisory functions
- each committee should have advisors available that are OH&S specialists
- the HSC should be co-chaired with one being a worker and the other a supervisor
- HSC members should receive training in how to be a HSC representative

The committee is an advisory body. Its role is to recommend changes. As such, the committee cannot be held responsible for Health and Safety violations.

Use the Internet to research the requirements for, and activities of, Health and Safety committees in your jurisdiction. Use the space below to list any relevant findings.

HSC Co-Chairs

It is recommended committees have co-chairs, one from management and one from worker representatives, who alternate chairing duties. The duties include:

- Schedule and run meetings.
- Help Committee members arrive at a consensus on the solution to Health and Safety issues.
- Ensure health and safety recommendations are presented to the employer in writing.
- Ensure everyone who wishes to communicate Health and Safety concerns are able to.
- Carry out basic functions of employee training, identifying hazards, and developing written work procedures for them, conducting workplace inspection and accident investigation.

Suggestions for Holding an HSC Meeting

As with all meetings, it is important to start and finish on time. Members will come prepared and the meeting will progress more smoothly when people are not looking at the clock waiting to get back to their regular work.

Another key to a successful meeting is to stay on task. If you begin a side conversation or discuss issues not related to health and safety you will lose your members.

Use a simple agenda to keep things flowing. A suggested agenda could be:

1. Minutes of last meeting approval.
2. Review of unfinished business.
3. Reports.
4. New business.
5. Special sessions or upcoming training.
6. Date, time and place of next meeting.

Keep minutes simple and useful. Be sure to post them so everyone can review them. Additionally:

- Focus on action items not discussion
- Be objective and avoid using people's names unless they are assigned a specific task
- Do not put in personal observations or emotional sentiments
- Attach all documents referred to in the meeting to the minutes

When complete, draw a map of the room and label the risks in each area. Use the space below.

Supervisor's Role

Supervisors are responsible to ensure that the identification, assessment, and control of hazards process is regularly conducted. For identification of hazards, it is important that the workers in a specific area take the lead supported by the supervisor. The supervisor should provide appropriate funding and time allotment for completion of the Hazard Identification, Assessment, and Control process. Further, they must ensure controls are put in place and followed for all identified hazards. Typical control includes: safety rules, safe work procedures, training, lock-out tag out processes, safety cabinets, personal protective equipment (gloves, goggles or safety glasses, hearing protection, steel-toed shoes, shop coats, etc.).

Supervisor Responsibility

The supervisor's responsibilities related to Hazard Identification, Assessment, and Control are to:

- administer the Hazard Identification, Assessment, and Control process to ensure that all identified hazards are controlled and that these controls are communicated to all staff and that all staff are trained to properly implement the controls
- ensure that the Hazard Identification, Assessment, and Control process is carried out regularly and provide any needed assistance to carry out the process
- review and update Hazard Identification, Assessment, and Control process at least annually. They must also be reviewed if any new equipment, or new or modified processes are adopted.