



Are You a Boss?

Then you have a duty to ensure your team's safety.

Under Section 25 of the *Occupational Health and Safety Act*, your employer responsibilities include:

- Posting a copy of the *Occupational Health and Safety Act* (OHSA) and any other relevant regulations in an accessible workplace location.
- Posting a copy of the health and safety policy in an accessible workplace location if you employ six or more workers on a regular basis.
- Providing all employees with any necessary protective equipment, materials or devices.
- Ensuring all protective items are in good condition and are being used properly by employees.
- Educating all employees about how to protect their health and safety at work.
- Appointing competent supervisors.
- Providing information in a medical emergency (upon request) to a legally qualified medical practitioner or other persons as may be required by law.
- Educating employees about any known workplace hazards and how to safely handle biological, chemical or physical agents.
- Having a Joint Health & Safety Committee (JHSC) if you employ 20 or more workers.
- Helping your JHSC carry out their duties and providing them with the results of a report respecting occupational health and safety. You must also advise employees of the results of a report and, if the report is in writing, make copies available to them.
- Only hiring workers over the prescribed age and not knowingly allowing anyone under that age in or about the workplace.
- Taking every reasonable precaution possible to protect all employees.
- Developing and maintaining a health and safety program to implement the health and safety policy.
- Recognizing and following requirements set out under Section 26 of the OHSA when necessary.

As an employer, you're also required to:

- Ensure that a Health and Safety Representative (HSR) is chosen by the workers (not by a manager/supervisor). OHSA Sec 8.
- Establish a JHSC in a workplace where 20 or more workers are regularly employed; or an order under Section 33 is in effect; or where a regulation concerning a designated substance applies. OHSA Sec 9.
- Respond in writing within 21 days to written health and safety recommendations from the JHSC or HSR.
- Develop and maintain a program to implement the workplace violence policy. OHSA Sec 32.0.1 (a) workplace violence (b) harassment and 32.0.2.

Have questions?
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