



Supervisor Health and Safety Training



Ministry of Labour (MOL) inspectors who enter the workplace will ask supervisors some tough questions. If the answers do not satisfy requirements of Ontario's *Occupational Health and Safety Act* and *Regulations*, both the supervisor and the company may be subject to orders and possible fines. Additionally, under the *Criminal Code of Canada*, reckless supervisors can be charged with criminal negligence and jailed — along with managers or employers who allow the recklessness to persist.

Supervisors have significant legal duties. By law they must complete basic health and safety awareness training as well as knowledge and competency-based training specific to the workplace.

COMPETENCY

Under the *Act* employers must appoint a *competent* person as supervisor. A competent person is:

- qualified because of knowledge, training and experience to organize the work and its performance,
- familiar with the *Act* and *Regulations* that apply to the work, and
- knowledgeable about any potential or actual danger to health or safety in the workplace.



LEGAL RESPONSIBILITIES

Supervisors must complete basic awareness training within one week of performing work as a supervisor. This training must include instruction on: rights and duties of workers; duties of employers and supervisors; the roles of health and safety committees and representatives; the roles of the MOL, Workplace Safety and Insurance Board and system partners; how to recognize, assess and control workplace hazards; how to evaluate hazard controls; and sources of information on occupational health and safety. This training does not replace sector, hazard or competency specific training. Employers must keep a record of awareness training completed by supervisors.



Workers Health & Safety Centre (WHSC) offers several programs to help employers and supervisors comply with all legal training requirements and build supervisory competence.

Awareness Training for Supervisors

Program Duration: 3 hours

This awareness program provides an overview of the legal role and duties of supervisors and complies with awareness training requirements. Upon completion, participants will receive a Record of Training.

...2

TRAINING

Supervisor Health and Safety Training *cont'd*

Supervisor Health and Safety Training

Program Duration: 6 hours

This program is designed to build competency and help supervisors understand and fulfill all of their legal duties and responsibilities, including the consequences of noncompliance.

Using proven adult education techniques participants will learn about the Internal Responsibility System, due diligence, the rights and duties of joint health and safety committees and health and safety representatives.

Additionally, this program emphasizes supervisors' legal role in work refusals, MOL workplace inspections, and JHSC or health and safety representative's inspections and investigations. The program further reviews relevant case law and provisions of the *Criminal Code* to give participants a clear understanding of their duties under this federal statute. Upon completion, participants will receive a Record of Training.

NOTE: This program is also available online through WHSC's e-class.