

# SUPERVISORS

ARE YOU PREPARED?

AB BILL 30

SAFETY BULLETIN

ISSUE# 08-2018

JUNE 1, 2018 - SUPERVISORS ARE TO BE COMPLIANT WITH THE NEW ALBERTA OHS ACT

## WHAT SUPERVISORS NEED TO KNOW

- The term “employer” has been expanded to include people employed by a company to oversee the health and safety of its workers (i.e., supervisors)
- The term “supervisor” is defined as a person who has charge of a work site or authority over a worker
- Employers/supervisors are to:
  - consult and cooperate with the joint work site health and safety committee or the health and safety representative, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns
  - ensure health and safety concerns raised by workers, supervisors, self-employed persons and the joint work site health and safety committee or health and safety representative are resolved in a timely manner
  - ensure that on a work site where a prime contractor is required, the prime contractor is advised of the names of all the supervisors of the workers
  - ensure workers are adequately trained in all matters necessary to protect their health and safety before starting or changing their work
  - identify all personnel who are supervisors and ensure they are both competent to fulfill the role and equipped to meet this considerable legal obligation
    - Employers should anticipate that some supervisors will no longer be willing to assume such a role, given the new obligations and attendant liability

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## SUPERVISORS ARE TO

- Ensure they are competent to supervise workers
- Take all precautions to protect worker health and safety
- Ensure workers work in accordance to the legislative requirements
- Ensure workers use hazard controls and personal protective equipment
- Ensure workers are not subjected to or participate in harassment or violence
- Advise workers of all known or reasonably foreseeable hazards
- Report OHS concerns to employer
- Cooperate with any person exercising duty under legislation
- Comply with legislation

## HOW THIS MAY IMPACT SUPERVISORS

- May require Supervisor Leadership training for supervisors to understand their roles and responsibilities in the management of health and safety in the workplace
- Policies and procedures may need to be updated to address changes under Bill 30
- A process should be in place to address and investigate any work site refusals
- A process should be in place to prevent or investigate any violence or harassment concerns
- A system should be developed to identify, report and investigate Potentially Serious Incidents (PSI)
- An assurance program may be required for competency of themselves and workers

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## HOW YOU CAN PREPARE

- Reference the available resources
- Conduct a gap analysis and create an action plan to correct identified deficiencies
- Compare your health and safety programs to the new Alberta OHS Act requirements to determine where gaps exist that need to be corrected
- Key areas of the Act that changed include:
  - The basic rights of workers - Purposes of this Act
  - Responsibilities of work site parties - Part 1
  - Availability of information - Part 2
  - Worksite health and safety committees and representatives - Part 3
  - Right to refuse dangerous work - Part 4
  - Health and safety program - Part 5
  - New role for OHS Council Part 5
  - Reporting serious injuries, incidents and fatalities - Part 5
  - Medical assessments - Part 7
  - Compliance and enforcement - Part 8
  - Appeals process - Part 9
  - Offences and penalties - Part 10
  - Information collection and exchange - Part 11
  - Duties of the government - Part 12
- Apply a risk assessment to your action plan to determine the best use of your resources
- Evaluate your available resources and professional skillsets to determine whether additional professional support is needed to achieve compliance

## RESOURCES

- Energy Safety Canada:
  - White Paper on the transition of Bill 30
  - Safety bulletins specific to each work site party
  - Potentially Serious Incidents (PSI): A Guideline on Classifying & Reporting
- Templates:
  - Gap analysis and action plan template with new OHS changes
  - Risk assessment
- Alberta Occupational Health and Safety:
  - Occupational Health and Safety Act, Bill 30
    - Highlights of Changes to the Act

## NOTES

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