

Appendix PW5-A

Statement of Responsibilities

The Statement of Responsibilities outlines responsibilities of the Department of Aboriginal and Northern Affairs, the community council and community council employees.

The Workplace Safety and Health Act, section 7.4(5) states "a workplace safety and health program must include a statement of responsibilities of the employer, supervisors and workers at the workplace."

For the purposes of this policy, the following defines the relationship between the Department of Aboriginal and Northern Affairs (ANA) and community councils:

As most communities are not incorporated, ANA is considered the municipal authority. Subsequently, ANA is ultimately responsible for ensuring that every practicable resource is made available to councils to ensure that the requirements of *The Workplace Safety and Health Act* and related regulations are met at the community level.

Aboriginal and Northern Affairs:

- is legally, considered the owner of the land and the infrastructure in non-incorporated communities and so far as reasonably practicable will provide and maintain workplaces that do not create a safety or health risk;
- is committed to the safety of community councils and community council employees in the workplace;
- will not knowingly, so far as reasonably practicable, permit unsafe working conditions or unsafe working practices to exist in communities;
- is committed to a continuous improvement process that will result in a safer working environment for all;
- is committed to the compliance of all requirements under *The Workplace Safety and Health Act*; and
- will assist councils to ensure appropriate disciplinary measures are taken for non compliance of safety requirements.

Community Councils:

- are considered employers and supervisors;
- will secure its employees and other persons from risks to their safety, health, and welfare arising out of or in connections with activities in their workplace, and to promote and maintain the highest degree of physical, mental and social well being of its employees;

- have a duty to its employees to provide and maintain a workplace, necessary equipment, systems and tools and training that are safe and without risk to health so far as is
- reasonably practicable and to provide its employees with such information, instruction, training, supervision and facilities to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees;
- are committed to consult and cooperate, where applicable, with the Workplace Safety and Health representative regarding the duties and matters with which they are charged;
- are committed to the compliance of all requirements under *The Workplace Safety and Health Act* and related regulations; and
- will ensure appropriate disciplinary measures are taken for non compliance of safety requirements.

Community council employees:

- will take reasonable care to protect his/her safety and health and the safety and health of other persons who may be affected by his/her acts or omissions at work;
- will use all devices and wear all articles of clothing and personal protective equipment designated and provided for his/her protection by his/her employer or required to be used and worn by him/her;
- will maintain their workstations, vehicles, etc with safety equipment that is provided by the community council;
- have a responsibility to inform other employees of using unsafe work practices or equipment;
- will participate in all applicable safety training programs;
- will consult and cooperate, where applicable, with the Workplace Safety and Health representative regarding the duties and matters with which they are charged; and
- are committed to the compliance of all requirements under *The Workplace Safety and Health Act* and related regulations.