

	OCCUPATIONAL SAFETY & HEALTH MANAGEMENT SYSTEM	Revision: 01
	OSH POLICY	Issue Date: 6th December, 2024
	Document No: AGS-OSHMS - POL	Issue No: 01

3.1 Roles and Responsibilities Procedure Developed

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AGS (CANADA) develops its roles and responsibilities procedure in accordance with activities and practices during the day in school. The school will implement as described in:

Procedure for Defining and Communicating OSH Roles and Responsibilities

1. Purpose

The purpose of this procedure is to define and communicate the Occupational Safety and Health (OSH) roles and responsibilities within the entity as part of the implementation of the OSH Management System (OSHMS) in compliance with ADOSH-SF.

2. Scope

This procedure applies to all employees, management, and relevant stakeholders of the entity, as well as external parties outlined under ADOSH-SF.

3. Responsibilities

- ****Top Management:**** Ultimate responsibility for the OSHMS, appoints OSH Management Representative, and ensures adequate resources.
- ****Occupational Safety and Health Management Representative:**** Oversees the implementation of the OSHMS, collects performance reports for top management, and coordinates OSH activities.
- ****OSH Committee:**** Facilitates communication among stakeholders, ensures compliance, and advises on OSH matters.
- ****All Employees:**** Understand and execute their defined roles and responsibilities related to OSH.

4. Procedure Steps

4.1 Define OSH Roles and Responsibilities

1. ****Identify OSH Roles:**** Determine and document specific roles within the OSHMS, including:

- ****OSH Management Representative****
- ****OSH Committee Members****
- ****Incident Reporters****
- ****Safety Officers****
- ****OSH Auditors****
- ****General Employees****

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2. **Document Responsibilities:** For each identified role, clearly outline the responsibilities as follows:
 - **Top Management:** Ensure safety resources, set policies, review OSH performance regularly.
 - **OSH Management Representative:** Implementation and maintenance of the OSHMS, quarterly reporting.
 - **OSH Committee:** Address OSH issues, plan training and communication strategies.
 - **Safety Officers:** Conduct safety inspections, engage in risk assessments.
 - **General Employees:** Follow safety protocols, report hazards, participate in training.
3. **Establish Delegated Authorities:** Assign authority levels to different roles within the OSHMS. Ensure everyone understands their scope of authority.

4.2 Communicate Roles and Responsibilities

1. **Develop Communication Plan:** Create a structured communication plan to inform and train stakeholders about their roles and responsibilities.
 - Host training sessions and workshops.
 - Develop informational materials (e.g., manuals, brochures).
2. **Establish Access to Documentation:** Make the documented roles and responsibilities readily available digitally and physically within the workplace.
3. **Regular Updates:** Continuously review and update the roles and responsibilities documentation to reflect any changes in staffing or regulatory requirements.

4.3 Alignment with External Stakeholders

1. **Map External Stakeholder Roles:** Identify and document the roles and responsibilities of external stakeholders such as the ADPHC and Sector Regulatory Authorities (SRAs) to underline the collaborative nature of OSH compliance.
2. **Facilitate Coordination:** Set up regular meetings or communications with external stakeholders to ensure alignment on roles, responsibilities, and objectives.

4.4 Training and Competence

1. **Identifying Competencies:** Determine the necessary competencies for OSH roles and ensure training programs are developed based on these needs.
2. **Conduct Training:** Provide ongoing training sessions to ensure employees are aware of their roles and understand how to execute their responsibilities effectively.

4.5 Monitoring and Evaluation

1. **Performance Measurement:** Develop metrics to assess conformance to defined OSH roles

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and responsibilities, such as:

- Number of reported incidents.
- Feedback from safety audits.
- Training completion rates.

2. ****Review Mechanism:** Establish a process for collecting feedback on the roles and responsibilities from employees, allowing for continuous improvement.

3. **Regular Reporting:** The OSH Management Representative must compile and present performance reports to top management quarterly.

4.6 Record Keeping

****Documented Records:**** Keep detailed records of:

- Defined roles and responsibilities.
- Training sessions conducted.
- Reports submitted to management.
- Feedback received from stakeholders.

5. Conclusion

The effective definition and communication of OSH roles and responsibilities are essential for ensuring compliance with the ADOSH-SF and for fostering a safe working environment. Regular review, training, and communication will enhance participation in the OSHMS, facilitating a proactive safety culture across the entity.

Reference: in compliance with ADOSH-SF - Management System Elements, Element 1 - Roles, Responsibilities and Self-Regulation Version 4.0 – 15th July 2024.