OCCUPATIONAL HEALTH & SAFETY

[Organization Name] places the health, safety and well-being of all workers and volunteers as its highest priority. We understand the organization holds the highest responsibility for the safety of the workplace, and will take all steps needed to provide a healthy and safe working environment.

As your [Head of Organization’s Title, ex: Executive Director], I am responsible to ensure [Organization Name] adheres to the requirements set out in the *Occupational Health and Safety Regulations*, at minimum. This includes promoting health, safety, and well-being awareness; providing information, training, and competent supervision to employees about specific work tasks; ensuring employee participation in health and safety initiatives; and monitoring safety hazards on an ongoing basis.

However, managers, supervisors, employees, and volunteers are all accountable to work together to always uphold their own health and safety and that of others. Managers and supervisors must train their workers appropriately, make sure working conditions are safe at all times, and monitor that employees are following safe work practices and procedures.

Employees and volunteers must do their part by implementing all safety training and practices of [Organization Name]; staying vigilant about their environment; and reporting any health or safety concerns to management or the health and safety representative right away. They are also encouraged to participate in health and safety initiatives, at any time.

The internal responsibility system is the foundation of Occupational Health and Safety legislation throughout Canada.

The internal responsibility system (IRS) describes how everyone in the workplace is responsible, according to their authority and control, to ensure a healthy and safe workplace.

The purpose of the IRS is to address occupational health and safety hazards quickly and internally, and not rely on external enforcement to maintain health and safety standards. The IRS makes health and safety everyone's job, not something that resides with a single worker, the committee, the government, or a consultant. The principle of IRS places responsibility for controlling hazards on everyone in the workplace, but also recognizes that those closest to the work can provide valuable input in maintaining a safe workplace.

When properly handled, the IRS promotes cooperation among owners, managers, supervisors, workers, and the OHSC. The cooperation from all levels maintains fundamental health and safety standards.

The ultimate objective of the IRS is to ensure everyone understands their role in maintaining a healthy and safe worksite, and that action needs to be taken immediately when a risk is identified.

We must all remain committed to keeping each other safe and healthy in every way possible. At [Organization Name], we look forward to working together as the great team we are to do just that.

Signed by Head of the Organization [Must be posted in a conspicuous place at your organization]