VirtuOHS

FRONT

ALBERTA QUICK REFERENCE · ROLES AND RESPONSIBILITIES

Employer

YOUR ROLE

You set the direction. You provide the people, training, equipment and systems that let everyone work safely, and you make sure the program is followed.

What you are responsible for

OHS Act s. 3

- Ensure, as far as reasonably practicable, the health, safety and welfare of workers and others at or near the work site
- Make sure workers know their rights and duties under the OHS Act, Regulation and Code
- Make sure no worker is subjected to, or takes part in, harassment or violence
- Make sure workers are supervised by a competent person who knows the legislation that applies to the work
- Make sure workers are adequately trained, and assign work only to competent workers or those directly supervised by one
- Share hazard information, controls and procedures with workers, the Health and Safety Committee or Representative, and the prime contractor (if any)
- Keep current copies of the OHS Act, Regulation and Code readily available (paper or electronic)
- Resolve concerns raised by workers, supervisors and the committee or representative in a timely manner
- Establish and implement a health and safety program (20 or more regularly employed workers) (s. 16)
- Set up and support a Joint Health and Safety Committee (20 or more regularly employed workers) or designate a Health and Safety Representative (5 to 19) (s. 13, 14)

Westray Act

Criminal Code s. 217.1

Section 217.1 of the Criminal Code places a legal duty on anyone who directs how work is done to take reasonable steps to prevent bodily harm to workers and others. Where that duty is not met, organizations and their leaders can face **criminal charges**, separate from OHS Act charges. Whether charges proceed depends on the facts and the evidence. Named for the 1992 Westray Mine explosion in Nova Scotia, where 26 miners died.

Employer

Workplace violence and harassment

OHS Code Part 27

- One written prevention plan, developed with the committee or representative (or affected workers)
- The plan covers hazard controls, informing workers of threats, reporting, investigation and confidentiality
- Review at least every 3 years, and sooner when an incident shows a review is needed, the work changes, or the committee or representative asks
- Train workers on the plan, and investigate every incident. Keep reports for at least 2 years. Violence includes domestic and sexual violence

Reporting

s. 33

- **Serious injuries and incidents:** report to Alberta OHS as soon as possible through the OHS Contact Centre. Do not disturb the scene except to help the injured, prevent further harm or as directed by an officer
- **Potentially serious incidents:** a separate process. Investigate, then submit the required report and share it with the committee or representative
- **WCB-Alberta:** Employer Report of Injury within 72 hours of learning of a reportable injury

You must not take disciplinary action against any worker for following the law or an order, including refusing dangerous work (s. 18).

Company details

Complete for your workplace

Company name

Health and safety contact

Phone / email

Where the OHS Act, Regulation and Code are kept

Committee or Representative contact

Last reviewed

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Legislation reviewed: November 2026 | Version 1.0

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Supervisor

YOUR ROLE

You are the link between the plan and the work. You know the hazards in your area, you make sure your team has what they need, and you are the first person a worker comes to.

What you are responsible for

OHS Act s. 4

- Take all reasonably practicable precautions to protect the health and safety of every worker you supervise
- Make sure the workers you supervise work in the way the OHS Act, Regulation and Code require
- Make sure the workers you supervise are not subjected to, and do not take part in, harassment or violence
- Tell workers about existing or potential hazards in their work area that you know about or should reasonably know about
- Report any concern about an unsafe or harmful act or condition to the employer
- Cooperate with anyone carrying out a duty under the legislation

What being “competent” means

s. 1

- Adequately qualified
- Suitably trained
- With enough experience to do the work safely without supervision, or with only minimal supervision

Westray Act

Criminal Code s. 217.1

Because you direct how work is done, section 217.1 of the Criminal Code places a personal legal duty on you to take reasonable steps to prevent bodily harm. Where that duty is not met, supervisors can be **charged as individuals**, not only the organization. Whether charges proceed depends on the facts and the evidence.

Supervisor

In practice

- Respond to hazard reports and follow up with the worker
- Take part in work refusal investigations
- Investigate incidents and near misses in your area, and share what was learned
- Support workers through return to work and accommodations
- Lead by example. How you work is what your team learns

You must not take disciplinary action against any worker for raising a concern, following the law, or refusing dangerous work (s. 18).

Company details

Complete for your workplace

Company name

My manager / escalation contact

Health and safety contact

How hazards and incidents are reported here

Committee or Representative contact

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Worker

YOUR ROLE

You know your work better than anyone. You protect yourself and the people around you, and your voice helps make the workplace better.

What you are responsible for

OHS Act s. 5

- Take reasonable care to protect your own health and safety and that of others around you
- Cooperate with your supervisor and employer on health and safety
- Properly use the devices and personal protective equipment your employer provides or the work requires
- Do not cause or take part in harassment or violence
- Report any concern about an unsafe or harmful act or condition to your employer or supervisor
- Take part in the training your employer provides
- Do not do work you are not competent to do unless you are directly supervised by a competent worker

Your three rights

RIGHT TO

Know

about hazards in your work and how to protect yourself

RIGHT TO

Participate

through the committee or representative, and by raising concerns

RIGHT TO

Refuse

work you believe involves an undue hazard (s. 17)

Worker

How a work refusal works

s. 17

1. Stop and tell your employer or supervisor right away that you are refusing and why. Make sure stopping does not put anyone else at risk
2. Your employer lets the committee or representative know, and may assign you other work you can reasonably do, with no loss of pay
3. If the hazard is not fixed right away, your employer inspects it with you, takes action, and gives you and the committee or representative a written report
4. If you still believe there is an undue hazard, you can contact an OHS officer, who will investigate

You are protected. No one may take disciplinary action against you for following the law or using your rights (s. 18). You can file a complaint with an OHS officer within 180 days (s. 19). Violence and harassment can be reported using the contacts below.

Company details

Complete for your workplace

Company name

My supervisor

Health and safety contact

How to report a hazard or incident

How to report violence or harassment

Committee or Representative contact

First aid / emergency contact

Alberta OHS Contact Centre
1-866-415-8690

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Joint Health and Safety Committee

and Health and Safety Representative

YOUR ROLE

You bring worker and management perspectives together to find and fix hazards. You advise, recommend and keep the conversation going.

Which one applies

OHS Act s. 13, 14

5–19

workers regularly employed

Health and Safety Representative
designated by the employer after consulting the union (if any); not a manager or supervisor

20+

workers regularly employed

Joint Health and Safety Committee
worker and employer members; employer members cannot outnumber worker members

What you do

s. 13(6)

- Receive, consider and deal with workers' health and safety concerns
- Take part in the employer's hazard assessment process
- Make recommendations to the employer on the health and safety of workers
- Review the employer's work site inspection records
- Be notified of work refusals and receive the written report
- Receive investigation reports for potentially serious incidents
- Help develop and review the violence and harassment prevention plan

Inspections

s. 15

- The committee or representative reviews the employer's work site inspection records
- An OHS officer may ask a committee member or the representative to join an inspection

Joint Health and Safety Committee

and Health and Safety Representative

How the committee runs

OHS Code Part 13

- Two co-chairs: one chosen by worker members and one by employer members
- Written terms of reference set out terms of office, meeting frequency, record keeping, member selection, how concerns go to the employer, and how disagreements are resolved
- Meets during normal working hours. Members are considered at work during committee duties and training (s. 13(7))
- Quorum: at least half the members, with both sides present and at least half of those present being worker members
- Holds a special meeting when an OHS officer requires one
- How to contact the committee or representative is posted at the work site

Training

OHS Code Part 13

The employer must make sure committee members and the representative are trained on the roles of co-chairs, members and representatives, the obligations of work site parties, and **workers' rights** under the OHS Act.

Company details

Complete for your workplace

Company name

Worker co-chair

Employer co-chair

Representative (if applicable)

Meeting schedule

Where minutes are posted

How to bring a concern to the committee

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