

WORK SAFE. FOR LIFE.
WORKERS' COMPENSATION BOARD OF NOVA SCOTIA

Be sure to watch our Simple Acts video online at worksafeforlife.ca/IRS to see how easy it can be to keep your workplace safe.

Here's how to contact us.

Phone: (902) 424-5400 or 1-800-9LABOUR (in Nova Scotia)

Fax: (902) 424-5640 Secure Enquiry Form

worksafeforlife.ca/IRS



**SIMPLE ACTS
CAN HELP
EVERYONE
GET HOME
TO WHAT
MATTERS
MOST.**

The most important reason for making your workplace safe is not at work at all.

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 **NOVA SCOTIA**

EVERYONE HAS A ROLE TO PLAY IN WORKPLACE SAFETY.

When it comes to making your workplace safe, everyone has rights and responsibilities. Your level of responsibility depends on your level of authority and control of the situation. That's the central message behind the Internal Responsibility System (IRS).

The first step is knowing what your rights and responsibilities are. Once you're familiar with them, you'll start incorporating simple acts into your everyday routine ensuring everyone gets home safe to what matters most.

YOUR RIGHTS AND RESPONSIBILITIES

Employee Responsibilities

- Doing everything possible to protect the safety of yourself and others at the workplace, within your role and level of authority
- Reporting anything that might be dangerous to a supervisor
- Cooperating with your employer and fellow employees to protect your health and safety
- Using safety devices, equipment and clothing required by the employer and safety laws
- Talking to and working with the JOHSC safety reps and with provincial OHS officers
- Following the Occupational Health and Safety (OHS) Act and Regulations

Employee Rights

- To know about workplace hazards and how to keep yourself and others safe
- To take part in making the workplace safe
- To refuse work that is not safe for you or another worker

Employer Responsibilities

Employers are in charge of understanding and exercising responsibilities and must take every reasonable precaution to ensure the health and safety of people at or near the workplace.

Some of the main employer responsibilities under the Occupational Health and Safety (OHS) Act are to:

- Provide a safe workplace
- Ensure training on how to do the work safely
- Provide Personal Protection Equipment (PPE) and other tools to mitigate hazards in the workplace
- Inform employees on what could harm them and the safety measures to take
- Offer clear direction on who employees should talk to if something isn't safe
- Based on OHS requirements, have a Joint Occupational Health and Safety Committee (JOHSC) or safety representatives in place
- Work together with the JOHSC, safety reps
- Fully cooperate with Safety Officers as they perform their outreach and compliance duties
- Create an occupational health and safety policy and/or program
- Follow the OHS Act and regulations

SAFE CAN BE SIMPLE

Take time each day to look around your workspace for hazards. Fix or report problems when they happen, instead of tomorrow or next week. Simple acts like these can go a long way toward avoiding workplace injury. Fill out the pledge below and keep it close by as a reminder to work safe.



TO MAKE MY WORKPLACE SAFE

I am already:

When I get back to my workspace I will:

Every day I will:

Because I want to help everyone get home safe to what matters most.

Signature: