

SECTION 1

Responsibilities

SECTION 1: RESPONSIBILITIES

This section provides an overview of the responsibilities associated with the home department, each shop worker and EH&S support staff.

Department

The shop's home department must ensure that the resources required for proper shop oversight are provided to each shop in their department. The department is responsible for:

1. Ensuring that areas under their control comply with internal and external regulations and guidelines;
2. Providing supervisors under their management with the authority to develop and implement safe work practices;
3. Maintaining an up-to-date Injury and Illness Prevention Program that covers the department and all shops within that department; and
4. Providing the shop with the resources necessary to comply with health and safety policies and guidelines.

Shop Supervisor

The Shop Supervisor plays a key role in the implementation of the shop's safety program. They are responsible for:

1. Encouraging and promoting a healthy safety culture within the shop;
2. Modeling and enforcing safe work policies;
3. Ensuring that all employees receive the appropriate training before beginning work;
4. Ensuring that periodic inspections are done (semi-annual inspections required in addition to EH&S annual inspections);
5. Stopping unsafe work;
6. Developing safe work procedures such as Job Safety Analyses (JSAs);
7. Providing proper personal protective equipment (PPE) to employees under their supervision;
8. Encouraging employees to report health and safety issues (including injuries) without the fear of reprisal; and
9. Maintaining the necessary documentation for the shop, including training records.

Shop Employees

Employees are critical to the safety culture of the shop. All employees must comply with health and safety regulations, policies and work practices. This includes, but is not limited to:

1. Using proper PPE (when required);
2. Attending and actively participating in all training;
3. Notifying supervisors when potential hazards are present in the shop or when additional training is needed;
4. Reporting all work-related injuries to the supervisor; and
5. Participating in and being aware of periodic safety inspections.

EH&S SPECIALISTS

EH&S Specialists are responsible for assisting machine shops with health and safety concerns. This includes, but is not limited to:

1. Performing periodic and/or unscheduled safety inspections and following up on the action items set forth in those inspections;
2. Notifying all shops when new safety programs, initiatives, processes, etc. are rolled out;
3. Being a point of contact and conduit of information for shops with safety concerns; and
4. Assistance with the implementation of the Shop Safety Program and all related programs.