**Sample Manager Responsibility Sign-off**

**Managers**

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* Provide a company health and safety policy and commitment to safety
* Provide overall responsibility for the safety direction
* Ensure all established policies are administered and enforced
* Provide information, instruction, and assistance to all supervisory staff in order to protect the health and safety of all employees
* Provide ongoing safety training to align with worker competency requirements.
* Monitor departments and projects and hold staff accountable for their individual safety performance
* Help provide all supervisors with an understanding of incident prevention as well as relevant occupational health and safety legislation
* Conduct and document regular tours of the worksite to observe health and safety behaviours and issues
* Review and make recommendations of all safety inspections. Occasionally attend safety committee meetings
* Review and make recommendations of all incident investigations
* Review monthly and annual safety records and statistics
* Establish annual health and safety goals and objectives
* Participate in ongoing safety activities
* Communicate safety messages to the workplace
* Involvement with the safety disciplinary process as required
* Set a good example by following the rules and policies
* Ensure workers are aware of their rights under the Act, Regulation and Code.
* Ensure that the health and safety system continues to challenge and move in an industry forward direction

I have read and understand my health and safety duties and responsibilities. I will perform them to the best of my abilities in support of the company health and safety system.

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| Printed Name and Signature |  | Date |