

AEP and Voluntary Sector Workers

- AEP has been working for the past year to clarify its roles and responsibilities related to voluntary sector workers performing work on its land bases (public and parks land)
- AEP has developed a guidance document to outline its roles, responsibilities and actions to take to ensure compliance with OHS Act
 - finalization expected shortly

AEP and Voluntary Sector Workers

- There are two categories of Voluntary Sector Workers
 - Department Volunteer (Direct to Crown)
 - The individual signs up directly with AEP and AEP coordinates and supervises their work
 - AEP is their employer
 - Organization Volunteers
 - The individual signs up directly with the organization and the organization coordinates and supervises their work
 - The organization is the employer and the volunteer is their employee
 - AEP does not have a direct relationship with organization volunteers

AEP's Roles and Responsibilities - OHS Act

- AEP has 4 roles under the OHS Act, different accountability and actions are associated with each role
 - Employer
 - Owner
 - As owner of crown land AEP holds owner obligations under the OHS Act
 - AEP can transfer owner obligations for the work site to an organization conducting work on its land base
 - Contractor
 - AEP is considered Contractor under OHS Act when it is directing, controlling or coordinating work activities
 - Issuance of a disposition or authorization does not make AEP the Contractor of the work activities
 - Prime Contractor
 - If 2 or more employers are present on a construction site Prime Contractor needs to be determined

Definition of Directing

- AEP will utilize the definition of directing to determine if it is Owner or Contractor and thus its roles and responsibilities under the OHS Act
- AEP is considered the Contractor of the work at a worksite if it is directing the work
- Directing:
 - The act of directing the activities of one or more employers or self-employed persons involved in work at a work site
 - Can involve onsite coordination of work activities and/or planning, organizing or managing the scope of work to be conducted at the work site
 - This does not include reviewing or modifying the group's work plan for the scope of work to ensure legislative compliance (e.g. Public Land Administration Regulation compliance)
 - Directing is NOT
 - Issuance of a authorization, disposition, agreement etc.
 - Applying standards and conditions
 - Providing suggestions for what work they may consider conducting

Organizations Roles and Responsibilities - OHS Act

- Similar to AEP, an Organization also has roles and responsibilities under the OHS Act, which will dictate accountability and actions
 - Employer
 - Regardless of AEPs role an organization/group will always be the employer of their workers/volunteers and responsible for their health and safety
 - Owner
 - AEP may transfer owner responsibility for the worksite to a group/organization if the organization is in a better position to carry out the role
 - Contractor
 - An organization may contract the work to another party and thus hold Contractor responsibilities
 - Prime Contractor
 - If 2 or more employers are present on a construction site Prime Contractor needs to be determined

Obligations of Employers

- health and safety and welfare of workers and other persons at the work site
- workers are aware of their rights and duties under this Act and of any health and safety issues arising from the work being conducted at the work site
- workers are supervised by a person who is competent, and is familiar with this Act
- health and safety concerns raised by workers, supervisors, self-employed persons and the joint work site health and safety committee or health and safety representative are resolved in a timely manner
- workers are adequately trained in all matters necessary to protect their health and safety, including before the worker begins performing a work activity, performs a new work activity, uses new equipment or performs new processes
- comply with this Act, the regulations and the OHS code

Obligation of Owner

- Ensure appropriate communication and/or notification is shared with person(s) involved in activities on the land regarding known [hazards](#) at the work site that may endanger the health and safety of workers or any other person on the land
- Appropriate communication and/or notification can include approaches such as site signage, website advisories or personal communication
- A health and safety plan for the work the organization is going to undertake is not required for submission or review
- AEP as Owner authorizes work through an agreement, permit or authorization

Obligation of Contractor

- Contractor is responsible for ensuring all OHS tasks are completed by the organization
- AEP as Contractor authorizes work through agreement (e.g. Cooperating Agreement, Facility Operating Agreement, Volunteer Agreement for Organizations (FIN 98) or Contract)
- Ensure items such as the following are complete
 - Compare copies of the organizations OHS Program against the criteria on the [Occupational Health and Safety Program Checklist - WPH0022](#)
 - Receipt of a completed [Safe Work Plan - WPH0023](#)
 - Check with Alberta Labour the organization has no record of OHS penalties
 - Establish incident reporting, investigation and follow-up processes
 - Valid agreement (FIN form, Volunteer Agreement or Contract) in place

Helpful Tips

- All volunteer organizations are encouraged to minimize the risks and expenses of injury to the contracting employer by having WCB coverage
- A safe work plan should
 - Be worksite specific
 - Reflect of work periods and work being conducted (i.e. if its field work the HACR, emergency plan, etc. should reflect this)
 - Reflect the groups policies and processes
 - Be specific and indicate timelines and locations

Health and safety program should have

- a health and safety policy that states the policy for the protection and maintenance of the health and safety of workers at the work site
- identification of existing and potential hazards to workers at the work site and measures that will be taken to eliminate, reduce or control those hazards
- an emergency response plan
- a statement of the responsibilities of the employer, supervisors and workers at the work site
- a schedule and procedures for regular inspection of the work site
- procedures to be followed to protect health and safety when another employer or self-employed person is involved in work at the work site
- worker and supervisor health and safety orientation and training
- procedures for investigating incidents, injuries and refusals to work
- procedures for reviewing and revising the health and safety program
- signature by the person in charge

Hazard Assessments

Hazard Assessments are completed and a High, Med or Low rating as outlined below (sample from OHS Alberta):

Job/position/work type:					Date of assessment:
Assessment performed by: (names)					Reviewed/revised:
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards)	Severity	Likelihood	Risk	Controls (List the controls for each hazard: Elimination, Engineering, Administrative, Personal Protective Equipment) Date implemented:

Training

- As Employer it is the organizations responsibility to ensure training requirements are outlined for the various tasks and have appropriate processes in place to ensure workers have the training before commencing work (i.e. tracking sheet of training required and those workers that have the training)

Emergency Responses Plan should have

- locations of local hospitals
- who takes charge of the incident scene till emergency services arrive
- how they will transport them
- who will give first aid if required
- who will investigate incidents
- how and when the incident will be reported to Environment and Parks (all incidents should be reported to the Environment and Parks)
- staff are adequate training and have sufficient experience to the job
- conduct an Orientation and daily Safety Meeting or Tail Gate meetings
- review any task being performed and any hazards that might arise during that day