

UPEI Health and Safety Program

Area Leader Information

An **Area Leader** is the person most closely responsible for the day to day direction of work of the people in a given area.

For example, an Area Leader may be a Chair, as in Chemistry; a Foreman, as in Physical Plant; or a Director, as in the Sports Centre. An Area Leader may be another person given this responsibility with enough authority to implement change and controls in their area of responsibility.

The Health and Safety Program is intended to be a useful guide in which Area Leaders develop the components that are applicable to their area.

Area Leader Key Responsibilities For the UPEI Health and Safety Program

- Read and understand the UPEI Health and Safety Program & Policy
- Identify hazards in your workplace.
- Perform hazard assessments on critical hazards.
- Implement critical hazard controls (engineering controls, create procedures). Are the controls effective?
- Create a summary table of hazards and controls for training purposes.
- Provide safety orientation, ensure proper safety training takes place, and document training.
- Supervise employees and students and ensure compliance.
- Enforce disciplinary action as necessary.
- Ensure standards used in the work area are known and examined periodically. A schedule of the frequency of inspection may be needed.
- Perform regular inspections in their work area(s).
- Follow up on health and safety concerns from employees and inspection reports.
- Orient and train employees in doing *Pre-start Inspections*, when applicable.
- Communicate the importance of reporting incidents with area members. Ensure the required forms are completed when an incident occurs.
- Perform incident investigations as needed and address recommendations.
- Emergency Preparedness: Ensure an evacuation plan is in place for your building(s) & identify Chief Building/Floor Wardens. Ensure emergency procedures are communicated & emergency equipment is maintained.
- File a copy of the Health and Safety Program, inspection reports, and hazard assessment information in the *UPEI Safety Manual*.
- Communication: Ensure communication of the program is effective through the area. Have regular meetings where safety is on the agenda & document.

* Note that duties may be refined as the program is further developed.