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# Responsibility and authority

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## 1. Subject

### 1.1 Purpose

The purpose of this procedure is to apply responsibilities and authorities within the OH&SMS.

### 1.2 Scope

This procedure applies to all levels and departments of our organization. The relevant internal and external issues for the OH&SMS and actions to address risks identified and improvements opportunities found are taken into account.

### 1.3 Glossary

Authority - decide alone without consulting his boss and wishing to be obeyed

SEC – Social and Economic Committee (Comité social et économique)

OH&SMS – occupational health and safety

OH&SMS – occupational health and safety management system

Responsibility - ability to make a decision alone and be accountable for his actions

Risk – likelihood of occurrence of a threat or an opportunity

## 2. Responsibility

The OH&S manager has the authority to write and update this procedure. He is responsible for its implementation. The communication of responsibilities and authorities assigned is carried out by the personnel manager with the support of the OH&S manager.

## 3. Documents

### 3.1 Procedures

Communication

### 3.2 Instructions and records

List of job descriptions

Meeting minutes

### 3.3 Processes

Consult workers

## 4. Requirements of the ISO 45001: 2018 standard

§ 5.3. Assign, communicate and maintain as documented information, by top management, at all levels, the responsibilities and authorities of the relevant roles of the OH&SMS. Assume, by workers, responsibility for the elements of the OH&SMS for which they are responsible. Ensure compliance with the requirements of ISO 45001. Report on the performance of the OH&SMS to management.

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## 5. Development

### 5.1 Roles

Top management has an overall obligation to ensure the protection of workers' health and safety. Workers shall cooperate with top management and take into consideration their health and safety and that of other workers.

The OH&s manager ensures that the OH&SMS complies with the ISO 45001 standard. For this he has the support of process owners and department heads.

The role of each is established in the List of job descriptions. The OH&S manager monitors that the processes deliver the expected results. He regularly reports to the director of the OH&SMS performance and improvement opportunities found.

The OH&S manager ensures that planned changes to the OH&SMS do not affect its completeness, relevance, adequacy and effectiveness.

### 5.2 Responsibilities

The responsibility of each individual for the requirements of the OH&SMS (ability to make a decision on his/her own and be accountable for his/her actions) is established in his/her job description which is communicated and explained by the personnel manager and his/her direct supervisor. More details in the Communication procedure.

When dangerous situations arise, workers are responsible for reporting them to their superiors without worrying about being threatened with reprisals of any kind.

When there is a change in the structure of the company or the OH&SMS, the responsibilities described in the job descriptions may be changed.

### 5.3 Authorities

The authority of each (how far he needs no leader) is established in his job description and specific documents of the department in which he works.

Workers have the skills and authority to avoid dangerous situations without fear of reprisals.

When there is a change in the structure of the company or the OH&SMS, the authorities described in the job descriptions may be changed.

### 5.4 Role and function of the SEC

A SEC meeting may be called at any time by the secretary of the committee. He must send a written notice of the meeting along with an agenda to:

- the chairman of the SEC
- the occupational physician
- the OH&S manager
- the safety animator
- members of the SEC

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At the end of this meeting, the actions of the previous meeting are reviewed. The actions on the agenda are discussed and if necessary an action is considered, with a responsible person and a deadline.

Minutes are taken and circulated to all participants and other interested parties. The minutes are archived by the president of the SEC for 2 years.

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