**TO:**

**FROM:**

**DATE:**

**RE: Employee Rights & Responsibilities**

It is the employer’s responsibility to ensure workers receive proper training. However, that does not mean that employees do not have any responsibilities in the workplace. Workers also have responsibilities and roles while on the job. These responsibilities are put in place to help keep workers and those around them safe.

* **Employees must** comply with the OHSA rules and regulations
* **Employees must** use or wear any equipment required by their employer
* **Employees must** inform their employer or supervisor of any missing or defective protective equipment
* **Employees must** report to their employer or supervisor any hazard or violation of the OHSA
* **Employees must not** remove or use incorrectly any protective device required by their employer or required by the OHSA

Workers also have rights, and it is important that both employers and employees are aware of worker rights. These rights include:

* **The right to participate** – the right to be part of the process of identifying and resolving workplace health and safety concerns
* **The right to know** – the right to know about any hazards they may be exposed to on the job
* **The right to refuse work** – the right to refuse to do work that they believe is dangerous

For more information about the Occupational Health & Safety Act (OHSA) and worker’s rights and responsibilities, visit the [Ontario Ministry of Labour Rights and Duties: FAQ](https://www.labour.gov.on.ca/english/hs/faqs/rights.php#duties) page.

 