

TITLE: HEALTH AND SAFETY

EFFECTIVE DATE: October 15, 2004
(replacing the policy dated April 26, 1993)

AUTHORITY: Board of Regents

Purpose

The purpose of this policy is to ensure, as far as is reasonable and practicable, the provision of a safe and healthy environment for all faculty, staff, students and visitors in which to work, study and participate in educational and recreational activities.

Scope

The policy and procedures outlined herein apply to all members of the University community, including University employees, students, visitors and contractors and their employees.

Responsibility

The Vice-President (Finance and Administration) shall be responsible for the communication, administration and interpretation of this policy.

Authority

This policy is consistent with, and derives its authority from, The Workplace Safety and Health Act.

POLICY

General Principles

The health and safety of all members of the University community is of great importance to the University. It is recognized that employees, which for the purposes of the Act includes all students, have a right to a safe and healthy environment. Therefore the University shall:

- support the operation of a joint employee-employer workplace safety and health

- committee;
- support the formulation and implementation of ongoing effective health and safety programs appropriate to the daily operations of the University;
- give priority to a safe work environment in the planning, direction and implementation of University activities; and
- ensure compliance with all federal, provincial and municipal regulations, codes and statutes pertaining to safety and health in the workplace.

Responsibility of the Senior Executive

The members of the Senior Executive shall:

- provide the support and organizational leadership necessary to implement and administer this policy and all relevant federal, provincial and municipal regulations, codes and statutes within the University; and
- incorporate into operational planning and budgeting the necessary resources for the provision of health and safety programming and a safe working environment.

Responsibility of Deans, Department Chairs, Directors and Managers of Administrative Units

Deans, Department Chairs, Directors and Managers of Administrative Units shall:

- provide the managerial support necessary to implement this policy within their particular area of responsibility;
- incorporate into operational policies, procedures, programs and projects adequate provision for safe working conditions and practices; and
- monitor and evaluate safety within their area of responsibility and recommend measures to improve conditions.

Responsibility of Laboratory Instructors, Faculty and Supervisory Employees

It should be remembered that students are considered workers under the Act. Therefore those who supervise them have special responsibilities – and the liabilities that come with those responsibilities.

Laboratory instructors, faculty and supervisory employees shall:

- ensure that individuals are given adequate direction, training and instruction in the areas of their assignments so as to enable the safe performance of their work without undue risk; and
- ensure that all accidents and near accidents are reported and investigated, and that action is taken to prevent a recurrence.

Responsibility of the University Community (employees, students, visitors and contractors and their employees)

Other members of the University community, including employees, students, visitors, contractors and their employees, shall:

- practice safe work habits;
- observe all safety rules and procedures established by federal, provincial and municipal authorities, by the University, and by a University employee with supervisory authority;
- report hazardous or unsafe equipment, conditions or behaviour promptly to a supervisor and, where appropriate, shall make suggestions for corrective action;
- report immediately to a supervisor all work-related accidents or injuries, obtaining medical treatment without delay when necessary; and
- properly use and adequately care for personal protective equipment provided by the University.

Policy Review

This policy is to be reviewed at least once every five years.