

<b>Number:</b>	ADM-112
<b>Title:</b>	Workplace Health and Safety
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	February 28, 2018
<b>Approved:</b>	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Preamble

The University supports and seeks to protect the health, safety and well-being of all members of the University community. To achieve this aim, the University is committed to improving its practices in an ongoing manner in order to provide a safe and healthy workplace and to prevent workplace accidents and occupational illnesses.

## 2. Interpretation and application

2.1 This regulation must be read with reference to applicable health and safety laws.

2.2 This regulation applies to all members of the Saint Paul University community, including administration, employees, volunteers, students and visitors. The University expects contractors that it hires to comply with the present policy, where appropriate.

## 3. Health and safety responsibilities

The University and all members of its organizational structure are legally required to follow health and safety laws.

## 4. The University's responsibilities

The University is responsible for taking every reasonable precaution, according to the circumstances, to protect the health and safety of every person on its campus and to prevent accidents, incidents, and occupational illnesses and injuries in the workplace. The University is responsible for demonstrating due diligence.

To protect its employees without limiting the obligations contained in the *Occupational Health and Safety Act*, as an employer, the University must:

- provide protective equipment and devices, keep them in good order and make sure they are used properly. When the funding agency allows it, funding for a research project must cover the cost of necessary protective equipment and devices;
- ensure that regulatory procedures and practices are correctly applied in the workplace;
- provide employees with information, training and supervision to protect their health or ensure their safety;
- ensure that persons in supervisory positions are capable of effectively carrying out all of their responsibilities according to the applicable health and safety laws;
- work with the Joint Health and Safety Committee (JHSC) and with its individual members and support them in carrying out the responsibilities entrusted to them by the applicable health and safety laws;

- provide the JHSC with findings from reports on workplace health and safety;
- update employees on the findings of reports on workplace health and safety, as needed;
- protect employees from unhealthy exposure to chemical, biological, biomechanical or physical agents by implementing safety procedures required by the legislation;
- give employees written instructions regarding the procedures and practices to follow for their personal protection;
- ensure that employees, supervisors and JHSC members take part in training programs;
- oversee the workplace to ensure that employees follow safety guidelines.

## 5. The Joint Health and Safety Committee's responsibilities (JHSC)

The JHSC is a joint committee of elected employees and appointed representatives of management that is regulated in accordance with the Ontario *Occupational Health and Safety Act*.

The members of the JHSC have the following responsibilities:

- identify situations that are likely to present a danger or a risk to employees;
- make recommendations to management and to employees regarding improving health and safety conditions for employees;
- make recommendations to management and to employees regarding the creation, maintenance and follow-up of programs, procedures and practices related to the health or safety of employees;
- obtain from the employer information on:
  - the way in which potential or actual risks of equipment or processes are reported;
  - best practices, systems and standards for health and safety that exist in industries, whether they are similar or not, of which the employer is aware;
  - the testing of equipment, machines, appliances, objects, materials or biological, chemical or physical agents found in or near the workplace;
- offer guidance on the tests referred to in d);
- promote the creation of appropriate awareness and training programs to inform all employees of the rights, limits, responsibilities and duties required by the *Occupational Health and Safety Act*.

## 6. Supervisors' responsibilities

Generally speaking, the supervisor is the person who gives the employee directives to carry out his duties or who has authority over the employee or the workplace.

The supervisor has a number of legal obligations in accordance with applicable health and safety laws that reflect various responsibilities, especially to ensure that employees comply with the requirements of the *Occupational Health and Safety Act*, to inform employees of risks, and to provide guidelines on prevention practices. The following is not a complete list of a supervisor's legal responsibilities, but a summary:

- keep abreast of the health and safety needs of the employees under his supervision;
- take preventive steps to minimize dangers to health and safety posed by activities of his sector;

- ensure that the employees under his supervision comply with the requirements of the applicable health and safety legislation and use the required protection devices, measures and practices;
- offer safety training sessions to all members of his staff or to persons under his supervision;
- collaborate with and support the JHSC as it carries out its duties, as stipulated in the terms of reference for these activities;
- report all accidents or incidents in accordance with internal procedures, which can be obtained from the Human Resources Service;
- investigate or participate in any investigation of all accidents and incidents to ensure that the appropriate and necessary steps are taken;
- ensure that external contractors under his responsibility comply with the applicable health and safety legislation.

#### **7. Employees' responsibilities (Professors and support staff)**

Each employee of the University is responsible for health and safety in carrying out his work. Also, all must respect the following rules:

- carry out his work according to the applicable regulations of the *Occupational Health and Safety Act* and all health and safety practices that are brought to his attention;
- use or wear equipment, devices and protective clothing required by the University and report to their supervisor any lacking or defective protective equipment or device when the situation poses a risk for the users;
- not use equipment, a machine or a device in a way that poses a risk to themselves or to other employees and not remove or render inoperative a protective device required by the applicable *Occupational Health and Safety Act* or by University procedures without replacing it with an acceptable temporary protective device. The original device must be returned as soon as he has finished;
- report all accidents or incidents to Human Resources;
- attend mandatory training sessions on workplace safety.

An employee can refuse to work if he has reason to believe that working conditions could endanger himself or another employee.

#### **8. Students' responsibilities**

Students are not employees and therefore are not subject to health and safety legislation that applies to employees. However, the University applies the same principles outlined in the legislation to students. Students are responsible for acting in a way that ensures their own safety and the safety of others and must comply with the University's health and safety practices and guidelines.

#### **9. Contractors' responsibilities**

Contractors must comply with the applicable health and safety legislation. All agreements between the University and contractors must include a clause requiring that the applicable legislation be respected.

## **10. Disciplinary measures**

Persons who do not fulfill their health and safety obligations may be subject to disciplinary measures in accordance with University policies, instructions or collective agreements that regulate their employment.

## **11. Prohibition of reprisals**

No person may be subject to disciplinary measures, penalties, constraints, dismissal, intimidation or suspension for respecting the present policy, the University's instructions, directives or applicable health and safety laws.

## **12. Review of the regulation**

This regulation will be reviewed once a year by the University, in accordance with applicable health and safety laws.