

## Health & Safety Policy

<b>Category:</b>	Health, Safety and Security
<b>Number:</b>	HS1
<b>Responsibility:</b>	Director of Human Resources
<b>Approval:</b>	April 29, 2015, Board of Governors
<b>Amendments:</b>	Reviewed May 2019

### PURPOSE

The purpose of this policy is to clearly define Algoma University's on-going commitment to Health and Safety, to outline the roles and responsibilities of University stakeholders, and to ensure compliance with the Ontario Occupational Health and Safety Act ("OHSA").

### SCOPE

The policy applies to all members of the University community, including, but not limited to students, employees, volunteers, commercial tenants, contractors, and visitors to campus.

### DEFINITIONS

"*Worker*" means any of the following:

1. A person who performs work or supplies services for monetary compensation.
2. Unpaid secondary school students who are participating in a work experience program, authorized by the school board that operates the school in which the students are enrolled,
3. Other unpaid learners participating in a program approved by a post-secondary institution, and,
4. Any unpaid trainees who are not employees for the purposes of the Employment Standards Act, 2000 (ESA) because they meet certain conditions.
5. Does not include volunteers.

"*Supervisor*" means a person who has charge of a workplace or authority over a worker;

### POLICY

Algoma University is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions throughout its premises and activities. The University will adhere to all applicable environmental and occupational health and safety legislation. The University will adopt best practices that as may

be considered reasonable and appropriate. The University will work towards continuous improvement of its health and safety program

The University shall develop, maintain, and communicate a program to implement the policy and such components of legislation, regulations, standards, practices, and procedures as pertain to the elimination, control, and/or management of hazards in work practices and the work environment throughout all of its operations.

Everyone, regardless of position or role, has a part to play in creating and maintaining an injury free environment. The University shall acquaint its employees with such components of legislation, regulations, standards, practices, and procedures as they pertain to the elimination, control, and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards, and programs, and shall report hazards to someone in authority, in the interests of the health and safety of all members of the community.

By extension, students, visitors, and contractors of the University are also required to comply with all relevant legislation and university policies. Students are responsible for conducting themselves in a manner that is consistent with their health and safety and that of others. Failure to do so may be considered a breach of the Code of Conduct (Non-Academic). Contractors and subcontractors performing work at the University shall, as part of their contracts, agree to comply with all relevant workplace health and safety legislation, codes, standards, and practices.

It is the primary duty of all faculty and staff who are supervisors, as defined under the OHSA, to ensure that any persons performing work under their direction are made aware of and comply with all applicable health & safety policies and procedures. They are responsible for ensuring that all aspects of the workplace, including teaching and research sites, are safe and that any risks, hazards, and safety violations drawn to their attention are investigated and mitigated promptly.

## PROCEDURES

### **Governance:**

Roles and responsibilities for health and safety leadership will be defined by the "Policy on Leadership Roles and Responsibilities for Occupational Health, Safety and Emergency Management."

### **Training:**

Under the University's Health and Safety Program, training will be offered for identified risks and for legislated requirements.

### **Review:**

The University will review this policy at least annually in accordance with, and to ensure continued compliance with relevant legislation. Any necessary changes will be presented to the Board of Governors for review in a timely manner.

### **Implementation:**

The authority and responsibility for the administration of procedures and programs to provide for the implementation of this policy is assigned to the Office of Human Resources. Human Resources is responsible for facilitating the development, implementation and auditing of the Health and Safety Programs effective under this

policy. This is achieved through the implementation of a risk management system that is directed at supporting the Internal Responsibility System through the application of best practices for the management of occupational, environmental, public health and safety related risks.

The Director of Human Resources will provide reports to the University Board of Governors concerning the status and effectiveness of the Workplace and Environmental Health and Safety System and any notices of violation issued to the University regarding breaches of workplace health and safety, Workplace Safety and Insurance Act, or environmental protection statutes.

**Reporting:**

Human Resources will prepare an annual report on the safety of the University campus for review by the Joint Health and Safety Committee and the Board of Governors.

**Signed:**

  
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Asima Vezina, President & Vice-Chancellor  
Algoma University

July 10, 2019  
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Date