

2.0 ST. FRANCIS XAVIER UNIVERSITY SAFETY POLICY OBJECTIVES

2.1 Policy Objectives

The objectives of this policy are to ensure that all departments within St. Francis Xavier University are in compliance with the Act, and that every precaution, reasonable in the circumstances, is taken to provide for a healthy and safe working environment.

Implementation of this policy, through the establishment of an occupational health and safety program, based on the concepts of internal responsibilities, will assure that management and employees work together to promote health and safety and prevent workplace accidents and illnesses.

2.2 Guiding Principles

- 2.2.1** Health and safety is a shared responsibility. Employees at all levels of the organization are responsible and accountable to work safely at all times, to identify and report hazards, to take whatever measures, necessary and reasonable in the circumstances, to protect and promote health and safety.
- 2.2.2** Each department is responsible for implementing and complying with this policy in all areas of departmental operations. Each level of departmental management is responsible for the provision of a safe and healthy working environment for the employees in the department and the achievement of the objectives of this policy.
- 2.2.3** Departmental management are responsible for ensuring that the workplace is safe and healthy, that employees are advised of actual or potential hazards, and are instructed in and follow safe work procedures.
- 2.2.4** Active employee participation, involvement and full cooperation with those exercising responsibilities in health and safety are key ingredients in an effective health and safety program.

- 2.2.5** The Site Occupational Health and Safety Committees are key elements for the maintenance and support of health and safety programs.
- 2.2.6** Site Occupational Health and Safety Programs will be designed in accordance with the University's Safety Policy and with any other government policies and regulations regarding health and safety.
- 2.2.7** Safety rules and practices will be enforced in the workplace, shall be reasonable and consistent, and shall be in compliance with the Act and Regulations.

Policy Application

2.3.1 Employees

This policy applies to all employees of St. Francis Xavier University. This policy must be part of orientation activities for new employees and must be reviewed with all current employees at the time of coming into effect. Any changes made to this policy are also to be reviewed with all employees as soon as the changes come into effect.

2.3.2 Contract Work

- I.** This policy also applies to those who undertake work for St. Francis Xavier University by contract. Any contracted work that is carried out, by a party who contracts for the work, must be in accordance with the Act.
- II.** St. Francis Xavier University shall (Section 19 of the Act)
- (a) take every precaution that is reasonable in the circumstances to provide and maintain the owner's land or premises being or to be used as a workplace
 - (i) in a manner that ensures the health and safety of persons at or near the workplace, and
 - (ii) in compliance with this Act and the regulations; and
 - (b) give to the employer at the workplace the information that is
 - (i) known to the owner or that the owner could reasonably be expected to know, and
 - (ii) necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace

2.4 Policy Directives

2.4.1 Legislation

This policy is concerned with the Act. In essence, the purpose of the Act is to prevent occupational injury and illness in the workplace. All St. Francis Xavier University workplaces shall meet or exceed the regulatory requirements of the Act.

2.4.2 Yearly Review

This Policy is to be reviewed on a yearly basis by the Joint Occupational Health and Safety Committee, Site Occupational Health and Safety Committees, and Site Occupational Health and Safety Representatives.

2.4.3 Posting in University Workplaces

This policy is to be readily accessible to all employees and shall be posted on dedicated bulletin boards in the workplace.

2.4.4 Occupational Health and Safety Program

2.4.4.1 St. Francis Xavier University's Occupational Health and Safety Program will consist of a Joint Occupational Health and Safety Committee, site occupational health and safety committees, and site occupational health and safety representatives where required. Defined occupational health and safety procedures and safety programs specific to a department's operational needs are also part of the University Program.

2.4.4.2 St. Francis Xavier University's Occupational Health and Safety Program shall be developed in consultation with the Joint Occupational Health and Safety Committee. It shall be implemented, maintained, evaluated, and communicated to all employees in order to meet the requirements of this policy and of the Act.

2.4.4.3 The Occupational Health and Safety Program shall include,
(Section 28, 2 & 3 of the Act)

- (a) provision for the training and supervision of employees in matters necessary to their health and safety and the health and safety of other persons at the workplace;
- (b) provision for the preparation of written work procedures required to implement safe and healthy work practices, including those required pursuant to the Act, the regulations or by order of an officer, and identification of the types of work for which the procedures are required at the University's workplace;
- (c) provision for the establishment and continued operation of a committee required pursuant to the Act, including maintenance of records of membership, rules of procedure, access to a level of management with authority to resolve health and safety matters and any information required under the Act or the regulations to be maintained in relation to a committee;
- (d) provision for the selection and functions of a representative where required pursuant to the Act, including provision for access by the representative to a level of management with authority to resolve health and safety matters;
- (e) a hazard identification system that includes
 - (i) evaluation of the workplace to identify potential hazards,
 - (ii) procedures and schedules for regular inspections,
 - (iii) procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards, and
 - (iv) identification of the circumstances where hazards must be reported by the University to the committee or representative, if any, and the procedures for doing so;
- (f) a system for workplace occupational health and safety monitoring, prompt follow-up and control of identified hazards;
- (g) a system for the prompt investigation of hazardous occurrences to determine their causes and the actions needed to prevent recurrences;
- (h) maintenance of records and statistics, including reports of occupational health and safety inspections and occupational health and safety investigations, with provision for making them available to persons entitled to receive them pursuant to the Act; and
- (i) provision for monitoring the implementation and effectiveness of the program.

- (3) The University shall make available a copy of the program
 - (a) to the committee or representative, if any; and
 - (b) on request, to an employee at the workplace.

2.4.5 Training

All Employees including Faculty, Staff, Administrators, Supervisors, Managers, Chairs of Departments, and all health and safety committee representatives shall receive information and training regarding their duties and responsibilities under the Act and the University's Occupational Health and Safety Policy and Program.

2.4.6 Reporting

- I.** All employees shall report, without fear of reprisal, any and all work site hazards and any health and safety concerns to their immediate supervisor/manager/chair, who is responsible to conduct an investigation and initiate a process to address the concerns.
- II.** Concerns that are not resolved satisfactorily at the level of the supervisor/manager/chair are to be referred to the Site Occupational Health and Safety Committee.
- III.** If the concern is still not resolved satisfactorily, the concern will be referred to the Joint Occupational Health and Safety Committee.
- IV.** An employee who is not satisfied with the outcome may take the concern to the Department of Labour's Occupational Health and Safety Officer (1-800-952-2687)

2.4.7 Confidentiality

All personal information, including confidential information gathered related to individual occupational health and safety matters, is to be handled sensitively and in accordance with the Act, and University Policy.

2.5 Accountability

2.5.1 St. Francis Xavier University Board of Governors

- I. Because of the nature and structure of the University as an employer, organized into distinct departments and because the university workforce is occupationally diverse, the responsibility for workplace health and safety has been assigned to each department and the Supervisors, Managers and/or Chairs of that department.
- II. On the whole, Supervisors/Managers/Chairs are generally responsible for the management of departments, departmental staff and for the implementation and administration of laws and policies applicable to university employees.
- III. St. Francis Xavier University is the employer under the Act and like all employers, continues to be responsible for compliance with the Act.

2.5.2 St. Francis Xavier University is responsible to:

- (a) ensure all departments adhere to this policy.
- (b) ensure there is strategic direction and planning for the department's health and safety program to implement the University's Occupational Health and Safety Policy.
- (c) allocate resources for health and safety program initiatives.
- (d) delegate responsibility/authority to trained and competent personnel and hold them accountable by including health and safety responsibilities in performance criteria, as appropriate.
- (e) ensure audit results of the health and safety program initiatives are reviewed and appropriate action taken.
- (f) ensure that all departments comply with the laws and statues that have been enacted by federal and provincial governments concerning Occupational Health and Safety.

2.5.3 Supervisors/Managers/Chairs are responsible to:

- (a) adhere to the University's Safety Policy and ensure compliance with the Act, Regulations and Codes of Practice within the work sites under their supervision.
- (b) integrate preventive health and safety practices into departmental activities and hold employees accountable for following safe work practices/procedures in performance appraisals.
- (c) provide information and training to employees to protect their health and safety and maintain records of all such training.
- (d) supervise employees and audit work processes to ensure employees are working in a safe manner using the proper protective devices and following proper procedures when required.
- (e) communicate information concerning work site hazards to employees and the necessary work practices/procedures to be practiced.
- (f) take action immediately upon any report or suspicion of unsafe working conditions.
- (g) cooperate with employees, site occupational health and safety committees, the Joint Occupational Health and Safety Committee, and any other person performing a duty under the Act to promote a safe and healthy workplace.
- (h) respond to recommendations from site occupational health and safety committees and the Joint Occupational Health and Safety Committee, in writing when requested, and within the deadline as specified in the Act.
- (i) evaluate health and safety performances and provide feedback to the University Occupational Health and Safety Officer.
- (j) ensure all regulatory agency's orders and requirements are satisfied in a timely manner and report all such activities to the University Occupational Health and Safety Officer.

2.5.4 Employees are responsible to:

- (a) work in accordance with the Act.
- (b) adhere to St. Francis Xavier University's Safety Policy and all other management policies and directives on health and safe job performances to ensure compliance with the Act.
- (c) ensure work activity and behaviors do not place their own health and safety or the health and safety of others at risk.
- (d) report all work site hazards and health and safety concerns to the immediate supervisor/manager/chair, site occupational health and safety committee, or Joint Occupational Health and Safety Committee for resolution. If unresolved, report the work site hazard to the Department of Labour.
- (e) report all personal injuries, property or equipment damage to the supervisor/manager/chair of the department, no matter how minor.
- (f) follow established safe work procedures, wear personal protective equipment as required and as instructed, and use machinery, equipment, and materials only as authorized and as trained.
- (g) participate, wherever possible, in defining safe job procedures and in opportunities to protect and promote health and safety on the job.
- (h) cooperate with fellow employees, site occupational health and safety committees, Joint Occupational Health and Safety Committee, and any other person performing a duty under the Act in promoting a safe and healthy workplace.

2.5.5 The Joint Occupational Health and Safety Committee is responsible to:

- (a) perform the functions of a Health and Safety Committee as defined in the Act.
- (b) hold regular meetings in accordance with written terms of reference and maintain minutes and records of committee activities.
- (c) work cooperatively with employees and management, to identify work site hazards and to develop, implement and evaluate occupational health and safety programs designed to respond to these hazards.
- (d) receive, investigate and promptly resolve work site health and safety concerns, complaints and work refusals.
- (e) participate in inspections, inquiries, investigations and audits concerning work site health and safety concerns and follow up according to established procedures when necessary.
- (f) advise on the development, implementation and evaluation of an occupational health and safety policy and program which is designed to improve workplace health and safety.
- (g) participate in health and safety educational and training programs for employees and advise on the use of personal protective equipment.
- (h) submit written recommendations on health and safety concerns to the President or Designate for approval.
- (i) participate in the auditing of work sites to determine compliance with occupational health and safety requirements.
- (j) approve all Occupational Health and Safety Policies, Procedures, and work site Safety Programs prior to implementation.

2.5.6 Site Occupational Health and Safety Committees are responsible to:

- (a) perform the functions of an Occupational Health and Safety Committee as defined in the Act and St. Francis Xavier University's Safety Program.
- (b) hold regular meetings in accordance with written terms of reference and maintain minutes and records of committee activities.
- (c) obtain JOHSC approval for all Occupational Health and Safety Policies, Procedures, and work site Safety Programs prior to implementation.
- (d) work with work site employees and management to identify work site health and safety hazards, to develop and implement procedures to respond to these hazards.
- (e) work with the supervisor/manager/chair, other site occupational health and safety committees, and the Joint Occupational Health and Safety Committee in the investigation of, and resolution, of health and safety concerns, complaints and work refusals within their work site.
- (f) participate in inspections, inquiries, investigations and audits concerning health and safety of work site employees.
- (g) participate in the development, implementation and evaluation of a health and safety program for the work site.
- (h) participate in health and safety education and training programs for work site employees including the use of personal protective equipment.
- (i) advise and make recommendations regarding the University's Occupational Health and Safety Policy and Program and for the improvement of health and safety in the work site.
- (j) participate in the auditing of compliance with the Act for their work site.

2.5.7 Occupational Health and Safety Representatives are responsible to:

- (a) perform the functions of an Occupational Health and Safety Representative as defined in the Act where no committee is required.
- (b) arrange safety/toolbox meetings as recommended by the JOHSC and maintain minutes and records of representative's activities.
- (c) obtain JOHSC approval for all Occupational Health and Safety Policies, Procedures and work site Safety Programs prior to implementation.
- (d) work with work site employees and management to identify work site health and safety hazards, to develop and implement procedures to respond to these hazards.
- (e) work with the supervisor/manager/chair, site occupational health and safety committees and the Joint Occupational Health and Safety Committee in the investigation of, and resolution of, health and safety concerns, complaints and work refusals within their work site.
- (f) participate in inspections, inquiries, investigations and audits concerning health and safety of their work site employees.
- (g) participate in the development, implementation and evaluation of a health and safety program for their work site.
- (h) participate in health and safety education and training programs for employees in their work site including the use of personal protective equipment.
- (i) advise and make recommendations regarding the University's Occupational Health and Safety Policy and Program and for the improvement of health and safety in their work site.
- (j) participate in the auditing of compliance with the Act for their work site.

**2.5.7 University Occupational Health and Safety Officer
is responsible to:**

- (a) coordinate the development of the University's Health and Safety Policy and Program guidelines and monitor their implementation throughout the university.
- (b) coordinate the yearly review and update of the University's Safety Policy.
- (c) provide consultative support services to departments on matters relating to occupational health and safety.
- (d) coordinate a university auditing program for work sites to monitor, evaluate and report on occupational health and safety performances and compliance with legislation standards.
- (e) provide reports on departmental and university performances on key health and safety indicators.
- (f) work with Site Occupational Health and Safety Committees, Health and Safety Representatives, and the Joint Occupational Health and Safety Committee, when requested, to facilitate improvements in health and safety which will prevent work site injuries and illness.
- (g) confer with external agencies and the Department of Labour on health and safety policy issues to ensure the University's obligations are met under the Act.

2.6 Inquiries

Any questions concerning St. Francis Xavier University's Safety Policy or Program, can be directed to any one of the following representatives:

Joint Occupational Health and Safety Committee Members: 2010-2011

- Association of University Teachers (AUT): John Bueglas
J. Bruce Brown 422A
Email: jbueglas@stfx.ca ; Phone: 867-2254
- Canadian Auto Workers (CAW): Bernie Hanifen
Facilities Management Maintenance
Email: FM@Stfx.ca; Phone: 867-2149
- Canadian Union of Public Employees (CUPE): Josie MacPherson
MacKinnon Hall, Security Office B1
Email: josiemp@stfx.ca; Phone: 867-3799
- Dean Of Science : Robert van den Hoogan
Nicholson Hall 2nd Floor Room 222
Email: rvandenh@stfx.ca Phone: 867-3903
- Director Human Resources: Interim Robert Proctor
4th Floor, MacKinnon Hall
Email: Rprocter@stfx.ca Phone: 867-3656
- Director Facilities Management: Leon MacLellan
Facilities Management
Email: lmaclell@stfx.ca Phone: 867-2289
- Director Athletics Department: Leo MacPherson, Co-Chair
Oland Centre Room 141
Email: lmacpher@stfx.ca Phone: 867-2280
- NS Employees Union (NSGEU): Jennifer Farrell, Secretary
Physical Sciences Complex 2052
Email: jfarrell@stfx.ca Phone: 867-5109
- STFX Non-Union Employees: Sean Ryan
Bloomfield Centre
Email: sryan@stfx.ca Phone: 867-2381
- StFX Student's Union; Student President: Sam Mason
Bloomfield Centre Room 413
Email: su_pres@stfx.ca Phone: 867-2435
- University Occupational Health and Safety Officer: Janet Beaton
MacKinnon Hall, Room B10A
Email: jrbeaton@stfx.ca Phone: 867-5038

For Further information please refer to Section 8 to review a copy of the Nova Scotia Occupational Health and Safety Act