

## **6.0 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE PROCEDURES**

### **6.1 Concern/Complaint Policy**

**It is the Policy of St. Francis Xavier University to address work site health and safety concerns/complaints.**

#### **6.1.1 Concern/Complaint Procedure**

Employee(s) who believe that any condition, device, equipment, machine, material or thing or any aspect of the work place is or may be dangerous to the employee's health or safety or that of any other person at the work place shall:

- Step 1.** Immediately report it to their immediate supervisor/manager/chair verbally or in writing.
- Step 2.** If the concern/complaint is not remedied by the immediate supervisor/manager/chair to the employee's satisfaction, the employee(s) shall report the concern/complaint to the site occupational health and safety committee(site committee).
- Step 3.** If the concern/complaint is not remedied to the employee's satisfaction by the site committee, the employee(s) shall report the concern/complaint to the joint occupational health and safety committee (joint committee). The employee(s) may also fill out a Concern/Complaint Report (figure 6.1.A).
- Step 4.** If the concern/complaint is not remedied to the employee's satisfaction by the joint committee, the employee shall report the concern/complaint to the Department of Labour (1-800-952-2687).

### **6.1.2 Remediating a Concern/Complaint**

Where a site committee or the joint committee receives a concern/complaint from an employee, it shall investigate and promptly dispose of the concern/complaint in accordance with Section 31(c) of the Act.

In its investigation and disposition of the concern/complaint, the site committee or joint committee may involve the University occupational health and safety officer and may:

- interview employee(s), supplier(s) or others.
- examine all documents, both electronic and paper.
- determine which employee(s), supervisor/manager/chair or site committee representatives will be present during the joint committee investigation.
- designate a subcommittee to further investigate into the concern/complaint.
- request expertise from external agencies.
- set a time frame to address and resolve the concern/complaint.
- advise the employee(s), supervisor/manager/chair or the site committee, on a resolution.
- submit a written recommendation to the President of the University or designate for approval. (Recommendation, Section 6.4 Figure 6.4.A).

All Concern/Complaint Reports, information, and correspondences gathered during the resolution process shall be maintained by the University Occupational Health and Safety Officer. (Refer to Section 3.2.3 of the University's Occupational Health and Safety Program)

**St. Francis Xavier University**  
**Figure 6.1. A      Joint Occupational Health and Safety Committee**  
**Concern/Complaint Report**

**Please Complete and forwarded to the University Occupational Health & Safety Officer**

**EMPLOYEE SECTION**

Department \_\_\_\_\_ Date Submitted \_\_\_\_\_

Employee Name \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor/Manager/Chair Name \_\_\_\_\_ Phone \_\_\_\_\_

Describe the concern/complaint \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**University Occupational Health & Safety Officer's Section**

Received by \_\_\_\_\_ Date \_\_\_\_\_

**FOLLOW-UP**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE (JOHSC)**

**RESOLUTION**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chair's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## 6.2 Work Refusal Policy

**It is the Policy of St. Francis Xavier University to address workplace health and safety work refusals.**

### 6.2.1 Work Refusal Procedure

An employee may refuse to do any act in the workplace where the employee has reasonable grounds for believing that the act is likely to endanger the employee's health or safety or the health or safety of any person.

- Step 1.** Where an employee exercised the right to refuse to work pursuant to Section 43(1) of the Act, the employee(s) shall immediately report their refusal and the reasons therefore to their immediate supervisor/manager/chair.
- Step 2.** The employee and the immediate supervisor/manager/chair may work together to correct the unsafe work situation.
- Step 3.** If the unsafe situation is resolved to the satisfaction of the employee, the employee shall return to work.
- Step 4.** If the unsafe situation is not remedied to the employee's satisfaction, the employee shall report the matter to the site occupational health and safety committee or the Joint Occupational Health and Safety. The employee may fill out a Work Refusal Report (Figure 6.2.A).
- Step 5.** The site committee and/or Joint Occupational Health and Safety shall notify the University Occupational Health and Safety Officer and the joint committee shall call an emergency meeting during which if may:
  - interview relevant employee(s), suppliers or other.
  - examine all relevant documentation, both electronic and paper.
  - determine whether or not employee(s), supervisor/manager/chair or site committee members will be present during the joint committee investigation.
  - designate a subcommittee to address the work refusal.
  - submit a written recommendation to the President of the University or designate for approval. (Recommendation, Section 6.4 Figure 6.4.A).

- Step 6.** If the Joint committee is unanimous, it may direct the employee(s) to return to work. If the joint committee is not unanimous in the decision, it shall report the matter to the Department of Labour.
- Step 7.** If the matter is not remedied to the employee's satisfaction by the site committee or the joint committee, the employee shall report the matter to the Dept of Labour (1-800-952-2687).
- Step 8.** An Officer of the Department of Labour shall investigate the matter and my advise the employee to return to work.

### **6.2.2 Restriction On Assignment of Work Where Refusal (Section 44 of the Act)**

**If an employee has excised his/her right to refuse to work, no other employee shall be assigned to do that work by the University until the matter had been dealt with under Section 43 of the Act unless the new employee to be so assigned has been advised of:**

- (a) the refusal by another employee;
- (b) the reason for the refusal; and
- (c) the employee's rights pursuant to Section 43 of the Act.

### **6.2.3 Reassignment of Work (Section 43, 5-9 of the Act)**

- (1) Subject to any applicable collective agreement, and Section 43, (3) of the Act, where an employee refuses to do work pursuant to Section 43, (1) of the Act, the University may reassign the employee to other work and the employee shall accept the reassignment until the employee is able to return to work pursuant to Section 43, (1) of the Act.
- (2) Where an employee is reassigned to other work pursuant to Section 43, (5) of the Act, the University shall pay the employee the same wages or salary and grant the employee the same benefits as would have been received had the employee continued in the employee's normal work.

- (3) Where an employee has refused to work pursuant to Section 43, (1) of the Act and has not been reassigned to other work pursuant to Section 43, (5) of the Act, the University shall, until clause Section 43, (1)(a), (b) or (c) of the Act is met, pay the employee the same wages or salary and grant the employee the same benefits as would have been received had the employee continued to work.
- (4) A reassignment of work pursuant to Section 43, (5) is not discriminatory action pursuant to Section 45 of the Act.
- (5) An employee may not, pursuant to this Section 43 of the Act, refuse to use or operate a machine or thing or to work in a place where
  - (a) the refusal puts the life, health or safety of another person directly in danger; or
  - (b) the danger referred to in Section 43, (1) of the Act, is inherent in the work of the employee.

All Work Refusal Reports, information, and correspondence gather during the resolution process shall be maintained by the University Occupational Health and Safety Officer. (Refer to Section 3.2.3 of the University's Occupational Health and Safety Program).

**St. Francis Xavier University**  
**Figure 6.2. A      Joint Occupational Health and Safety Committee**  
**Work Refusal Report**

**Please Complete and forwarded to the Joint Occupational Health and Safety Committee**

**EMPLOYEE SECTION**

Department \_\_\_\_\_ Date Submitted \_\_\_\_\_

Employee Name \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor/Manager/Chair Name \_\_\_\_\_ Phone \_\_\_\_\_

Describe the Work Refusal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Joint Occupational Health and Safety Committee (JOHSC) Section**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Time Work Refusal Received \_\_\_\_\_ Time of Emergency Meeting \_\_\_\_\_

Attendance:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Copy of Minutes attached to Form \_\_\_\_\_ Yes \_\_\_\_\_ No

**RESOLUTION** \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Signatures:**

Chair \_\_\_\_\_ Employee \_\_\_\_\_

### 6.3 Release of Information Policy

**It is the Policy of St. Francis Xavier University to make available Occupational Health and Safety Information, Reports and Work Site Inspections to employees.**

#### 6.3.1 Release of Information Procedure

When the Joint Occupational Health and Safety Committee (JOHSC) receives Occupational Health and Safety Information, Reports or Work Site Inspections from Consultants, Department of Labour, Other Regulatory Agencies, or any other means;

The JOHSC shall request;

- the University Occupational Health and Safety Officer to forward copies of the Occupational Health and Safety information, reports or work site inspections to:
  - Supervisor/Manager/Chair of the department and/or building.
  - Site Occupational Health and Safety Committees.
  - Angus L. Macdonald Library and placed on Reserve.
    - **Please note:** All Occupational Health and Safety Information placed on reserve in the Library is available for all employees.
  - Employee(s) who have submitted requests in writing to the JOHSC or the University Occupational Health and Safety Officer.
  - Or as directed by the JOHSC

Once initial Occupational Health and Safety information, reports or work site inspections have been reviewed by the Joint Occupational Health and Safety Committee, the University Occupational Health and Safety Officer will accept all written requests for information. (Refer to Section 3.2.3 of the University's Occupational Health and Safety Program).



**6.3.2 Communication Requirements:**

Each Site Occupational Health and Safety Committee will post the following information on dedicated Occupational Health and Safety bulletin boards on campus:

	<b>Occupational Health and Safety Information to be posted on All Occupational Health and Safety Bulletin Boards</b>
	The Nova Scotia Occupational Health and Safety Act
	All Acts, Regulations, and Codes of Practice that are relevant to the Department or Work Sites.
	The University’s Occupational Health and Safety Policy.
	The 24 hour telephone number for the Department of Labour: (8)1-800-9LABOUR, (8)1-800-952-2687
	Site Occupational Health and Safety Committee information including: <ul style="list-style-type: none"> <li>▪ names of Health and Safety Committee Members</li> <li>▪ their work locations</li> <li>▪ telephone numbers on campus.</li> </ul>
	Names of Employees who are qualified in Emergency/Standard First Aid <ul style="list-style-type: none"> <li>▪ their work locations</li> <li>▪ telephone numbers on campus.</li> </ul>
	The most recent Site Occupational Health and Safety Committee Safety minutes.
	The most recent Joint Occupational Health and Safety Committee (JOHSC) Minutes
	List of current Occupational Health and Safety Reports, Information, Tests and Workplace Inspections for this location and how to access this information.
	Department of Labour Inspection and/or Orders.
	Any other information as directed by the Joint Occupational Health and Safety Committee or as required by legislation.
	<b>Emergency Preparedness Information</b> <ul style="list-style-type: none"> <li>▪ Location: St Francis Xavier University</li> <li>▪ Building name:</li> <li>▪ Phone #</li> <li>▪ Room #</li> <li>▪ <b>Fire/RCMP/Ambulance:(8) 911 or 911</b></li> <li>▪ Poison Control : (8)1-800-565-8161</li> <li>▪ Environmental Emergencies: (8)1-800-565-1633</li> <li>▪ Security: 3981</li> <li>▪ Fire Evacuation /Emergency Plan for this location</li> <li>▪ Any other Emergency telephone numbers or Information relevant to the department.</li> </ul>

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

## 6.4 Recommendation Policy

**It is the Policy of St. Francis Xavier University to address Occupational Health and Safety Recommendations. Using the following steps the purpose of a Recommendation is to reduce or eliminate the health and safety issue by considering:**

- **Elimination**
- **Substitution**
- **Engineering Controls**
- **Administrative Controls**

### 6.4.1 Recommendation Procedure:

When the Joint Occupational Health and Safety Committee (JOHSC) becomes aware of an Occupational Health and Safety issue from;

- Concern/Complaint Report
- Hazardous Assessment
- Incident/Accident Investigation
- Workplace Inspections
- Written Job Procedures
- Safe Work Practices
- Site Occupational Health and Safety Committees Recommendations
- Record Keeping
- Safety Meeting (tool box) Minutes
- Training
- Incident Reports
- Any other means

The JOHSC may wish to review all Occupational Health and Safety report(s) relevant to the safety issue prior to submitting a written recommendation.

- Step 1.** The Joint Occupational Health and Safety Committee (JOHSC) may conduct a hazard assessment. Please refer to Section 6.5.2 Hazard Assessment.
- Step 2.** The Joint Occupational Health and Safety Committee (JOHSC) will then proceed by submitting in writing a Recommendation to the President of the University or Designate for approval. (Figure 6.4.A).
- Step 3.** The JOHSC will schedule a meeting within 21 days post the submission of a Recommendation Report to review the response from the President of the University or Designate.

- Step 4.** Where the JOHSC receives a written response from the President of the University pursuant to Section 34(1) of the Act, the JOHSC may:
- request clarification and/or specify conditions prior to accepting the response;
  - if the JOHSC is in disagreement with the decision and/or the explanation provided for the delay in responding, the Chair of the JOHSC shall report this fact to the Department of Labour.
- Step 5.** The JOHSC shall request the University Occupational Health and Safety Officer to forward copies of all correspondences and the Recommendation Report to the Supervisor/Manager/Chair of the department and/or building, and the Site Occupational Health and Safety Committee.

**The Department of Labour's Occupational Health and Safety Officer may investigate the disagreement as per section 34 of the Act.**

The University Occupational Health and Safety Officer shall maintain all Recommendation Reports, information, and correspondence gather during the resolution process. (Refer to Section 3.2.3 of the University's Occupational Health and Safety Program).

**St. Francis Xavier University**  
**Figure 6.4.A Joint Occupational Health and Safety Committee**  
**Recommendation Report**

**To be completed by the JOHSC Committee**

**Recommendation #** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Submitted to:** \_\_\_\_\_ **Response required within 21days** \_\_\_\_\_

**Supervisor/Manager/Chair Name:** \_\_\_\_\_ **Department** \_\_\_\_\_

**RECOMMENDATION:**

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**BACKGROUND INFORMATION:**

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Chair's signature \_\_\_\_\_ Date \_\_\_\_\_

## 6.5 Hazard Identification Policy

**It is the Policy of St. Francis Xavier University to continuously strive to identify health and safety work site hazards. The JOHSC shall promote awareness of health and safety work site hazards by defining a hazard as: anything that has the potential to cause injury, illness or disease.**

### 6.5.1 Hazard Identification Procedure

Employees are asked to use the following table as a guide in evaluating the design and layout of the work site as well as the work process, equipment, substances and machines used to perform job related responsibilities to determine if hazards exist.

<b>Hazard Identification Table</b>		<b>YES</b>	<b>NO</b>
<b>1.</b>	Chemical hazards such as a chemical or material used in the workplace, or a process, or material by-product.		
<b>2.</b>	Physical hazards such as noise, vibration, heat stress, cold stress, or radiation.		
<b>3.</b>	Ergonomic hazards such as work which requires awkward posture, repetitious motion, or excessive muscular force.		
<b>4.</b>	Hazards specific to machinery, materials, tools and equipment in use.		
<b>5.</b>	Hazards related to particular work processes and work environments.		
<b>6.</b>	Biological hazards including viruses, bacteria, fungi, or parasites.		
<b>7.</b>	Hazards from energy sources such as electrical, compressed air or gases, hydraulic, gravity, chemical or heat.		
<b>8.</b>	Is there a risk of slipping, tripping, or falling?		
<b>9.</b>	Can any part of the body be caught in or between objects, or at risk of objects falling?		
<b>10.</b>	Hazards created through nonexistent or inadequate work practices or taking shortcuts.		
<b>11.</b>	Hazards created when proper work practices are not followed.		
<b>12.</b>	Are there known factors affecting Indoor Air Quality?		
<b>13.</b>	Are Fire Exits clearly marked, egress/access routes unobstructed, fire fighting equipment serviceable and inspected routinely?		
<b>14.</b>	Are first aid supplies maintained and inspected routinely and are there trained personnel available.		
<b>15.</b>	Are there unforeseen factors that may affect work related duties and work sites.(i.e. deadlines, time of day, time of year, crowds, traffic, weather, etc.)		
<b>16.</b>	Other factors as outlined by the department		

## **6.5.2 Hazard Assessment**

In conducting a hazard assessment, employees and their supervisor/manager/chair shall study the design and layout of the work site as well as the work process, equipment, substances and machines used to perform job related responsibilities to determine if hazards exist. When a work related hazard has been identified (refer to section 6.5.1), it must be properly examined to identify all risks associated with it. The following steps offer a guide on how to manage the risks associated with the hazard.

### **Step 1. Elimination.**

Can the hazard be successfully removed without restricting the design and layout of the work site as well as the work process, equipment, substances and machines used to perform job-related responsibilities. If no, further steps are necessary to control the hazard.

### **Step 2. Substitution.**

The employees and supervisor/manager/chair shall consider less hazardous alternatives to the work process, equipment, substances and machines used to perform job-related responsibilities. Can any of these be replaced with a less hazardous substitute?

### **Step 3. Engineering Controls.**

The employee and supervisor/manager/chair may wish to examine engineering controls that relate to the design and layout of the work site as well as the work process, equipment, substances and machines used to perform job related responsibilities. Common engineering controls involve mechanical, electrical, structural and ergonomics.

### **Step 4. Administrative Controls.**

Finally, if the hazard cannot be reduced to an acceptable level of risk by using substitution or engineering controls, administrative support will be necessary. Administrative support includes but not limited to;

- Introducing new policies
- Changing work processes
- Providing proper personal protective equipment
- Implementing written safe work practices and procedures
- As deemed necessary to reduce the hazard to an acceptable level of risk.

### 6.5.3 Written Safe Work Procedures

Written safe work procedures are step by step instructions on how to perform job- related responsibilities once potential hazards have been identified either with the design or layout of the work site, with the work process, equipment, substances or machines used to perform the job, task, or procedure.

Potential hazards are rated (refer to section 6.8.1) by the supervisor/manager/chair based on the following scale;

- #1 Major
- # 2 Serious
- # 3 Minor
- # 4 Non-hazardous.

Potential hazards that are rated;

- # 1 Major, shall have safe written work procedures at the work site.
- # 2 Serious, may have safe written work procedures at the work site as determined by the supervisor/manager/chair and the site occupational health and safety committee.
- # 3 Minor, may have safe written work procedures at the work site as determined by the supervisor/manager/chair and the site occupational health and safety committee.
- # 4 Non-hazardous, may have safe written work procedures at the work site as determined by the supervisor/manager/chair and the site occupational health and safety committee.

There are four main goals to consider prior to writing safe work procedures.

- The first goal is to properly identify potential hazards. Always treat the cause not the symptoms. (Refer to section 6.5.1)
- The second goal is to ensure that the most effective steps are taken to manage the risks associated with the potential hazard. (Refer to section 6.5.2)
- The third goal is once the potential hazard is identified and the steps taken to manage the risks associated with the hazard, **no new potential hazards have been created.**
- The fourth goal is to write safe work procedures that will protect the health and safety of the employee while performing the job related responsibility.

**The following is a framework in which written safe work procedures shall follow.**

- I. Safe work procedures shall be written either collectively or by individuals who are familiar with the design and layout of the work site as well as the work process, equipment, substances and machines used to perform job related responsibilities.

- II.** Each written safe work procedure will be specific to the design and layout of the work site as well as the work process, equipment/substances/machines, personal protective equipment, and any potential hazards or precautions noted in performing the job related responsibility.
- III.** Employees and their supervisor/manager/chair shall review all written safe work procedures for accuracy prior to being sent forwarded to the site occupational health and safety committee.
- IV.** All written safe work procedures shall be reviewed and adopted by the site occupational health and safety committees prior to implementation.
- V.** Once a written safe work procedure is implemented, the supervisor/manager/chair of each department is responsible to ensure that all employees who perform the job/task/procedure is properly qualified and trained to carry out the work procedure safely.
- VI.** Once an employee is fully trained to perform a safe work procedure, the supervisor/manager/chair of each department shall maintain a written record of the employee's training.
- VII.** Each written safe work procedure will be reviewed by the employees and the supervisor/manager/chair of each department at least once a year or as necessary. This is to accommodate changes in the design and layout of the work site as well as the work process, equipment/substances/machines, personal protective equipment, and any potential hazards or precautions noted in performing the job related responsibility.
- VIII.** Written safe work procedures are to be centrally located and easily reached so all employees within the department have access to this information.
- IX.** New employees including summer students and part-time employees shall receive on-going training in all written safe work procedures that are specific to their job related responsibilities.
- X.** Safe work procedures shall be numbered according to (Refer to Figure 6.5.3.A);
  - Department
  - Room/lab/classroom/work site
  - Job/task/procedure
  - Equipment/substance/machine
- XI.** Revisions to safe work procedures shall be numbered sequentially. With each new revision to the safe work procedure, the existing copy is update and replaced. (Refer to Figure 6.5.3.A.)



**St. Francis Xavier University**

**Figure 6.5.3.A**

**Written Safe Work Procedures Form**

<b>Department:</b>	<b>Room/lab/classroom/work site:</b>	<b>Job/task/procedure:</b>
<b>Equipment/substance/machine:</b>	<b>Safe work procedure written by:</b>	<b>Date of Initial safe work procedure:</b>
<b>Safe work procedure reviewed by:</b>	<b>Date approved:</b>	<b>Review date:</b>
<b>Revision number:</b>	<b>Date of Revision:</b>	<b>Revision approved by:</b>

Equipment, Tools, Materials Required: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Personal Protective Equipment Required: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Procedure: (Step by Step instructions on how to complete this job/task/procedure safely)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Note any additional potential hazards as a result of the job process.

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## 6.6 Indoor Air Quality Policy

**It is the Policy of St. Francis Xavier University to monitor and maintain acceptable Indoor Air Quality on Campus. As an employer, the University recognizes that Indoor Air Quality is a complex issue that involves many factors consisting of;**

- **the design and layout of the work site**
- **the outdoor climate**
- **the building's heating, ventilation, and air conditions (HVAC) system if present**
- **other sources of irritants both indoor and outdoor**
- **employees**

### 6.6.1 Assessing Indoor Air Quality Concerns

In order to help identify and manage factors that may be affecting Indoor Air Quality, the following guidelines are provided.

- I.** Employee(s) who are experiencing Indoor Air Quality concerns are to refer to Concern/Complaint Procedure Section 6.1.1.
- II.** At the same time, an employee(s) or the department can contact Physical Plant at 867-2149 to report their concerns.
  - Once the initial concern/complaint process has begun, the supervisor/manager/chair shall appoint an employee within the department as the key contact person to coordinate a basic assessment to gather background information.
- III.** The basic assessment shall consist of but not limited to;
  - a) The number of employees experiencing Indoor Air Quality concerns.
  - b) Employees' location.
  - c) The types of concern (i.e. odors, dryness, heat, cold etc.)
  - d) Time, date and circumstances surrounding the concerns.
  - e) Activities/events in and around the department/building.
  - f) Employee's physical symptoms experienced at that time.
  - g) The number and location of employees **not** experiencing Indoor Air Quality concerns.
  - h) Other factors as determined by the department and/or site occupational health and safety committee.

- IV.** Once a basic assessment has been completed, the employees, supervisor/manager/chair of the department and/or site occupational health and safety committee shall review the information to try and identify patterns, trends or behaviors that may be affecting Indoor Air Quality.
- If the employees, supervisor/manager/chair of the department and/or site occupational health and safety committee **can identify** patterns, trends or behaviors that may be affecting indoor air quality; Please refer to Hazard Assessment Section 6.5.2.
- V.** If the employees, supervisor/manager/chair of the department and/or site occupational health and safety committee **can not identify** patterns, trends or behaviors;
- the supervisor/manager/chair shall appoint an employee within the department as the key contact person to coordinate the ongoing documentation either daily, weekly, monthly from fellow employees regarding their Indoor Air Quality concerns.

**The ongoing documentation process shall consist of but not limited to;**

- a) What are the complaints and associated symptoms experienced?
  - b) When do they occur (season, time, day, and frequency)?
  - c) How long do symptoms last?
  - d) Do they clear up after leaving work (how soon)?
  - e) Have the symptoms been triggered by any specific activity/event in or around the department or building?
  - f) Have the symptoms been triggered in any specific area within the department or building?
  - g) Other factors as determined by the department and/or site occupational health and safety committee.
- VI.** Once the ongoing documentation process is in place the employees, supervisor/manager/chair of the department and/or site occupational health and safety committee shall review the documentation on a regular basis to try and identify patterns, trends or behaviors that may be affecting Indoor Air Quality.
- If the employees, supervisor/manager/chair of the department and/or site occupational health and safety committee **can identify** patterns, trends or behaviors that may be affecting indoor air quality. Please refer to Hazard Assessment Section 6.5.2.
  - If the employees, supervisor/manager/chair of the department and/or site occupational health and safety committee **can not identify** patterns, trends or behaviors that may be affecting indoor air quality continue with Concern/Complaint procedure Section 6.1.1 Step 3.

## 6.7 Accident Investigation Policy

**It is the Policy of St. Francis Xavier University to investigate all reported workplace accidents. Investigating workplace accidents provides insights into immediate and/or underlying causes of accidents and prevents similar accidents in future.**

### 6.7.1 Major and Serious Accident Investigation Procedure

- Step 1.** Accidents are to be reported immediately to the employee's immediate supervisor/manager/chair.
- If the nature and type of accidents requires **Emergency 911** services the supervisor/manager/chair or a designated employee calls for help and reports back that Emergency Services has been notified.
- Step 2.** The supervisor/manager/chair shall at an accident scene;
- take charge
  - see that the area is safe by stopping any ongoing hazards
  - Call for help (911) if not already done so
  - ensure that they and/or other employees are not at risk while at the accident scene
  - ensure no further damage to property occurs
  - provide personal protective equipment if required
  - assist the injured person or persons if possible
  - sees that first aid is administered by a trained employee or other qualified person
  - provide emergency resource (lighting, power, crowd control, etc)
  - identify and preserve sources of evidence at the accident scene
  - identify eye witness(es) that can contribute to the investigation.
- Step 3.** Once the injured employee(s) has received first aid and/or has been evacuated if necessary, and the accident scene has been secured, the supervisor/manager/chair shall begin the accident investigation process by observing and making written notes on the following;
- the layout of the accident site
  - the position(s) of injured worker(s)
  - the equipment and/or tools being used
  - material(s) being used
  - safety devices in use

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

- position of material/equipment
- damage to equipment/material
- housekeeping of area
- personal protective equipment if worn
- weather conditions
- lighting levels, time of day
- personal evidence regarding the injured employee(s) i.e. proper clothing, footwear.
- verify witnesses by recording names and telephone numbers
- other facts as deemed necessary by the supervisor/manager/chair.

The supervisor/manager/chair shall take photographs, sketches and measurements of the accident scene to assist with the investigation before anything is moved.

A basic Accident Investigation Kit shall contain but not be limited to:

- Polaroid Camera (extra film)
- Measuring tape (16ft)
- Clip board
- Note pad
- Graph paper
- Pens/pencils
- # 2 First Aid kit
- 6 volt lantern style flashlight; hand held flashlight (extra batteries)
- Flagging tape
- Extra disposable gloves
- As deemed by departments e.g. spill kits, extra personnel protective equipment (PPE), sample bags.

**Please note:** An Accident Investigation Kit is available at the office of the University Occupational Health and Safety Officer 544A MacKinnon Hall.

**Step 4.** The supervisor/manager/chair shall fill out Accident Investigative Report (Figure 6.7.A) and forward a copy to the University Occupational Health and Safety Officer by month end.

**If the accident**

- **results in a serious injury.**
- **results in a fire or an explosion.**
- **results in a death.**

The supervisor/manager/chair shall notify the University Occupational Health and Safety Officer as soon as possible. The University Occupational Health and Safety Officer will then become a member of the investigating team.

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

- Step 5.** The University shall send written notice to the Director (Section 63, 1,2 &3 of the Act)
- (a) of a fire or accident at the workplace that occasions bodily injury to an employee, within seven days of its occurrence;
  - (b) of an accidental explosion at the workplace, whether any person is injured or not, within twenty-four hours of its occurrence; and
  - (c) where at the workplace a person is killed from any cause or is injured from any cause in a manner likely to prove fatal, within twenty-four hours of the occurrence of the death or injury.
- (2) A true copy of the notice of accident required to be given by the University to the Workers Compensation Board, pursuant to the Workers Compensation Act, may be delivered or mailed to the Director as sufficient notice pursuant to this Section.
- (3) Where a notice is required to be sent to the Director pursuant to this Section, the University shall furnish the committee or representative at the workplace, if any, with a copy of the notice.
- Step 6.** Once all the evidence has been carefully collected and documented, the supervisor/manager/chair and/or members of the Investigating Team shall begin the interviewing process of the injured employee(s) and/or eye witness(s) as soon as possible. The purpose in conducting interviews is to gather detailed information as to what happened.
- Step 7.** The supervisor/manager/chair and/or members of the Investigating Team shall review Accident Investigation Guidelines Section 6.7.2 and all relevant documentation prior to determining a cause(s) of the accident and **WHY** it happened.
- Step 8.** The supervisor/manager/chair and/or members of the Investigating Team shall submit an Action Report (Figure 6.7.B) and/or Recommendations (Section 6.4, Figure 6.4.A) to either the site Occupational Health and Safety Committee and/or the Joint Occupational Health and Safety Committee to resolve immediate and/or underlying causes of the accident identified during the Accident Investigating process.

All copies of Accident Investigation Reports, information, and correspondences gathered during the investigation process related to Major and Serious accidents shall be maintained by the University Occupational Health and Safety Officer. (Refer to Section 3.2.3 of the University's Occupational Health and Safety Program)

**6.7.2 Accident Investigation Guidelines**

The following questions provide a framework in which supervisors/managers/chairs and/or members of the Investigating Team shall use to investigate work place accidents. By examining all six (6) categories; Job/Task, Material, Equipment, Environment, Personal, and Management/Organization, that immediate and/or underlying causes of workplace accidents may be identified and corrective action(s) put in place to prevent similar accidents in future.

- I.** Review categories 1-6.
- II.** By answering **No** to any of the questions, an Action Report (Figure 6.7.B) and/or Recommendations Report (Figure 6.4.A) may be required to resolve immediate and/or underlying causes of workplace accidents.

<b>Category 1: Job/Task</b>		<b>Yes</b>	<b>No</b>
1.	Was this the first time the job/task was performed?		
2.	Was the correct safe work procedure used?		
3.	Was there a safe work procedure written for this job/task?		
4.	Was the safe work procedure current and up to date?		
5.	Was there adequate supervision?		
6.	Were all hazards identified?		
7.	Were unsafe conditions corrected?		
8.	Were there any unusual circumstances regarding the task/job?		
9.	Were there previous accident reports in doing the job/task?		
10.	Did the job/task of other employee(s) contribute to the accident?		
11.	Was the correct tool(s) used?		
12.	Were the correct tool(s) available?		
13.	Was the employee(s) trained in the safe work procedures?		
14.	Was the employee(s) trained in the use and handling of the correct tools for the job?		
15.	Was the employee's(s) training current and up to date?		
16.	Was the job/task authorized?		
17.	Was Personal Protective Equipment available?		
18.	Was the employee(s) trained to use the proper Personal Protective Equipment?		
19.	Was the condition of the Personal Protective Equipment clean and in working order?		
20.	Was the Personal Protective Equipment suitable for the job/task?		
21.	Were general housekeeping duties a contributing factor?		
22.	<b>Other questions</b> – please specify:		

<b>Category 2: Material</b>		<b>YES</b>	<b>NO</b>
1.	Were there hazardous materials used?		
2.	Was the hazardous material properly labeled?		
3.	If a hazardous chemical, was the MSDS up to date?		
4.	Was the MSDS accessible and did the employee know how to access this information?		
5.	Did the employee(s) have up to date WHMIS training?		
6.	Was the hazardous material/chemical properly stored?		
7.	Were there proper spill procedures in place?		
8.	Were there proper disposal procedures in place?		
9.	Was there proper delivery and handling of the hazardous material/chemical?		

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

10.	Was the material/chemical used not suitable for the job/task?		
11.	Was there a less hazardous material or chemical available?		
12.	Was Personal Protective Equipment required?		
13.	Was the Personal Protective Equipment used properly?		
14.	Was the material/chemical used outdated or defective in any way?		
15.	<b>Other questions please specify:</b>		

<b>Category 3: Equipment</b>		<b>Yes</b>	<b>No</b>
1.	Was any of the equipment used poorly designed for the job/task?		
2.	Was the equipment used in good working order?		
3.	Were equipment guards required for safe operation of the equipment?		
4.	Were equipment guards in good working order?		
5.	Was equipment failure a contributing factor?		
6.	Was the maintenance records current and up to date?		
7.	Were known defects with the equipment properly fixed or replaced?		
8.	Was there any problems related to electricity or other power sources?		
9.	Were proper lock-out procedures followed (if applicable)		
10.	Were shut-off switches, power sources, engines etc. properly turned off?		
11.	Were power sources difficult to turn off?		
12.	Was the location of the electricity and/or power sources easily accessible?		
13.	Was the right tool(s) for the job/task used?		
14.	Was Personal Protective Equipment required to do this job?		
15.	<b>Other questions - please specify:</b>		

<b>Category 4: Environment</b>		<b>Yes</b>	<b>No</b>
1.	Was the workspace adequate for the job/task?		
2.	Were the working surfaces slippery or dusty?		
3.	Were the working surfaces untidy or cluttered?		
4.	Was proper lighting available for the task/job?		
5.	Was the working environment's temperature a contributing factor?		
6.	Was humidity a contributing factor?		
7.	Were weather conditions a contributing factor?		
8.	Was the working environment adequately ventilated?		
9.	Were gases, dusts, fumes or exhaust a contributing factor?		
10.	Were outside sources of irritants a contributing factor?		
11.	Were inside sources of irritants a contributing factor?		
12.	Was the design or layout of the work environment a factor?		
13.	Was noise a contributing factor?		
14.	Were proper signage, barriers or warnings in place?		
15.	Was the time of day a contributing factor?		
16.	Was glare a problem?		
17.	Were there visual limitations?		
18.	Was the area a Confined Space?		
19.	Was the employee(s) working alone?		
20.	Was crowds and/or vehicle traffic a contributing factor?		
21.	<b>Other questions - Please specify</b>		

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



<b>Category 5: Personal</b>		<b>Yes</b>	<b>No</b>
1.	Did the employee(s) have experience in doing the job/task?		
2.	Was the employee(s) trained to do this job/task?		
3.	Did the employee(s) follow safe work procedures?		
4.	Was the employee(s) physically able to perform the job/task?		
5.	Did the employee(s) understand all aspects of the job/task?		
6.	Were there adequate instructions given on how to perform the job/task?		
7.	Was the employee(s) under stress due to work or personal factors?		
8.	Were their physical requirements (i.e. lifting) to do the job/task?		
9.	Were their physical conditions of the employee(s) that made the job/task difficult?		
10.	Was the employee(s) on modified work due to a previous accident/condition?		
11.	Was the employee(s) tired?		
12.	Were prescription drugs or medications bought in a Drug Store (across the counter) a contributing factor?		
13.	Were illegal drugs or Alcohol a contributing factor?		
14.	Was the employee(s) performing an unauthorized job/task at time of the accident?		
15.	Was personal protective equipment required?		
16.	Was the employee wearing the proper personal protective equipment?		
17.	Was the employee(s) trained to use the proper personal protective equipment?		
18.	Was the employee(s) rushed to complete the job/task?		
19.	Did the employee(s) take short-cuts to complete the job/task?		
20.	Was the condition of the employee(s) health a contributing factor?		
21.	<b>Other questions – please specify</b>		

<b>Category 6: Management/Organization</b>		<b>Yes</b>	<b>No</b>
1.	Were departmental/site safety rules outlined and understood by the employee(s)?		
2.	Were the safe work procedures being enforced?		
3.	Were the safe work procedures being enforced consistently?		
4.	Are all safe work procedures easily accessible to all employees?		
5.	Is there a Disciplinary Policy and procedure for the department/site?		
6.	Is the Disciplinary Policy being enforced?		
7.	Is the Disciplinary Policy being enforced consistently?		
8.	Is the Disciplinary Policy consistent with the changes in the department/site?		
9.	Was the supervisor available during the hour's worked/shift?		
10.	Was the supervisor trained to supervise the safe work procedure?		
11.	Were the employee(s) adequately trained by the supervisor?		
12.	Were there recent changes in supervisors?		
13.	Were there recent changes in scheduled hours of work/shifts?		
14.	Are work site safety inspections being done routinely?		
15.	Are supervisors detecting and/or correcting known safety issues/concerns?		
16.	Are work site safety inspections records current and up to date?		
17.	Is there proper follow-up on safety issues/concerns by supervisors?		
18.	Was there a failure in communications between the supervisor and employee(s)?		
19.	Was there a failure or lack of communications between departments?		
20.	<b>Other questions -please specify</b>		

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



**St. Francis Xavier University  
 Joint Occupational Health and Safety Committee  
 Accident Investigation Follow up Action Report**

**To be completed by the Supervisor/Manager/Chair and/or Members of the Investigating Team**

Immediate and/or underlying causes of the Accident. (please list).	Recommended Corrective Actions. (please list).	Date Actions Completed And Signature(s)
1.	1.	
2.	2.	
3.	3.	
4.	4.	

Recommendation Report (Figure 6.4.A) date submitted: \_\_\_\_\_

To which committee was the Recommendation Report (Figure 6.4.A) submitted:

- (a) Site Occupational Health and Safety Committee: YES \_\_\_\_\_ NO \_\_\_\_\_  
 Person or Representative Recommendation Report forwarded to: \_\_\_\_\_
- (b) Joint Occupational Health and Safety Committee: YES \_\_\_\_\_ NO \_\_\_\_\_  
 Person or Representative Recommendation Report forwarded to: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Supervisor/Manager/Chair

\_\_\_\_\_  
 Members of the Investigating Team

Please attach all copies of Recommendations Report(s) (Figure 6.4.A) to this form and forwarded to the University Occupational Health and Safety Committee.

## 6.8 Work site Inspection Policy

**It is the policy of St. Francis Xavier University to implement and maintain an effective Work site Inspection program. Work site Inspections can be informal or formal.**

- **Informal Work site Inspections are carried out by Supervisor/manager/chair and one or two employees from each department on a regular basis.**
- **Formal Work site Inspections are carried out by members of the Site Occupational Health and Safety Committee, the University Occupational Health and Safety Officer, and the Supervisor/manager/chair and/or Representatives from each department, no less than once per year.**

The purpose in doing Work site Inspections is to identify, evaluate and control potential work site hazards.

### 6.8.1 Informal Work site Inspection Procedure

- Step 1.** The supervisor/manager/chair and one or two employees from each department shall conduct informal work site inspections. Frequency of inspections to be determined by the site occupational health and safety committee and University Occupational Health and Safety Officer.
- Step 2.** Informal Work site Inspection(s) shall assess the design and layout of the work site as well as the work process, equipment/substances/machines used to perform job-related responsibilities to determine if any potential hazards have developed or existing hazards have increased beyond an acceptable level of risk. (Refer to Hazard Assessment Procedure Section 6.5.1).
- Step 3.** The supervisor/manager/chair shall fill out an Informal Work site Inspection Checklist (Figure 6.8.A) or a site specific Work site Inspection Checklist which has been approved by the site occupational health and safety committee.
- Step 4.** Once potential hazards have been identified, a rating scale shall be used to prioritize corrective action. The supervisor/manager/chair shall rank all potential hazards to the worst case outcome **if an accident were to occur.**
- **1. Major**
  - **2. Serious**
  - **3. Minor**
  - **\*4. Non-hazard**

**\*Note:** Category 4 has been added to indicate a non-hazard yet a requirement of the Act and the University Occupational Health and Safety Program

**Step 5.** Once potential hazards have been identified and prioritize, the supervisor, manager/chair shall take whatever steps necessary to **immediately** reduce or eliminate the risks associated with potential hazards that are rated;

- 1. Major**
- 2. Serious**

**Step 6.** Once the immediate risk(s) of a potential hazard have been reduced or eliminated, The supervisor/manager/chair shall take whatever steps necessary (Refer to Concern/Complain Procedure 6.1.1; Recommendations 6.4; Hazard Assessment 6.5.2; Written Safe Work Procedures 6.5.3) to reduce or eliminate potential hazard(s).

**Step 7** A Copy of the Work site Inspection Report 6.8.B and copies of all other Reports used to reduce or eliminate potential hazard(s) shall be submitted to the University Occupational Health and Safety Officer by the end of the month in which the Inspection was completed.

## **6.8.2 Formal Work site Inspection Procedure**

- I.** Frequency of Inspections to be determined by Joint Occupational Health and Safety Committee.
- II.** A work site Inspection Checklist (Figure 6.8.A) or a site specific work site Inspection Checklist will be completed during the Formal Inspection by the supervisor/manager/chair and/or a representative. Procedures as outlined for Informal Work site Inspections (6.8.1) shall be followed when potential hazards are identified.
- III.** A Formal Work Site Inspection Checklist (Figure 6.8.C) shall be completed by the University Occupational Health and Safety Officer. A Recommendation Report (Section 6.4, Figure 6.4.A) shall be submitted if improvements are necessary.

**St. Francis Xavier University**  
**Figure 6.8.A (Sample) Informal Work Site Inspection Checklist**

**Rating Scale:** Rank all potential hazards to the worst case outcome **if an accident were to occur.**

- 1 = Major
- 2 = Serious
- 3 = Minor
- \*4= Non-hazard (Required)

<b>General Work site Inspection Checklist</b> (all inspection checklists shall include but not limited to)	<b>Okay</b>	<b>Action Required</b>	<b>Rating</b>
<b>BULLETIN BOARDS</b>			
Necessary information posted?			
Minutes of Meetings?			
<b>HOUSEKEEPING</b>			
Areas neat and clean?			
Are waste baskets a trip hazard?			
Are paper and waste properly disposed of?			
Are materials stacked and/or disorganized?			
Are work surfaces clear of clutter?			
<b>FLOORS</b>			
Is there loose material, debris, worn carpeting?			
Are mats, carpets taped and/or secure to prevent a trip hazard?			
Are the floors slippery, oily or wet?			
<b>ELECTRICAL</b>			
Are extension cords being used?			
Are electrical outlets overloaded?			
Are power bars being used?			
Are electrical or telephone cords exposed in areas where employees walk?			
Are electrical cords frayed or damaged?			
<b>STAIRWAYS AND AISLES</b>			
Are they clear and unblocked?			
Are stairways well lighted?			
Are handrails present and secure?			
Are there any dark areas?			
<b>FURNITURE</b>			
Are there worn or badly designed chairs?			
Are there sharp edges on desks and cabinets?			
Ergonomics (keyboard elevation, chair adjustment)?			
Crowding of work space?			
Are file cabinet draws overloaded?			
<b>HAZARDOUS CHEMICALS/SUBSTANCES</b>			
Are all chemicals/substances identified and stored properly?			
Are chemical/substance properly labeled?			
Is Personal Protective Equipment being used to handle chemicals?			
<b>STORAGE</b>			
Are storage areas neat and organized?			
Is there unnecessary clutter?			
<b>FIRE PROTECTION</b>			
Exits (egress) unobstructed			
Fire extinguishers, alarms, emergency lighting, checked			
<b>FIRST AID KITS</b>			
Easily accessible and maintained			

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

**St. Francis Xavier University  
 Figure 6.8.B Joint Occupational Health and Safety Committee  
 Informal Work site Inspection Report**

**Rating Scale:** rank all potential hazards to the worst case outcome **if an accident were to occur.**

- 1 = Major**
- 2 = Serious**
- 3 = Minor**
- \*4 = Non-Hazard**

To be completed by the Supervisor/Manager/Chair

Potential Hazard(s): Identified or Observed Please list:	<b>Rating 1-4</b>	Recommended Correction Action Please List:	Date Action Completed and Signature(s).

**Items to watch for during Inspections** (Inspection checklists shall include but not limited to)

- Bulletin boards
- Housekeeping
- Floors
- Electrical
- Stairways, aisles, hallways
- Furniture
- Dangerous Chemicals/substances

- First Aid kits
- Safe work procedures in place
- Personal Protective Equipment
- Equipment/tools/materials
- Storage areas, closets
- Fire Protection Equipment
- Exit (Egress), alarms, emergency lighting

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Supervisor/Manager/Chair

**St. Francis Xavier University  
Joint Occupational Health and Safety Committee  
Formal Work site Inspection Checklist**

To be completed by the University Occupational Health and Safety Officer.

Safety Manual	Okay	Action required	Hazard Assessment	Okay	Action required
Current			Written safe job procedures		
Signed			Current		
Dated			Signed		
<b>Bulletin Boards Posted Information</b>	<b>Okay</b>	<b>Action required</b>	Dated		
The N.S. Occupational Health and Safety Act			Supervisor training records		
Acts, Regulations, and Codes of Practice that are relevant to the Dept.			Employee training records		
The University's OH& S Policy			<b>First Aid</b>	<b>Okay</b>	<b>Action required</b>
The 24 hour telephone number for the Dept. of Labour: 1-800-952-2687			First Aid Box: Maintained, signed and dated		
Current names of site OH&S members			Names of Employees who are trained in Emergency First Aid and their location:		
The most recent Site OH&SC minutes.			First Aid records up to date Signed and dated		
The most recent JOHSC OH&S Minutes			<b>WHMIS Training</b>	<b>Okay</b>	<b>Action required</b>
List of current health/safety Reports for this area			WHMIS training up to date, signed And dated		
Department of Labour Inspection and/or Orders			<b>Work Site Inspections</b>	<b>Okay</b>	<b>Action required</b>
<b>Emergency Preparedness Information Posted</b>	<b>Okay</b>	<b>Action required</b>	Policy/Procedure in Place		
Fire Evacuation/Emergency Plan Posted			Inspections being done Regularly		
Emergency telephone numbers For this department posted			Corrective action being carried out		
Fire exits (Egress) Clear and unobstructed			Records maintained; current, signed and dated.		
Fire extinguishers checked and dated			<b>Work Site Accident Investigations</b>	<b>Okay</b>	<b>Action required</b>
Fire Exits marked			Policy/Procedure in Place		
Fire alarms, equipment (hoses), emergency lighting checked			Investigations conducted when necessary		
Fire Blankets available (if necessary)			Corrective action being carried out		
Fire Drills Records			Records maintained; current, signed and dated.		

Date: \_\_\_\_\_ Area Inspected: \_\_\_\_\_  
Time: \_\_\_\_\_ Present: \_\_\_\_\_

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



## **6.9 CHEMICAL SAFETY**

### **6.9.1 Restriction on use of chemicals (Section 58 of the Act)**

Where a biological, chemical or physical agent or a combination of such agents is used or intended to be used in the workplace and its presence in the workplace or the manner of its use is, in the opinion of the Director, likely to endanger the health or safety of an employee, the Director may, by notice in writing to the University, constructor, contractor or self-employed person, order that

- (a) labelling be utilized to identify at least the presence and composition, including common or generic names, of the biological, chemical or physical agent, the risks associated with its use and the measures to be taken in case of emergency;
- (b) the use, intended use, presence or manner of use be
  - (i) prohibited,
  - (ii) limited or restricted in such manner as the Director specifies,
  - (iii) subject to such conditions regarding administrative control, work practices, engineering control and time limits for compliance as the Director specifies; or
- (c) labelling be in accordance with applicable Federal and Provincial regulations.

### **6.9.2 Duty of University to prepare list of chemicals (Section 59 of the Act)**

- (1) Subject to Section 61, unless the University has received from the Director specific written direction to the contrary and the direction has not been revoked by the Director, the University shall,
  - prepare a list of all chemical substances regularly used, handled, produced or otherwise present at the workplace that may be a hazard to the health or safety of the employees or that are suspected by the employees of being such a hazard, and the list shall identify all chemical substances by their common or generic names where they are known to the University.
- (2) The list referred to in subsection (1) shall include the trade name and the address of the supplier and manufacturer of any chemical substance, the chemical composition or common or generic name of which is unknown to the University.
- (3) The University shall advise the committee at the workplace or the representative, if any, of the list referred to in this Section and any amendments to the list and, where there is no committee or representative, the University shall advise the employees, the union, if any, a self-employed person and an officer upon request by any of them.