



1.0 Governance

1.1 Rights of Employees

Occupational Health and Safety is a shared responsibility of the employer and the employee. All employees have rights under the Act. Three fundamental rights are:

The Right To Know

- Every employee has the right to know what hazards and potential hazards exist in the workplace and how to protect themselves from these hazards.
- Information regarding the Safety Policy and Program must be made available to all employees.

The Right To Participate

- Every worker has the right to participate in decisions and meetings that affect their health and safety in the workplace.
- Employees can exercise their right to participate by becoming active:
 - in workplace safety/toolbox meetings,
 - in site Occupational Health & Safety Committee meetings, and
 - as members of a Joint Occupational Health & Safety Committee.
- The primary purpose of the right to participate is to involve workers and management in the exchange of health and safety information.

The Right To Refuse

- Every employee has the right to refuse work when there are reasonable grounds for believing that the act is likely to endanger that worker or the health and safety of any other person.

1.2 Roles and Responsibilities

1.2.1 Principals

The Board of Governors of St. Francis Xavier University collectively is the "Employer". Each Board member is a "Director" of the University and, as such, is responsible for the duties outlined in the Act.

1.2.1.1 President

The President is a "Director" of the University and as such is accountable to the Board of Governors for the University's safety performance. The President represents the "Employer" and is responsible for the duties outlined in the Act.

The President and/or designate shall, as the employer's representative:

- bring to the Board of Governors, for review annually, a written Occupational Health & Safety Policy;
- ensure that the University's Occupational Health and Safety (OHS) Program is developed and maintained;
- forward critical safety issues to the Board of Governors for information;
- review and report the University-wide safety performance to the Board of Governors periodically, and
- establish and communicate safety goals and priorities annually.

1.2.1.2 Vice Presidents

The Vice Presidents are "Managers" of the University and as such are accountable to the President for ensuring that:

- the University's OHS Program is followed by those they supervise;
- the OHS Programs are implemented and maintained by Deans, Directors, Chairs, and Managers; and
- the Annual Performance Review of each Dean and Director includes measurements for safety performance.

1.2.1.3 Deans and Directors

Deans and Directors are "Managers" and as such are accountable to their respective Vice President for ensuring that:

- the University OHS Program is followed by those they supervise;
- the OHS Programs are implemented and maintained by Chairs and Managers; and
- the Annual Performance Review of each Chair and Manager includes measurements for safety performance.

1.2.1.4 Chairs and Managers

Chairs and Managers are "Supervisors" and are accountable to their respective Dean and Director for ensuring that:

- the University OHS Program is followed by those they supervise;
- they implement and maintain the OHS Programs applicable to their department;
- the Annual Performance Review of those they supervise include measurements for safety performance.

1.2.1.5 Supervisors, Coordinators and Lead Hands

Supervisors, Coordinators and Lead Hands may, depending on circumstances, be "Supervisors" and as such would be accountable to their respective Managers for ensuring that:

- the University OHS Program is followed by those they supervise;
- they implement and maintain the OHS Programs applicable to their department;
- the Annual Performance Review of those they supervise include measurements for safety performance.

1.2.1.6 Employees

All University employees including the President, Vice Presidents, Deans, Directors, Chairs, Managers, Supervisors, Coordinators, and Lead Hands are responsible for the duties outlined in the Act.

Associations of University Teachers (AUT) members are "Employees" who have the additional duty to instruct students and execute training activities in such a manner that the safety of oneself, students, or other employees are not at risk.

The University expects all Employees to comply with the policy and the Act. The safety performance of all Employees will be part of their Annual Performance Appraisal.

The Act and its regulations will be used where the University requirements do not exist. Failure by an Employee to observe the University Health & Safety Program may lead to disciplinary action up to and including termination.

The safety duties of University Employees include the following:

- work in compliance with the provisions of the Act and its regulations;
- use or wear the equipment, protective devices, or clothing that the Employer requires to be used or worn;
- report to their Supervisor, Manager, Chair, Dean the absence of or defect in any equipment or protective device of which the Employee is aware and which may endanger themselves or other Employees;

- report to their Supervisor, Manager, Chair, Dean any contravention of the Act or the regulations or the existence of any hazard of which they know;
- assist in accident investigations;
- co-operate with Joint Occupational Health and Safety Committee members and Inspectors from the Department of Labour and Advanced Education; and
- take an active role in occupational health and safety by making recommendations and suggestions to protect themselves and others.

No Employee shall,

- remove or make ineffective any protective device required by the regulations of the University, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- use or operate any equipment, machine, device or thing, or work in a manner that may endanger himself, herself, or any other person;
- engage in behaviors that involve pranks, rough or boisterous conduct.

1.2.1.7 Contractor

Contractors must comply with the requirements of the Act and its regulations while performing any work on University property and must ensure that their employees also comply with the provisions of the Act and its regulations.

Contractors must also comply with the requirements of the University Occupational Health and Safety Program.

1.3 Health and Safety Advisor

The Health and Safety Advisor is the resource person for the University. Their duties include the following:

- i. coordinate the development of the University Occupational Health and Safety Program and monitor the implantation throughout the university.
- ii. provide consultative support services to departments on matters relating to health, safety and wellness.
- iii. work with the Joint Occupational Health and Safety Committee, site/building and departmental OHS teams when requested, to facilitate improvements in health, safety and wellness.
- iv. 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.

1.4 Safety & Security Services

Safety & Security Services at StFX University strives to maintain a healthy, safe and secure campus community for students, faculty, staff and guests by developing partnerships within the University and Antigonish communities.

Safety & Security Services work closely with local law enforcement and community response teams to ensure we all can LIVE, LEARN, WORK and PLAY in a supportive and safe environment.

Safety & Security Services provides 24-hour coverage 365 days per year via the Safety & Security Operations Centre (SOC) as well as by vehicle and foot patrols. X-PATROL, the student staffed Safety & Security Leadership group, augments Safety & Security Services Officers with campus event supervision and evening foot patrols.