

# Health & Safety Policy

**Category:** Operations

**Approval:** Board of Governors

**Responsibility:** President and Vice-Chancellor

**Date Approved:** February 4, 1993; Revised on June 16, 2005, December 2, 2011, May 25, 2013, June 23, 2015, June 16, 2017, October 5, 2018, March 6, 2023

## Definitions:

**Competent person:** A person who is qualified because of knowledge, training and experience to organize the work and its performance; is familiar with the Occupational Health and Safety Act and the regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

**Constructor:** A person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

**Contractor:** A person who is in business for themselves. Someone who contracts to do a specific piece of work, provides his or her equipment, and executes the work under his or her terms, without being subject to orders of work.

**Due Diligence:** Taking every precaution reasonable in the circumstances for the protection of an employee.

**Employee:** Has the same meaning given to term “worker” under the Occupational Health and Safety Act, where the employer is Trent University. An employee is a person who:

- Performs work or supplies services for monetary compensation
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution (i.e. unpaid student placement).

**Experiential Learning (EL):** includes a variety of applied and work-based experiences through which students are able to both contextualize their learning and gain relevant work experience. Experiential education is a philosophy that informs many methodologies, in which educators purposefully engage

with learners in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people's capacity to contribute to their communities.

**Health & Safety Program:** an organized, written action plan to identify and control hazards, define safety responsibilities, and respond to emergencies that result in the prevention of accidents and occupational diseases. The objective of a program is to integrate safety and health into all work practices and conditions.

**Internal Responsibility System:** A system within an organization where everyone has direct responsibility for health and safety as an essential part of his or her job.

**Supervisor:** A person who has charge of a workplace or authority over an employee.

**Student:** A person enrolled in one or more courses at Trent University.

**Volunteer:** A person who performs work or supplies services for no monetary compensation, who is not performing work under a work experience program or a program approved by a post-secondary institution, and who is not an employee as defined by the Employment Standards Act.

**Visitor:** A person who is on University property but is not a student, volunteer or employee.

### **Purpose/Reason for Policy:**

The purpose of this Policy is to:

- Provide a framework for identifying and managing hazards in University operations;
- Clarify the health and safety responsibilities of each member of the University community;
- Either prevent or reduce the frequency and severity of work-related injuries and occupational illness, and;
- Comply with the Occupational Health and Safety Act and regulations made under the Act.

### **Scope of this Policy:**

This policy applies to all members of the Trent University community: Members of the Board of Governors, employees, students, volunteers, visitors, and independent contractors.

### **Policy Statement:**

The University will take all appropriate measures to protect the health and safety of employees, students, visitors, and contractors, to promote health and safety awareness, and to meet or exceed the standards and legislative requirements of the Ontario Occupational Health and Safety Act, related statutes and regulations.

**Responsibilities:** The University's Internal Responsibility System of health and safety responsibilities is as follows:

The Board of Governors will take all reasonable care to ensure the University complies with the requirements of the Occupational Health and Safety Act, regulations made under the Act, and any order of the Ministry of Labour.

The Chair of the Board of Governors is responsible for co-signing this policy.

The President of Trent University is responsible to the Board of Governors for directing the health and safety activities of the University and for ensuring that:

- Health and safety remains integral to planning
- The annual performance review of those persons reporting to the President takes into account the manner in which they have carried out their responsibilities for establishing and maintaining effective health and safety programs and for health and safety program outcomes
- A multi-workplace joint health and safety committee, advisory to the President, is established and maintained
- This policy is reviewed annually and signed by the President.

The President is responsible for the appointment of Management members to the Multi-Workplace Joint Health and Safety Committee.

The President and Vice-Presidents of Trent University are responsible to the Board for the development, and maintenance of a comprehensive University Health and Safety Program to implement this policy.

The Vice-Presidents of Trent University are responsible to the President for:

- Effective implementation of the University health and safety program within their areas of responsibility
- Ensuring that the annual performance review of those persons reporting to them takes into account the manner in which they have carried out their responsibilities for (a)

establishing and maintaining effective health and safety programs and (b) health and safety program outcomes

The Associate Vice-Presidents, University Secretary, Deans, Directors, Principals, University Registrar and University Librarian, in accordance with the responsibilities delegated by their respective Vice-Presidents, are responsible to their supervisor for:

- The effective implementation of the health and safety program in their areas of responsibility, including:
  - Ensuring work is supervised by a competent person
  - Providing employees with the information, instruction and supervision required to work safely
  - Acquainting employees with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent
  - Identifying, providing, and maintaining any required equipment, materials and or protective devices
  - Ensuring equipment, materials and protective devices are used appropriately, and
  - Any other precaution reasonable in the circumstance for the protection of a employee, including any additional precaution required by regulation.
- Ensuring that annual performance reviews of their direct reports includes accountability for program development, implementation, maintenance and outcomes
- Ensuring health and safety is integrated into all planning and decision-making within their portfolios, including the design of teaching curricula and research.

Managers, Supervisors, Academic Chairs, and Principal Investigators are responsible to their respective managers for:

- Effective implementation of the health and safety program in their areas of responsibility, in accordance with responsibilities delegated by their manager.
- Health and safety performance and outcomes in their areas of responsibility including, but not limited to:
  - Program implementation (e.g. all employees have completed orientation, training)

- Program documentation (e.g. key elements of the program and key procedures are available in writing)
- Program maintenance and review (e.g. new employees receive orientation and complete training; re-training is provided at specified intervals; the program is amended to address work unit initiatives, new legislation; employees are advised of program changes)
- The prompt reporting of incidents and actions taken to prevent an incident from reoccurring
- The frequency and severity of incidents (injuries, occupational illness, property damage and “near miss” events)

Any faculty or staff having charge of an area or activity, or any degree of authority over any person, is responsible to their respective supervisor for program implementation, including:

- Ensuring all individuals under their supervision have been informed of the hazards, instructed on the necessary safe work procedures, and completed orientation and training, as required
- Routinely monitoring and inspecting the workplace and promptly addressing hazards and concerns as they arise
- Promptly reporting any hazard or concern that cannot be addressed to their immediate supervisor
- Promptly reporting to their supervisor any incident, injury, or occupational illness that may arise.

Any employee responsible for a contract between the University and an independent contractor is responsible for:

- Ascertaining and addressing requirements that apply to the work
- Recognizing and advising the contractor of workplace hazards
- Assessing the contractor’s health and safety program; ensuring contractor’s practices comply with legal requirements
- Assessing the contractor’s previous experience and accident history
- Maintaining communication and co-ordination of work, and
- Monitoring to ensure compliance

Where work involves one or more sub-contractors these duties also apply to the sub-contractors.

Where work involves construction the Constructor will be named in the contract.

Any employee responsible for the lease or allocation of University space to a tenant or group is responsible for:

- Advising the tenant or group of relevant University H&S procedures, practices and expectations
- Providing information required to be provided under the Occupational Health and Safety Act and Regulations,
- Resolving any related concerns that may arise

Any employee who plans or organizes an experiential learning experience is responsible for:

- Determining if participants will be *employees* or *supervisors* as defined by the Occupational Health and Safety Act, and
- Ensuring OHSA and related requirements are addressed, as required.

Any employee who agrees to host a volunteer assumes supervisory responsibilities for that volunteer with respect to health and safety.

Every University employee (including unpaid placement students) is responsible for:

- Refraining from any activity which may endanger the health or safety of themselves or any other person;
- Promptly reporting to his or her supervisor any workplace hazard of which he or she is aware;
- Complying with this policy, the *Occupational Health and Safety Act* and regulations.

Students and visitors are similarly expected to refrain from any activity which may endanger the health or safety of themselves or any other person and to promptly report any hazards which may arise.

### **Multi-Workplace Joint Health and Safety Committee**

The University will endeavor to maintain a single, Multi-Workplace Joint Health and Safety Committee and recognizes that a Multi-Workplace Committee is only permitted where an Order has been issued by the Minister of Labour.

The University will promote and assist members of the Multi-Workplace Joint Health and Safety

Committee in the carrying out of their duties as described and required by the Committee's approved

Terms of Reference.

**Contact Officer:**

Manager, Environmental, Health and Safety

**Date for Next Review:** March 2024

**Related Policies, Procedures & Guidelines:**

- Access Control Policy
- Weapons Policy
- Activity Risk Management Policy
- Smoke Free Policy
- Vehicle Policy
- Snow Removal Policy
- Return to Work (WSIB)
- Employee Identification Cards
- Workplace Violence and Harassment Policy and Procedure

**Related Legislation, Collective Agreements:**

(Note: This is a representative list of key statutes. It is not intended to be comprehensive.)

- R.S.O. 1990, c. O.1, Occupational Health and Safety Act;
- O. Reg. 632/05, Confined Spaces;
- O. Reg. 213/91, Construction Projects;
- O. Reg. 833/268, Control of Exposure to Biological or Chemical Agents;
- O. Reg. 834, Critical Injury – Defined;
- O. Reg. 490/09 - Designated Substances;
- O. Reg. 67, Health Care and Residential Facilities;
- O. Reg. 474, Needle Safety;
- O. Reg. 851, Industrial Establishments;
- O. Reg. 856, Roll-Over Protective Structures;
- O. Reg. 857, Teachers; O. Reg. 780, Training Programs;
- O. Reg. 572, Training Requirements for Certain Skill Sets and Trades;
- O. Reg. 858, University Academics and Teaching Assistants;

- O. Reg. 859, Window Cleaning;
- O. Reg. 860, Workplace Hazardous Materials Information system (WHMIS);
- O. Reg. 861, X-Ray Safety
- S.O. 1997, c. 4, Fire Protection and Prevention Act;
- O. Reg. 388/97, Fire Code; Trent University Fire Safety Plans
- R.S.C., 1985. c. C-46; Criminal Code
- Regulatory Guideline G-206 Financial Guarantees for the Decommissioning of Licensed Activities
- S.C. 1997, c.9, Nuclear Safety and Control Act;
- SOR/2000-202, General Nuclear Safety and Control Regulations;
- SOR/2000-203, Radiation Protection Regulations;
- SOR/2000-207, Nuclear Substances and Radiation Devices Regulation;
- SOR/2000-208, Packaging and Transport of Nuclear Substances Regulation;
- SOR/2000-209, Nuclear Security Regulations.
- SOR/2013-139, Administrative Monetary Penalties Regulations (Canadian Nuclear Safety Commission)
- Security of Nuclear Substances, REGDOC-2.12.3
- S.C. 2009, c. 24, Human Pathogens and Toxins Act;
- SOR/94-558, Human Pathogens Importation Regulations;
- Canadian Biosafety Standards and Guidelines for Facilities Handling Human and Terrestrial Animal Pathogens, Prions and Biological Toxins, 2nd ed. Public Health Agency Canada. 2015.
- S.C 1992, c. 34, Transportation of Dangerous Goods Act, 1992
- SOR/2001-286, Transportation of Dangerous Goods Regulations
- Collective Agreement between Trent University and Ontario Public Service Employees Union Local 365,
- Collective Agreement between the Board of Governors on Behalf of Trent University and the Trent University Faculty Association,
- Collective Agreement between Trent University and Canadian Union of Public Employees Local3908 (Unit 1)
- Collective Agreement between Trent University and Canadian Union of Public Employees Local3908 (Unit 2)

- Multi-Workplace Joint Health and Safety Committee Terms of Reference, approved by an Order in Writing granted by the Minister of Labour on August 9, 2017

**Policies Superseded by This Policy:**

- a) Trent University Health and Safety Policy, June 2015