



Classification	LCG 1106
Framework Category	Legal, Compliance & Governance
Approving Authority	Board of Governors
Policy Owner	Chief Transformation and Organization Culture Officer
Approval Date	DRAFT FOR REVIEWs
Review Date	February 26, 2021
Supersedes	June 2012

HEALTH AND SAFETY POLICY

PURPOSE

1. This policy and its associated procedures are designed to define the responsibilities and obligations of the university for promoting and supporting a safe and healthy workplace and learning environment. Preventing injury or occupational illness in accordance with the Ontario Occupational Health and Safety Act (OHSA), the Environmental Protection Act, and other applicable federal and provincial legislation and local statutes and by-laws ensures a policy that helps promote an effective Internal Responsibility System (IRS). The university may implement discretionary directives to support risk mitigation as deemed necessary. The health and safety of our community is a shared responsibility of all members, including employees, supervisors, students, visitors and contractors. All supervisors and employees share a legal duty and responsibility to take appropriate action for the protection of all workers. The university acknowledges the importance of integrating health and safety into workplace practices to support a safe and healthy workplace and learning environment.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“**Employee(s)**” means individuals who are employed by the University or holding an appointment with the University including paid, unpaid and/or honorific appointments.

“**Student(s)**” means individuals who are registered as a student, in accordance with the academic regulations of the University.

“**Supervisor(s)**” as defined in the Occupational Health and Safety Act is a person who has charge of a workplace or authority over a worker. The Act requires supervisors to take every precaution reasonable in the circumstances for the protection of a worker.

SCOPE AND AUTHORITY

3. This Policy applies to all parties as identified in the university’s Internal Responsibility System (IRS), including the Board of Governors, the president, deans, researchers, managers and SUPERVISORS, shall work in collaboration with the Health and Safety Committees, faculty, staff

and students, contractors and visitors to ensure that the requirements of the OHSA and regulations and other applicable legislation are fully implemented and integrated into all University work and study activities.

4. The executive lead with primary responsibility for Human Resources or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. As the employer, Ontario Tech University will exercise due diligence and good industry practices as a minimum through compliance with the Ontario Occupational Health & Safety Act and all other relevant standards and guidelines. As an organization, we recognize that psychological health is as important as physical health. All SUPERVISORS, EMPLOYEES and Students are expected to commit to the continuing objective of reducing the risk of injury and illness and the protection of the wellbeing of all persons in the workplace and our learning community.
6. It is a primary duty of all faculty and staff who are SUPERVISORS, as defined under the Occupational Health and Safety Act, to ensure that any persons under their direction are made aware of and comply with all applicable health and safety policies and procedures. They are responsible for ensuring that all aspects of the workplace, including teaching and research sites, are safe and that safety risks and hazards which are drawn to their attention are investigated and corrected in a timely manner.
7. SUPERVISORS are accountable for the health and safety of EMPLOYEES and Students under their supervision. SUPERVISORS have a responsibility to ensure their EMPLOYEES and Students work in compliance with legislation and established safe work procedures and are given the training necessary to protect their health and safety including those around them.
8. EMPLOYEES and Students have a responsibility to work safely in accordance with both the statutory requirements and the University safety policies and procedures and to report any unsafe acts or conditions to their Supervisor.
9. Ontario Tech University's commitment to its health and safety program will be reflected by encouraging the promotion and support of joint education, awareness and cooperative resolutions to control or eliminate workplace hazards. These resolutions will be achieved through risk assessments, monitoring of hazards and risks, investigating accidents and consultation with EMPLOYEES. The University will continue to develop and communicate procedures which address specific needs to recognize, prevent, assess, control and eliminate hazards.

MONITORING AND REVIEW

10. This Policy will be reviewed as necessary and at least annually by the university Health and Safety Officer, or successor thereof, who is responsible for the monitoring and review this Policy.

RELEVANT LEGISLATION

- 11.** Ontario Occupational Health and Safety Act
CSA Z1000-14
CNSC - Nuclear Safety Control Act and Regulations
PHAC – Laboratory Biosafety Guidelines
Ontario Building Code
Ontario Fire Code

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 12.** Academic Accommodation for Students with Disabilities
Accessibility Policy
Accessible Customer Service
Accommodation for Employees and Job Applicants with Disabilities
Against Violence, Harassment and Discrimination in the Workplace
Alcohol
Continuity Management
Emergency Closure
Freedom of Expression
Harassment and Discrimination
Medical Cannabis Use by Students
Posturing in University Spaces
Respectful Campus Policy (in development)
Risk Management
Service Animals
Smoke Free Campus
Student Sexual Violence
Use of Memory Aids by Students with Disabilities
Volunteer
Work Refusal

Working Alone

Workplace Violence

END NOTES

13. When posted publicly, this policy will bear the signature of the executive lead with primary responsibility for Human Resources.

X

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