



ST. FRANCIS XAVIER UNIVERSITY
HEALTH AND SAFETY POLICY STATEMENT

St. Francis Xavier University is committed to the provision of healthy, safe work, and learning environments in accordance with the Nova Scotia Occupational Health and Safety Act and Regulations.

St. Francis Xavier University's Occupational Health and Safety Manual is designed to comply with the Nova Scotia Occupational Health and Safety Act (hereinafter called the "Act"), and the Regulations and Codes of Practice made pursuant to the Act. Should a provision of this policy or Manual conflict with a section of the Act, the Act shall prevail.

Implementation of this policy through the establishment of an Occupational Health and Safety Program, based on the concepts of internal responsibilities, will assure that the employer and employees work together to promote health and safety.

Active participation and adherence to the University's safety policy, Manual and/or Act is continually supported and is a condition of employment.

All faculty, staff, and students are expected to and responsible for following all procedures, working safely, and wherever possible, improving safety measures. Also, they are equally responsible and accountable for their own well-being as well as that of their colleagues.

Dr. Kent MacDonald President

May 22, 2016

Date

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The University website for Occupational Health and Safety is: <http://sites.stfx.ca/ohs/>

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.

2.0 Training and Certifications

2.1 Orientation and Training

All employees shall receive information and training regarding their duties and responsibilities under the OH&S Act and the University's Occupational Health and Safety (OHS) Program.

The intent of the OHS Program is to help educate all employees, including student employees, in working together to promote a healthy and safe working environment.

All new employees must be provided with an orientation to the OHS Program with specific attention to their roles and responsibilities. In addition, employees may require training and certification specific to their workplace(s) and activities.

2.2 Training and Certifications

Online training is available through the NS Department of Labour and Advanced Education in partnership with the Canadian Centre for Occupational Health and Safety (CCOHS). NS Department of Labour and Advanced Education currently offers up to six e-Learning courses per year free of charge <http://novascotia.ca/lae/healthandsafety/video/registration.asp>.

The Joint Occupational Health and Safety Committee recommend basic training courses for all employees. Additional courses are recommended for Managers, Supervisors and Senior Administration as well as JOHSC committee members.

See the OHS website for full descriptions on training courses and instructions to register.

2.2.1 All Employees—Basic Training Requirements:

1. Orientation on Health & Safety New Workers
2. WHMIS for Workers
3. Fire Safety: The Basics
4. Emergency Preparedness for Workers
5. Due Diligence In Occupational Health & Safety
6. First Aid Training
7. Mental Health: Health and Wellness Strategies

A record of all safety training completed by an employee is to be maintained by the immediate Supervisor or Manager.

See the OHS website for full descriptions on training courses and instructions to register.

2.2.2 Courses for Managers and Supervisors and Senior Administration:

1. Health and Safety for Managers and Supervisors
2. Health and Safety for Senior Executive Legislation and Liability
3. WHMIS for Managers and Supervisors
4. Hazard Identification, Awareness and Control
5. Accident Investigation
6. Mental Health: e-Course Package
7. Workplace Inspections

See the OHS website for full descriptions on training courses and instructions to register.

A record of all safety training completed by an employee is to be maintained by the immediate Manager, Director or Vice President.

2.2.3 Courses for Joint Occupational Health and Safety Committee Members:

1. Health and Safety Committees
2. Developing a Health and Safety Committee Program
3. Hazards Identification
4. Workplace Inspections
5. Health and Safety for Senior Executive Legislation and Liability
6. Accident Investigation

See the OHS website for full descriptions on training courses and instructions to register.

A record of all safety training completed by an employee is to be maintained by the Health and Safety Advisor; in addition, copies are provided to their immediate Manager, Director or Vice President.

3.0 Components of a Health and Safety Management System

A Health and Safety Management System involves the introduction of processes designed to decrease the incidence of injury and illness in the workplace.

The following elements are the basic components of a Health and Safety Management System which are interdependent:

3.1 Terms of Reference

Terms of Reference is a written roadmap for the JOHSC committee and contains clear and specific information on how the JOHSC is organized, what the JOHSC is achieving, who the members are, and the frequency of meetings.

Written Terms of Reference have been developed and implemented to address:

- Member selection
- General duties and responsibilities of all members
- Specific duties and responsibilities of co-chairs, secretary, members, etc.
- Procedures for the key committee functions including inspections, investigations, meetings and recommendations.

3.1.1 Joint Occupational Health & Safety Committee (JOHSC)

The purpose of the JOHSC is to work cooperatively with the employer in identifying and resolving safety and health issues.

The committee has a mandate as outlined in the Terms of Reference to advise, recommend and assist on policies that will improve the health and safety of all employees while at the University. In addition the JOHSC will monitor, review, participate in and advise on the University's Health and Safety Management System with the goal of eliminating workplace injury and illness.

See OHS website for Terms of Reference Documents.

Committee Structure:

Joint Occupational Health and Safety Committee framework:

The JOHSC is an advisory group consisting of Management and Employees working together to improve Occupational Health and Safety on the campus.

Divisions	REPRESENTATIVE	ALTERNATE
Management Representatives:		
Human Resources	Director	Appointed Representative
Academic Vice President Representative	Dean	Appointed Representative
Finance and Operations Representative	Director	Appointed Representative
Advancement Representative	Director	Appointed Representative
Student Experience Representative	Director	Appointed Representative
Coady Representative	Director	Appointed Representative
Employee Group Representatives:		
NSGEU	Elected Representative	Alternate Elected Representative
Unifor (previous CAW)	Elected Representative	Alternate Elected Representative
Non Union	Appointed Representative	Appointed Representative
AUT	Elected Representative	Alternate Elected Representative
Students Union	Elected Representative	Appointed Representative
CUPE	Elected Representative	Alternate Elected Representative
Health and Safety Advisor	Advisor	Appointed Representative
Safety & Security	Manager	Appointed Representative

3.1.2 Site/Building Occupational Health and Safety Teams

The purpose of the Site/Building Occupational Health and Safety Teams are representatives from each department working together to monitor workplace health and safety in their building. E-training as outlined for Joint Occupational Health and Safety Committee Members is recommended for Team representatives.

See OHS website for Site/Building Occupational Health and Safety Teams.

3.1.3 Departmental Occupational Health and Safety Teams

The purpose of the Departmental Occupational Health and Safety Teams are representatives within a department working together to monitor workplace health and safety in their department. E-training as outlined for Joint Occupational Health and Safety Committee Members is recommended for Team representatives.

See OHS website for Departmental Occupational Health and Safety Teams.

3.2 Incident/Concern/Complaint Response and Reporting Procedure

The purpose of an Incident/Concern/Complaint Response and Reporting Procedure is to promote health and wellness by investigating incidents, concerns and complaints in a timely matter. Employees are to report health and safety incidents, concerns and complaints to their immediate supervisor/manager who is responsible to conduct an investigation and initiate a process to address the issue. Matters that are not resolved satisfactorily at the level of the supervisor/manager are to be referred to the Joint Occupational Health and Safety Committee.

See OHS Website for Incident/Concern/Complaint Response and Reporting Procedure.

3.3 Accident Response and Reporting Procedure

Purpose of an Accident Response and Reporting Procedure is to investigate workplace accidents. Accidents are defined as any unplanned or undesired event which

- results in injury to one or more individuals
- causes property damage.

Investigating workplace accidents provides insights into immediate and/or underlying causes of accidents and prevents similar accidents in future.

See OHS Website for Accident Response and Reporting Procedure

3.4 Hazard Identification and Assessment

The purpose of Hazard Identification and Assessment serves as the foundation of a health and safety management system, and involves the identification of all jobs and tasks performed by employees, the assessment of each task for hazards, and the prioritization of the hazards based on the level of risk.

See OHS Website for Hazard Identification and Assessment.

3.5 Safe Work Procedures Development

The purpose of safe work procedure development is to capture the step-by-step instructions on how to perform a job and/or task once potential hazards have been identified either with the design or layout of the work site, or with the work process, equipment, substances or machines used to perform the job, task or procedure.

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.
- The second goal is to ensure that the most effective steps are taken to manage the risks associated with the potential hazard.
- The third goal is once the potential hazard is identified, steps taken are to manage the risks associated with the hazard, that no new potential hazards have been created.
- The fourth goal is to write a safe work procedure that will protect the health and safety of the employee at all times while performing the job and/or task.

See OHS Website for Safe Work Procedures Development.

3.6 Work Place Inspections

The purpose of work site inspections is to identify, evaluate and control potential workplace hazards. Regular workplace inspections ensure a safe working environment is maintained.

Inspections are important as they allow you to:

- listen to the concerns of workers and supervisors
- gain further understanding of jobs and tasks
- identify existing and potential hazards
- determine underlying causes of hazards
- monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
- recommend corrective action.

See OHS Website for Work Place Inspections.

3.7 Emergency Response Plan Review and Liaison

The purpose of the University's Emergency Response Plan is to maximize human safety and survival, to minimize danger, to preserve university property, to restore normal working conditions, and to assure responsive communications within the university community and to the surrounding communities. The goal of emergency responses is to increase the University's capabilities to respond to hazards that threaten the campus, all the while, preventing or reducing the impact of the hazards on the campus.

The Role of the JOHSC is to make recommendations regarding the St. Francis Xavier Emergency Response Plan and assist in communicating the plan to site/building teams and departments.

See OHS Website for Emergency Response Plan Review and Liaison.

3.8 Health and Safety Program Monitoring and Evaluation

The purpose in reviewing the Occupational Health and Safety Program is to make sure the plan is up-to-date and effective. A review aids the JOHSC in identifying strengths and limitations of the Safety Program as it applies to site/building teams or within a department. Once an element and/or component of the Management System has been identified containing limitations, the JOHSC can then focus on those areas that require improvement.

See OHS Website for Health and Safety Program Monitoring and Evaluation

References:

1. Canadian Centre of Occupational Health and Safety: <http://www.ccohs.ca/>
2. Algonquin College: <http://www.algonquincollege.com/>

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