

**POLICY 3.1 – Health and Safety Policy**

**Policy Category:** Personnel - All

**Effective Date:** November 26, 2009

**Supersedes:** February 15, 2007

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**POLICY**

- 1.00 The University has an ethical as well as a legal responsibility to provide a safe environment in which to study and to work. In addition, the University strives to foster the development of a safety consciousness in all members of the University community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities. As safety standards change the University is committed to keeping abreast of these changes, to communicating these standards within the campus, and to ensuring compliance on an ongoing basis.
- 2.00 The University will comply with all applicable Federal, Provincial and Municipal legislation with respect to health and safety. Legislated standards in health and safety are accepted by the University as minimum standards, and the University reserves the right to establish and enforce more stringent standards as may be considered appropriate, such policies being considered as binding upon all students, staff and faculty.
- 3.00 Deans, department heads, supervisors and any persons responsible for directing the work of others are responsible for ensuring that safe and healthy work conditions are maintained in their assigned areas.
- 4.00 Faculty, staff and students are responsible for complying with all applicable safety requirements, including legislated requirements and all University policies and procedures related to Health and Safety.
- 5.00 The University will develop, implement and enforce health and safety policies and procedures under the authority of the University Health and Safety Policy, and through the structure of safety committees and Human Resources, Occupational Health and Safety.

**UNIVERSITY HEALTH AND SAFETY COMMITTEE**

- 6.00 The University Health and Safety Committee is the senior safety committee of the University. It has the responsibility for reviewing the overall safety performance of the University, for recommending health and safety policy, and for overseeing the activities of any subcommittees reporting to it. This advisory committee reports directly to the President. Decisions of this committee that may have financial or resource implications will be taken to the President/Vice-President (PVP) group by the Chair.
- 7.00 The scope of the University Health and Safety Committee is to evaluate and to develop policies and procedures and to deal with matters respecting the overall health and safety of the University community, its faculty, staff, students and the general public.

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8.00 The membership of the University Health and Safety Committee shall be:

8.01 Voting Members

Vice-President (Operations & Finance), who shall be Chair  
Vice-President (Research) or designate  
Vice-Provost (Academic Planning, Policy & Faculty)  
Associate Vice-President (Human Resources)  
Associate Vice-President (Finance & Facilities)  
Associate Vice President (Housing & Ancillary Services)

Two deans, Associate Deans or Dean's designate, at least one of whom must be from Engineering, Medicine & Dentistry, or Science, to be appointed by the Provost for three-year terms (renewable).

8.02 Non-Voting Members

Director, Employee & Advancement Communications  
Chairs, Subcommittees of the University Health and Safety Committee

8.03 Resource Persons

Manager, Fire Safety and Emergency Management  
Director, Human Resources (Occupational Health and Safety), who shall be  
Secretary to the Committee

9.00 The terms of reference of the University Health and Safety Committee shall be:

- (a) To review health and safety-related policies, practices and programs on a regular basis, including all regulations and guidelines legislated by external agencies, and to make recommendations to the President as appropriate.
- (b) To review actions by its subcommittees, and to recommend to the President the appropriate method for hearing appeals of those decisions.
- (c) To review and revise the health and safety subcommittee structure as required.

9.01 The University Health and Safety Committee may recommend the establishment of either permanent or temporary subcommittees as appropriate, or as required by legislation. The University Health and Safety Committee may also recommend the dissolution of such subcommittees, subject to the requirements of legislation. Such subcommittees may include, but are not limited to, subcommittees dealing with such specialty subjects as Radiation Safety, Biosafety, Fire Safety and Laboratory Safety.

9.02 Actions and/or policies recommended by subcommittees will be referred to the University Health and Safety Committee for review and approval, with the exception of actions and/or policies recommended by those subcommittees having legislated authority to act within the area of their jurisdiction. In those cases the University Health and Safety Committee will serve as a facilitating and coordinating body rather than as an approval body. Examples of such subcommittees include any Occupational Health and Safety Committees which are established as joint health and safety committees under the Occupational Health and Safety Act, and the Radiation Safety Committee as established under the Nuclear Safety and Control Act.

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- 9.03 Health and safety policies recommended by the University Health and Safety Committee and/or approved by the President will be posted under Governance and Institutional Information on Western's website.

### **HUMAN RESOURCES, OCCUPATIONAL HEALTH AND SAFETY**

- 10.00 Human Resources, Occupational Health and Safety is recognized as a resource for the University community to assist all persons in positions of responsibility to meet their obligations in the provision and maintenance of a safe campus.
- 10.01 Human Resources, Occupational Health and Safety is the focal point for the coordinated administration of the University health and safety program, and is the University's representative in contacts dealing with the health and safety of students, staff and faculty, with such bodies as the Workers' Compensation Board, the Occupational Health and Safety Division of the Ministry of Labour, Health Canada, Canadian Nuclear Safety Commission, the Ministry of the Environment, the Public Health Unit and similar agencies.
- [**Note:** This is not to imply that other University departments that require routine contact with the above-noted outside agencies are required to deal through Occupational Health and Safety on matters that are handled routinely by the individual departments. Those departments are encouraged to maintain a dialogue with Occupational Health and Safety in matters of mutual interest.]
- 10.02 Human Resources, Occupational Health and Safety has general responsibility for the communication to, and the education of, the University community regarding its obligations in health and safety, for the ongoing inspection of the campus for compliance with legislated and University standards, and for meeting operating responsibilities which may be assigned to the Department as appropriate.
- 10.03 Human Resources, Occupational Health and Safety has the general responsibility for developing and providing a wide range of training programs in order to meet the requirements of legislation with respect to health and safety education, and to ensuring that information relating to these programs is widely communicated to the University. It is the responsibility of the Deans, department heads, supervisors and other persons in authority to determine who among those reporting to them require training, and to ensure that those requiring training attend the appropriate programs.
- 10.04 Human Resources, Occupational Health and Safety has the responsibility for communicating University health and safety policies, developed by the health and safety committee system and approved by the President, to the University community, for ensuring that such policies are distributed for inclusion in the University Safety Manual, and for enforcing compliance with such policies.
- 10.05 Human Resources, Occupational Health and Safety will prepare an annual report on the safety of the University campus for review by the University Health and Safety Committee and the Audit Committee of the Board of Governors.

The University of Western Ontario