



POLICY NO. 17 ON HEALTH AND SAFETY

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POLICY NO. 17 ON HEALTH AND SAFETY

ARTICLE 1 - PREAMBLE

This policy sets out John Abbott College's intention to maintain a quality environment by eliminating as much as possible at the source, dangers for the health, safety and physical integrity of the John Abbott College community.

It also specifies each person's responsibilities with respect to the inclusion of prevention in his or her duties.

Finally, it aims to ensure compliance with legislative and regulatory provisions as it affects health and safety.

ARTICLE 2 - SCOPE

This Policy applies to all members of the John Abbott College community: employees, students, visitors, suppliers of goods and services and contractors.

2.1 ACTIVITIES

This Policy covers all forms of activity, on campus or off-campus, carried out at the College or under the authority of the College.

ARTICLE 3 - OBJECTIVES

- Promote health, safety and the improvement of the quality of the workplace by compliance with the laws, regulations, policies, guidelines and procedures governing health and safety;
- Establish mechanisms favoring cooperation among administration, employees and students to determine and eliminate workplace-related hazards;
- Coordinate efforts from the various administrative units, departments and services in the area of prevention to reduce and, as much as possible, eliminate workplace accidents and occupational diseases; and

- Raise individual awareness as to the importance of adopting preventative behaviours, by identifying dangers and managing situations with a view to maintaining a healthy and safe workplace and learning environment.

ARTICLE 4 - RIGHTS AND OBLIGATIONS

Every employee is responsible for their own safety, but also for the safety within their immediate environment.

Therefore, each individual must:

- Practice safe work habits;
- Observe all safety rules and procedures set by the regulatory authorities, the College or an individual with supervisory authority;
- Report promptly any hazardous or unsafe equipment, conditions or behaviours to a supervisor, making suggestions for their correction or taking corrective actions where authorized;
- Report immediately to a supervisor all related accidents and obtain treatment without delay.
- Complete an accident report as soon as possible after any incident and near incident that was experienced.

4.1 THE ACADEMIC ADMINISTRATION

- Ensure that the operation, physical set up and safety systems for equipment in the College's laboratory spaces are in accordance with health and safety legislation and regulations;
- Ensure the safe management, storage and use of hazardous materials, nuclear substances, radiation and X-ray devices while providing technical support, in particular, by establishing and maintaining up-to-date procedures and practices for dealing with such materials;

- Establish and put into effect preventive maintenance mechanisms for laboratory equipment, including monitoring the quality of the workplace environment, directed at identifying and permanently eliminating or reducing dangers, at the source;
- Provide the College community with any information related to health, safety and prevention as it relates to the institution's area of activity; and
- Develop, within the framework of the Commission de santé et de sécurité au travail (CSST)'s prevention program for youth, a concern for health, safety and prevention for students, by :
 - a) *Promoting and facilitating the integration of practical health and safety competencies related to the Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie (MESRST) required competencies in the academic setting; and*
 - b) Providing a safe academic environment which meets existing standards.

4.1.1 Departments

- Assist, as required, via departmental committees, with any inquiry and analysis during an accidental event, incident or work-related illness when required, and in cooperation with the Program Dean;
- Provide students and teachers via departmental committees with the safety procedures and practices that comply with safety regulations; and
- Issue an advisory about any selective adjustment which may be required regarding learning activities following health and safety problems.

4.1.2 Faculty and Technicians

Every faculty member and technician is responsible for the health and safety of the students under their supervision.

Therefore, in their capacity of authority they must:

- Plan and execute all activities in a manner that promotes compliance with the College’s Health and Safety Policy;
- Inform students of the nature of potential risks involved in a course that has in- class and off-campus activity;
- Ensure that individuals in their areas of assignment, whether on - or off-campus, have been given adequate direction, training and instructions, in the safe performance of their work and that it is performed without undue risk;
- Ensure that work areas are inspected at regular intervals to prevent the development of unsafe conditions and practices and that inspection reports are forwarded to the Health & Safety and Sustainability Manager;
- Initiate the action(s) necessary to correct substandard conditions or procedures;
- Ensure that all accidents and near accidents are reported and investigated, and action is taken to prevent a recurrence;
- Ensure that medical treatment is offered and /or received for all injuries;
- Inform students enrolled in their courses that include off-campus activities of the reasonably predicted risks that might be associated with a field activity. This should take the form of an entry in the course outline and a preparatory-trip orientation during class time, prior to the field trip.
- The length of the pre-field trip orientation should be commensurate with the complexity of the trip.

4.2 FACILITIES MANAGEMENT SERVICES DEPARTMENT (FMS)

The Facilities Management Department has functional responsibility for operational matters relating to occupational health and safety including the development and implementation of related programs and procedures, ensuring compliance with legislation and facilitating communication between those individuals, groups and organizations with responsibilities for occupational health and safety.

Therefore, the Facilities Management Department shall:

- Ensure that all College facilities are as risk-free as possible to ensure for the health and safety of employees, students and all other users;
- Ensure that all College facilities and equipment conform to safety legislation and standards;
- Take appropriate measures following identification of a hazardous situation;
- Draw up and update a policy for management of hazardous materials within the College;
- Implement and ensure follow-up on the Workplace Hazardous Materials Information System (WHMIS);
- Put in place and maintain a preventative program for the periodic verification of all tools, machinery and equipment;
- Draw up an emergency plan;
- Conduct College evacuation exercises according to required regulations;
- Distribute first aid kits in locations deemed necessary and review, as required, the relevance of the locations;
- Ensure that an adequate number of employees are qualified to administer first aid in the workplace and, to achieve that goal, organize first-aid courses for College employees.

4.2.1 The Health & Safety and Sustainability Manager

- Identify and implement the best practices and standards in safety, security and emergency procedures;
- Develop, analyze and enforce all related safety, security and emergency policies;
- Collaborate with various sectors involved in the College's Health and Safety initiatives;
- Ensure the College adheres to all CSST regulations;

- Maintain effective communication within the internal and external community in matters relating to campus safety;
- Support and maintain awareness concerning the College’s Emergency Preparedness Program;
- Chair the Health and Safety Committee;
- Formulate the annual work plan for health and safety-related items, establish priorities for action and monitor their implementation;
- Recommend, as required, amendments to the Health and Safety Policy;
- Prepare an annual report on the activities of Health and Safety at the College.

4.3 HUMAN RESOURCES DEPARTMENT

The Human Resources Department has functional responsibility for operational matters relating to occupational health and safety including the development and implementation of programs and procedures, ensuring compliance with legislation, and facilitating communication between those individuals, groups and organizations with responsibilities for occupational health and safety.

Therefore, the Human Resources Department shall:

- Convey general information to staff with respect to health and safety;
- Manage preventative withdrawal and right-to-refuse applications from staff members as well as employment-injury files;
- Monitor and validate employees’ health and safety qualifications and certificates;
- Ensure the College’s compliance with its obligations relative to participation in a “Mutuelle de prévention”, when required;
- Represent the College vis-à-vis la “Commission de la santé et de la sécurité du travail” (CSST) and other organizations with respect to occupational health and safety;

- Ensure the creation of the Health and Safety Committee in conformity to legislation, regulations and collective agreements;
- Administer the dossiers of employees who are victims of a work-place accidents or an occupational disease; and
- Ensure to the fullest extent possible, the job retention or re-entry of an employee who was injured or suffering from an occupational disease.

In collaboration with the Facilities Management Services:

- Develop, establish, keep up-to-date and evaluate a prevention program with respect to health and safety;
- Investigate work accidents which occur at the College and where appropriate, ensure medical/administrative follow-up;
- Provide in-service training to develop and implement preventative measures;
- Keep an up- to-date log of work accidents, hazardous incidents and occupational diseases as required by the “Act Respecting Occupational Health and Safety”;
- Initiate and/or cooperate with an investigation and analysis procedure following a work accident or incidence of an occupational disease and prepare a report.

4.4 HEALTH AND WELLNESS

- Provide general information to students concerning health, safety and first aid;
- Keep an up- to-date log of all accidents reported by members of the College community who have been seen in Health Services;
- When needed, cooperate with affected academic departments to arrange for the necessary vaccines to students as may be required by law;

- Ensure, in the case of infectious disease, the application of appropriate measures in cooperation with Public Health or the *Centre local de services communautaires* (CLSC).

4.5 HEALTH AND SAFETY COMMITTEE

The College Health and Safety Committee, consisting of management and faculty, professional, administrative support staff and students, meets at least four (4) times a year and shall:

- Identify, evaluate and make recommendations to the College about risks or situations that can be detrimental to the health, safety or physical integrity of employees and students;
- Participate in analyzing hazards associated with different work stations and suggest corrective measures;
- Participate in finding solutions for individual protective means and equipment and contribute to the associated information, training and control mechanisms in the workplace;
- Accept suggestions, complaints and reports of abnormalities as well as inspections and inquiry reports;
- Receive and study analysis and investigation reports in accidental events;
- Review reports of current accidents or industrial diseases, their causes and means of prevention;
- Review concerns and suggestions with respect to industrial health and safety and recommend corrective action where considered warranted;
- Inform and educate, for the purposes of prevention and individual accountability, the members of the College community and all persons frequenting the campus;
- Receive and study incident reports or studies carried out in the College;

- Ensure the promotion and the dissemination of the Health and Safety policy; and
- Periodically participate in the review of the Health and Safety Policy

4.6 ADMINISTRATIVE UNITS /DEPARTMENTAL SAFETY COMMITTEE(S)

Administrative Units/Departmental Safety Committees shall be constituted in designated areas and shall be composed of representatives from each employee group when possible. Designation will be recommended by the Health and Safety Committee.

Meetings shall be held at the least once per semester and minutes forwarded to the Health and Safety Committee and the College's Health & Safety and Sustainability Manager.

When required, these Committees shall be responsible to:

- Develop "Health and Safety Guidelines for Field Trips" for trips and travel outside the province. These documents will help in the planning of off-campus travel, as well as providing guidance to new faculty in planning trips off-campus;
- Provide Campus Security office, Corporate Affairs, Academic Chairpersons, Safety and Sustainability Manager, and, where applicable, the International Programs Office, with contact telephone numbers and appropriate travel information for out of province /country travel;
- Monitor the safety programs within their areas;
- Review and make recommendations on health and safety issues that have occurred within their areas; and
- Ensure accidents and near-accidents are investigated and their issues eliminated or controlled.

ARTICLE 5 - JURISDICTION / RESPONSIBILITIES

The responsibilities of decision-making bodies and stakeholders are identified below:

5.1 THE COLLEGE'S BOARD OF GOVERNORS

The Board of Governors adopts a Health and Safety Policy and approves amendments as deemed necessary to maintain a healthy and safe work and study environment.

5.2 THE DIRECTOR GENERAL

The Director General ensures the application of the Health and Safety Policy.

5.3 DIRECTORS, DEANS, COORDINATORS, CHAIRPERSONS, MANAGERS AND SUPERVISORS

The Directors, Deans, Coordinators, Chairperson, Managers and Supervisors are responsible for the safety of employees in their areas of responsibility. Persons in a position of authority shall ensure that individuals directed by them understand and comply with prescribed safety regulations and established work practices. Persons in authority shall investigate all hazards and unsafe work conditions of which they become aware and shall take appropriate corrective action.

Supervisors will be held accountable for the health and safety of employees under their supervision. They will ensure that their employees work in compliance with legislation and established safe work procedures.

The prime responsibility for the health and safety lies with the line of supervision where responsibility is delegated downwards, and accountability passes upwards to the Directors' group.

5.4 MEMBERS OF THE COLLEGE COMMUNITY

Every member of the College Community is expected to:

- Take all reasonable steps to protect the health and safety of themselves, their colleagues and other members of the community;
- Give first priority to establishing safe practices and working conditions and maintaining an environment which is safe and healthy;

- Comply with all relevant regulations and standards of governments, agencies and other competent authorities respecting environmental health and safety;
- Report promptly all injuries, incidents and dangerous conditions to the appropriate authority;
- Participate with their colleagues and supervisors in the identification and elimination of hazards;
- Familiarize themselves with and follow all emergency procedures; and
- Attend all required training and participate in other health and safety activities as requested.

5.5 CHAIRPERSONS, TEACHERS, TECHNICIANS, MONITORS, ETC.

In addition to assuming the personal responsibilities to each of the individuals covered by this Policy, chairpersons, teachers, technicians, monitors, etc., shall:

- Ensure the premises used are free, at first glance, of hazards for occupants' health and safety;
- Check equipment compliance and their planned use with the regulations and standards in effect and ensure that they are properly used by participants. Should it not be possible to hold an activity, inform the immediate supervisor;
- Check that the methods and processes are safe and secure and are known and followed by participants;
- Identify the individual and collective protective equipment required and ensure that it is available and properly used;
- Immediately advise the competent authority (immediate supervisor, security officer) of any health and safety hazard.

ARTICLE 6 - RESPONSIBILITY FOR APPLICATION OF THE POLICY

The Director General is responsible for the application of this policy.

ARTICLE 7 - PERIODICITY OF REVIEW

This policy will be reviewed every 5 years.

ARTICLE 8 - EFFECTIVE DATE

This Policy will come into force on June 12, 2013