

Policy Number:	20.105
Name:	Health and Safety Policy
Origin:	Health, Safety & Environment, Human Resources
Approved:	June 1997
Approval Process:	Vice-President (Administration)
Revision Date(s):	Every 3 three years and whenever there is a change of circumstances that may affect the health and safety of the University community.

Introduction

Everyone, regardless of position or role, has a function in creating and maintaining a healthy and injury-free environment. Members of the University community must be aware of and in full compliance with their respective duties and responsibilities under the *Occupational Health and Safety Act and Regulations*. This is achieved through successful implementation of the internal responsibility system, the underlying philosophy of the *Occupational Health and Safety Act*, wherein responsibility for health & safety is shared by all parties at the University.

Policy Statement

The University of Regina is committed to providing a safe and healthy environment for all members of the University community. The University requires a co-operative approach to health and safety, including maintaining effective communication, taking a proactive approach in all areas of health and safety performance, and complying with this and associated policies and procedures, to make our community a safe and preferred place to work and study.

It is the objective of the University to:

1. maintain, as a minimum standard, compliance with all relevant statutes, regulations and standards of regulatory authorities representing health and safety.
2. ensure, through identification and mitigation of workplace hazards, that health and safety and incident prevention are an integral part of the University planning, operations and activities.
3. promote safe work practices and awareness through training, education and implementation of safety policies and workplace-specific procedures.
4. incorporate safe conditions and practices in all University activities including, but not limited to, planning, budgeting, direction and implementation.

Scope and Application

This policy and the related procedures apply to anyone who is an employee or student of the University community, and is engaged in duties or activities connected to the University.

Responsibilities

1. Board of Governors, President, Vice-Presidents, Associate Vice-Presidents, Deans, Directors, Department and Unit Heads will:
 - 1.1 provide the management, support and leadership necessary to ensure a safe and healthy working environment in compliance with this policy.
 - 1.2 ensure that adequate resources are available to implement appropriate measures.
 - 1.3 require compliance with legislative requirements (Federal/Provincial acts, regulations, standards and guidelines and Municipal by-laws pertaining to health, safety and the environment).
 - 1.4 require that health and safety considerations form an integral part of the planning, design, construction, purchase and maintenance of all buildings, equipment and work processes.
 - 1.5 require that all Health, Safety & Environment (HSE) policies, procedures and programs are implemented and enforced.
 - 1.6 support, monitor and evaluate health and safety performance, and recommend measures to eliminate injury and illness.
 - 1.7 require that all incidents are reported and investigated, and take action to prevent a recurrence where it is within their authority and in accordance with the incident reporting procedure.
 - 1.8 participate in hazard identification and take action to correct unsafe conditions.
2. Supervisors will:
 - 2.1 plan and execute all activities in a manner that promotes compliance with this policy.
 - 2.2 formulate specific safety rules and safe work procedures for their areas of supervision within the context of this policy.
 - 2.3 ensure that individuals in their areas of responsibility have been given adequate direction, training and instruction in the safe performance of their work, and that it is performed without undue risk.
 - 2.4 ensure that work areas are regularly inspected to prevent the development of unsafe conditions or practices.
 - 2.5 report on substandard conditions or procedures to the appropriate authority as necessary, and correct such conditions where it is within their authority to do so.
 - 2.6 ensure that all incidents/accidents are reported and investigated, and take action to prevent a recurrence where it is within their authority and in accordance with the incident/accident reporting procedure.
 - 2.7 participate in hazard identification and take action to correct unsafe conditions.
 - 2.8 assess safety performance of employees as a part of their regular performance appraisal process.

3. Employees and Students will:
 - 3.1 plan and execute all activities in a manner that promotes compliance with this policy.
 - 3.2 practice safe work habits, and observe all safety rules and procedures established in their work areas.
 - 3.3 promptly report hazardous or unsafe equipment, conditions, procedures or behaviour to a supervisor, and make suggestions for their correction or take corrective action where authorized.
 - 3.4 immediately report to a supervisor all work-related injuries, and obtain medical treatment, if necessary, without delay.
4. Contractors, subcontractors, suppliers and others providing a service for the University of Regina will:
 - 4.1 as part of their contracts, agree to comply with all relevant health and safety legislation and University policies and procedures where directed by the University.
5. University Health & Safety Committee (HSC) will:
 - 5.1 assist in the development and maintenance of general University policies on health and safety matters consistent with this policy.
 - 5.2 consult to resolve health and safety matters that cannot be resolved at the local level.
 - 5.3 provide advice and recommend actions to ensure the health and safety of all members of the University community.
 - 5.4 promote health and safety awareness.
 - 5.5 assist in ensuring that the health and safety policy is kept current and receive suggestions and recommend actions for policy/program improvements.
6. Local Safety Committees will:
 - 6.1 assist the University HSC in the fulfillment of their duties and as outlined within the Local Committee Terms of Reference.
 - 6.2 assist in the development and maintenance of general University policies on health and safety matters consistent with this policy.
 - 6.3 consult to resolve health and safety matters at the local level.
 - 6.4 provide advice and recommend actions to ensure the health and safety of all members within their Department or Faculty.
 - 6.5 promote health and safety awareness.
7. Health, Safety & Environment will:
 - 7.1 be the focal point for the coordinated administration of the University health and safety policies and programs.
 - 7.2 be the University's representative in contacts dealing with the health and safety of students, employees, and with regulatory bodies and agencies administering Federal, Provincial and Municipal health and safety related requirements.
 - 7.3 ensure development and maintenance of general University policies on health and safety matters consistent with this policy.
 - 7.4 advise and support the University HSC and Local Safety Committees.
 - 7.5 advise and recommend actions to improve the health and safety of the University community.
 - 7.6 research, develop, provide and/or coordinate education and training on health and safety policies, programs, procedures and initiatives.

- 7.7 have the authority to stop work when conditions or practices pose an immediate danger to the University community in accordance with the legislation.
- 7.8 ensure that the Health and Safety Policy, and all related policies, procedures and programs are kept current, and receive suggestions for policy/program improvements.

Non-Compliance

All members of the University community are subject to the requirements of this policy. Violations place the University at significant risk and are subject to appropriate corrective administrative or academic discipline.

This Policy provides guidance and authority to health and safety related policies, programs and procedures.