Non-Compliance Procedures

Non-compliance Procedures for H&S Deficiencies

It is the responsibility of Health, Safety & Environment (HSE) to advise and recommend actions to improve the health and safety of the University community and to stop work when conditions or practices pose an immediate danger to the University community. To ensure that employee and student health and safety is not put at risk and that the University can demonstrate due diligence in regards to health and safety, the following procedure has been established.

Upon identification of non-compliance with relevant statutes, regulations and standards of regulatory authorities representing occupational health and safety, HSE will issue a written report to the area supervisor with copies to affected parties, including the Dean/Associate Vice-President. The report will include:

- recommendations for short term and long term corrective action(s) and time frames in which the actions must be completed; and,
- the date by which a written response of the short term actions is required and, if applicable the plan for implementation of a long term solution.

The report, and if applicable the corrective actions, will be discussed at the Local Health and Safety Committee and entered into the minutes.

If a written report of the corrective action is not received by the date indicated the HSE report will be re-issued and directed to the Dean/AVP and copied to the VP. This reminder will be discussed and entered into the minutes at the University Health and Safety Committee (HSC). Further non-compliance will result in a reminder being sent to the responsible VP to remedy the health and safety issues. This reminder will also be discussed and entered into the minutes at the HSC.

When the non-compliance observed is deemed to place the University community at risk, and requires immediate attention by senior leaders this procedure may be curtailed. In some instances HSE will provide information directly to the senior leader (Dean/AVP or VP) to ensure appropriate and timely corrective action occurs.

Summary of Health and Safety Reporting

1. HSE report issued to area supervisor cc'd to Dean/AVP, Direct Report
   a. Discussed and recorded at Local Health and Safety Committee

2. Reminder issued to Dean/AVP cc'd to affected parties
   a. Discussed and recorded at HSC

3. Reminder issued to VP cc'd to affected parties
   a. Discussed and recorded at HSC
Non-compliance Procedures for H&S Deficiencies

Non-compliance

Report issued to Supervisor cc’d Dean/AVP and affected parties Discussed and recorded at Local Health and Safety Committee

NO RESPONSE

Report issued to Dean/Associate Vice-President cc’d affected parties Discussed and recorded at the University Health and Safety Committee

NO RESPONSE

Report issued to Vice-President cc’d affected parties Discussed and recorded at the University Health and Safety Committee

NO RESPONSE

Regulatory Agency may require compliance with applicable legislation.

HSE provides written report with short and long term recommendations for corrective actions

Appropriate Corrective action taken and written report provided to HSE

HSE report closed