

FANSHAWE COLLEGE POLICY MANUAL

1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION D – HEALTH, SAFETY AND SECURITY

TITLE: CORPORATE HEALTH AND SAFETY

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| POLICY NUMBER: | 1-D-03 |
| EFFECTIVE: | April 13, 2011 (SLC-10-17) |
| APPROVAL/REVIEW MEETING: | Dec. 10, 1991 (SA-91-06), Feb. 25, 1993 (SA-92-05), Nov. 6, 1996 (SA-96-02), Dec. 4, 1996 (SA-96-03), March 3, 1999 (SA-98-07), Feb. 2, 2000 (SA-99-06), Nov. 5, 2003 (AC-03-03 Effective Jan. 1, 2004), Nov. 10, 2004 (AC-04-03), May 4, 2005 (AC-04-08), Nov. 15, 2005 (AC-05-03), Nov. 1, 2006 (AC-06-03), October 10, 2007 (AC-07-01), May 7, 2008 (AC-07-07), March 4, 2009 (AC-08-05), April 14, 2010 (SLC-10-01), Oct. 13, 2010 (SLC-10-07) |
| NEXT REVIEW: | April 2012 **Annual Review as per Legislative Requirement** |
| POLICY SPONSOR: | Director, Facilities Management |
| REFERRAL COMMITTEE: | Senior Leadership Council |

1. PURPOSE

The purpose of this Policy is to articulate and demonstrate the College's commitment to provide a safe and healthy learning and working environment for College students and employees and other stakeholders.

2. DEFINITIONS

As prescribed in applicable legislation.

Community Members means those persons who learn, work or otherwise carry out activities on the College campus, particularly, the students and employees of the College. Community Members also include applicants, contractors, visitors and guests, tenants and other renters/ users of College facilities/ resources, and College-established committee members and volunteers.

3. THE POLICY

3.1. Scope

Safety is a joint responsibility among Community Members, particularly management and employees. This policy, therefore, applies to all Community Members.

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3.2. Guiding Principles

Fanshawe College is committed to providing a safe and healthy work and learning environment for Community Members.

To that end, the College will develop, implement and maintain a Corporate Health and Safety Management System (CHSMS) that

- Puts into place a systematic approach for the identification of roles and responsibilities; for hazard identification and risk assessment and mitigation; for training and awareness; for incident investigation; for recordkeeping and documentation; and for reporting and communications;
- Ensures continual improvement in the College's health and safety performance is sustainable by setting achievable goals and regularly reviewing attainment-to-target results, thereby encouraging the development of a strong safety culture;
- Encourages the ongoing development and advancement of an internal responsibility system (IRS) for occupational health and safety and provides a framework for health and safety responsibility and leadership, where such responsibility and leadership is shared at all levels among all workplace parties;
- Ensures systems and processes are in place to address health and safety risks and issues as part of the College's decision-making practices; and
- Ultimately demonstrates the College's commitment to safety and due diligence through legislative and regulatory compliance and leadership in the prevention of workplace illness and injury through best practice implementation.

3.3. Responsibilities

All management, employees and contractors have an obligation to work in compliance with the Ontario Occupational Health and Safety Act, its regulations and applicable codes, and to observe and work in conformance with College Policy and the College CHSMS. All students, visitors and other Community Members are required to observe and comply with College Policies and the College CHSMS.

For further clarity, Budget Managers are accountable for the implementation and administration of the College CHSMS within their departments and for the health and safety of workers and students in their departments.

For further clarity, academic faculty and laboratory technicians are accountable for the health and safety of students learning or otherwise carrying out activities within their assigned teaching environments and the observance of and compliance with College Policy and the College CHSMS.

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3.4. Violations

Any person in violation of this Policy may be subject to remedial and/ or disciplinary action including, without limitation, remedies outlined in any applicable by-law, law, ordinance, rule, regulation, standard, statute or code now or hereafter enacted, amended, revised or replaced, in whole or in part, and promulgated by a governmental authority having jurisdiction, whether municipal, provincial or federal, current/ future Student and Employee Codes of Conduct, current Collective Agreements or other terms and conditions of employment and remedies outlined in other contracts and agreements.

Where a student is alleged to have contravened this Policy, the matter will be dealt with in accordance with the Student Code of Conduct.

3.5 Monitoring

An annual report will be provided to Senior Leadership Council summarizing the health and safety performance of the College, including relevant frequency and severity of illness and injuries with comparative trend information where possible. Information provided will take into account the need to ensure confidentiality where appropriate.

This Policy will be reviewed at least annually.

3.5. Procedures

Health and Safety Services will be responsible for the development, implementation and maintenance of the College Corporate Health and Safety Management System (CHSMS), including the CHSMS' system standards, system guidelines, operating procedures, safe work programs, and safe work practices.

4. REFERENCES

Ontario *Occupational Health and Safety Act* and its Regulations and applicable Codes.

Board Policy - D-55: Health and Safety

5. APPENDICES

None.