

 Confederation COLLEGE COLLEGE POLICY	Number: 4-4-03	# of Pages: 11
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HEALTH AND SAFETY MANAGEMENT SYSTEM		

1.0 PURPOSE

In recognition of its responsibility for the occupational health and safety of employees, for the safety of students, and for the safety of visitors to its campuses, Confederation College is committed to providing and sustaining a safe and healthy work and study environment for all members of the College community.

Consistent with the philosophy of the Internal Responsibility System, Confederation College will maintain a health and safety management system that clearly identifies the roles, legal duties and responsibilities of all College constituents.

2.0 DEFINITIONS

"Act" means the Ontario Occupational Health and Safety Act.

"Certified member" means a member of a Joint Health and Safety Committee who is certified further to section 16 of the Act.

"Committee" means a Joint Health and Safety Committee (JHSC) established at Confederation College under section 9 of the Act.

"Due Diligence" means taking what care is reasonable in the circumstances to avoid harm.

"Hazard" means any practice, behaviour, condition, or any combination of these, that can interrupt or interfere with the expected orderly process of an activity, and thereby cause injury, illness or damage to property.

"Incident" means an event that could have, but did not, result in injury, death or property damage.

"Internal Responsibility System" means the philosophical underpinning of the Ontario Occupational Health and Safety Act, wherein each workplace party is personally responsible for identifying, assessing and controlling health and safety hazards. The IRS is comprised of four parts: the right to know, the right to refuse unsafe work, the right to participate in decisions concerning health and safety, and individual duties.

"Occurrence" means an unplanned event, or the unexpected outcome of a planned event or activity, that results in injury, death or property damage.

"Programs" means a set of responsibilities, procedures, standards and major activities required to accomplish objectives and fulfill policy and principles under a system.

“Representative” means a Health and Safety Representative designated further to section 8 of the Act.

"Safe" means a condition where risks are as low as reasonably practicable, with no significant residual risk.

"Supervisor" means a person who has charge of an area, an activity, or workplace or authority over a worker, and may include leadhands.

"System" means an organized or complex whole, whereby the parts (programs and principles) perform in an integrated manner so as to effect the overall purpose of the system (the Policy Statement).

"System audit" means a periodic measurement of performance of system elements against established standards.

"Worker" means a person who performs or supplies services for monetary compensation, and includes union and non-union workers, management and administrative workers.

ACRONYMS

IRS	Internal Responsibility System
JHSC	Joint Health and Safety Committee
JSA	Job Safety Analysis
MOL	Ministry of Labour
MOE	Ministry of Environment
MSDS	Material Safety Data Sheet
HS	Health and Safety
HSS	Health, Safety and Security
OHSA	Occupational Health and Safety Act
PPE	Personal Protective Equipment
SOP	Standard Operating Procedures
WSIA	Workplace Safety and Insurance Act
WSIB	Workplace Safety and Insurance Board
WHMIS	Workplace Hazardous Materials Information System

3.0 BACKGROUND

The Health and Safety Management System has been developed further to the College’s Health and Safety Policy, and is consistent with the following strategic documents:

- The Board of Governors Ends Policies;
- The College’ Values;
- The College’s Vision; and the
- The Executive Limitations Policies, EL-2 (Working Conditions); EL-6 (Asset Protection); and EL-9 (Treatment of Clients).

The main components of the Health and Safety Management system are:

- The organizational statements that outline the distribution of authority, responsibility, and accountability for health and safety throughout the organization;

- College Health & Safety Standards that provide the framework for the College's Health and Safety Programs;
- College Health and Safety Programs that relate to specific Health and Safety Standards and which outline specific responsibilities, procedures, and practices with respect to: (a) health and safety administrative practices, including change control and program audit; and (b) specific hazards, or activities.

4.0 ORGANIZATIONAL STRUCTURE

The organizational structure of the College relates to "the Act" in the following way:

- The Board of Governors is the "employer";
- The President, Vice-President (Corporate Services) and Vice-President (Academic and Student Services) are "officers", "supervisors" and "workers";
- Deans, Directors, and Managers are "supervisors" and "workers";
- Leadhands and Coordinators are "workers" and may also be "supervisors"
- All other employees are "workers".

Further to the College's Health and Safety Policy, the College considers students to have rights and responsibilities comparable to those of "workers" outlined in "the Act", though they are not "workers" as defined in "the Act".

5.0 PRINCIPLES

5.1 Board of Governors

The Board of Governors of Confederation College of Applied Arts & Technology collectively is the "employer", and as such, is responsible for the duties outlined in Sections 25 & 26 of the Act.

Each Board member is a "director" of the College and as such is responsible for the duties outlined in Section 32 of the Act.

5.2 President

The President is:

- an "officer" of the College, and as such, is responsible for the duties outlined in Section 32 of the Act. The President is accountable to the Board of Governors for College safety performance. The President represents the "employer" and is responsible for the duties outlined in Section 25 & 26 of the Act;
- a "supervisor" with duties outlined in Section 27 of the Act; and
- a "worker" with duties outlined in Section 28 of the Act.

The President is responsible to the Board for directing the health and safety activities of the College and for ensuring that:

- a HS Management System and supporting programs are established and are comprehensive, adaptable and adequately resourced;
- systems are in place to ensure the competency and viability of the internal responsibility system;
- due diligence is demonstrated through vigilant documentation and audit; and

- the subject of the development, implementation, maintenance and effectiveness of the HS Management System appears annually on the agenda of the Board of Governors
- the HS Management System is developed, implemented and maintained;
- review and report on the College-wide safety performance to the Board of Governors periodically, and
- establish and communicate safety goals and priorities annually.

5.3 Vice-Presidents

The Vice-President (Corporate Services) and the Vice-President (Academic and Student Services) are:

- "officers" of the College, and as such, are responsible for the duties outlined in Section 32 of the Act;
- "supervisors" with duties outlined in Section 27 of the Act; and
- "workers" with duties outlined in Section 28 of the Act.

The Vice-Presidents are responsible to the President for directing the health and safety activities of the College and for ensuring that:

- the College HS Management System is developed, implemented and maintained;
- the College HS Management System is followed by those they supervise;
- Joint Health and Safety Committees or Health and Safety Representatives are in place at all facilities;
- the HS Programs are implemented and maintained by Deans, Directors and Managers;
- the annual performance review of each Dean and Director includes measurement of the performance of applicable responsibilities under the HSS Management System; and
- the subject of the development, implementation, maintenance and effectiveness of the the HS Management System appears semi-annually on the agenda of the College Planning Committee.

5.4 Deans and Directors

Deans and Directors are:

- "supervisors", and as such, are responsible for the duties outlined in Section 27 of the Act; and
- "workers" with duties outlined in Section 28 of the Act.

Each Dean and Director is accountable to their respective Vice President for ensuring that:

- the College HS Management System is followed by those they supervise;
- the HS Programs are implemented and maintained by Chairs and Managers; and
- the annual performance review of each Chair and Manager includes measurements for safety performance.

5.5 Managers

Managers are:

- "supervisors", and as such, are responsible for the duties outlined in Section 27 of the Act; and
- "workers" with duties outlined in Section 28 of the Act.

Each Manager is accountable to their respective Dean and Director for ensuring that:

- the College HS Management System is followed by those they supervise;
- they implement and maintain the HS Programs applicable to their department;
- the annual performance reviews of those they supervise include measurements for safety performance.

5.6 Leadhands and Coordinators

Leadhands and Coordinators may, depending on circumstance, be:

- "supervisors", and as such would be responsible for the duties outlined in Section 27 of the Act.

Leadhands and Coordinators are:

- "workers" with duties outlined in Section 28 of the Act.

Each Leadhand and Coordinator may, depending on circumstance, be accountable to their respective supervisor for ensuring that:

- the College HS Management System is followed by those they supervise;
- they implement and maintain the HS Programs applicable to their department;
- the annual performance reviews of those they supervise include measurements for safety performance.

5.7 Workers

All College employees are "workers", and as such, are responsible for the duties outlined in Section 28 of the Act.

Professors are workers who have the additional duty to instruct students and execute training activities in such a manner that the safety of oneself, students or other workers is not at risk.

The College expectations from workers are in keeping with the Act. The safety performance of all workers will be part of their annual performance appraisal.

The safety duties of College workers include the following:

A worker shall:

- work in compliance with the provisions of the Act and its regulations;
- use or wear the equipment, protective devices or clothing that the employer requires to be used or worn;
- report to their employers or supervisors the absence of or defect in any equipment or protective device of which the workers are aware and which may endanger themselves or other workers;
- report to the employer or supervisor any contravention of the Act or the regulations or the existence of any hazard of which they know;
- assist in investigation of occurrences;
- co-operate with Joint Health and Safety Committee members and inspectors from the Ministry of Labour; and
- take an active role in health and safety by making recommendations and suggestions to protect themselves and others.

No worker shall:

- remove or make ineffective any protective device required by the regulations of the College, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself, or any other person; or
- engage in any prank, contest, feat of strength, unnecessary running or rough or boisterous conduct.

A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

5.8 Students

Confederation College considers students to have rights and responsibilities comparable to those of “workers” outlined in “the Act”, though they are not “workers” as defined in “the Act”.

A student shall:

- act in compliance with the provisions of the Act and its regulations;
- use or wear the equipment, protective devices or clothing that the College requires to be used or worn;
- report to the professor(s) the absence of or defect in any equipment or protective device of which the students are aware and which may endanger themselves or another person;
- report to the professor(s) any contravention of the Act or the regulations or the existence of any hazard of which they know;
- report all occurrences immediately and seek medical assistance from a Designated First Aider; a member of the Campus Response Team; a Security Officer; or Health Services;
- assist in investigation of occurrences;
- co-operate with Joint Health & Safety Committee members and inspectors from the Ministry of Labour; and
- take an active role in occupational health & safety by making recommendations and suggestions to protect themselves and others.

No student shall:

- remove or make ineffective any protective device required by the regulations or by the professor, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- use or operate any equipment, machine, device or thing or act in a manner that may endanger himself, herself, or any other person; or
- engage in any prank, contest, feat of strength, unnecessary running or rough or boisterous conduct.

A student is not required to participate in a prescribed medical surveillance program unless the student consents to do so.

5.9 All Workers and Students

The Act and its regulations will be used as a reasonable guideline where College requirements do not exist. Failure by workers or students to observe the HS Management System may lead to disciplinary action.

5.10 Contractors

Contractors must comply with the requirements of the Act and its regulations while performing any work on College property and must ensure that their employees also comply with the provisions of the Act and its regulations. Contractors must also comply with the requirements of the College HS Management System.

5.11 Visitors and Community

College HS Programs appropriate to the use will be outlined in the agreements for visitors and community groups who are likely to use the College facilities on a contractual basis.

5.12 College Planning Committee

The College Planning Committee consists of the President, Vice-Presidents and representatives of all employee groups at Confederation College; the President of the Oshki Anishnawbeg Student Association; and the President of the Student Union of Confederation College Incorporated. The Manager, Health, Safety and Security will act as a resource to the Committee, with respect to the Health and Safety Management System. The responsibilities of the College Planning Committee with respect to the Health and Safety Management System include, but are not limited to the following:

- review the College Safety Policy annually and forward it to the Senior Team;
- assist and advise the President in health and safety matters;
- review College safety performance and recommend annual goals and priorities for the Senior Team's endorsement;
- establish and initiate communication strategies for safety;
- ensure Joint Health & Safety Committees' recommendations concerning their areas of responsibility are considered within the legal time lines;
- review the HS Management System on a periodic basis; and
- demonstrate leadership for safety and the overall improvement of the College's Health and Safety Standards.

5.13 Joint Health and Safety Committees

Joint Health and Safety Committees have been established in Thunder Bay (Shuniah Building, Dorion Building, McIntyre Building, Aviation Centre of Excellence, Fitness Centre/Sibley Hall); and in Fort Frances and Kenora.

Worker and management representatives are present on all committees, per the requirements of the Act.

An ex-officio committee member representing SUCCI is present on the Shuniah JHSC. Representatives of students are solicited for all other committees.

The Manager, Health, Safety and Security sits as a management representative on the Shuniah JHSC, and as an ex-officio member of all other JHSCs.

The main functions of the Joint Health and Safety Committees, in keeping with the Act, Sections 9(18), 43, 45, 46 & 48, are to:

- identify hazards, by conducting workplace inspections;
- investigate critical injuries and fatalities;
- obtain safety information from the employer;
- be present at the beginning of any test regarding occupational hygiene;
- review test reports of occupational hygiene;
- make recommendations for the improvement of health and safety of workers; and
- recommend the establishment, maintenance and monitoring of programs, measures and procedures fostering the health and safety of the College community.

5.14 Health and Safety Representatives

Health and Safety Representatives, representing workers, are in place at the Geraldton, Marathon, Dryden, and Sioux Lookout campuses.

The main functions of the Health and Safety Representatives, in keeping with the Act, Sections 8 and 43, 45, 46, & 38, are to:

- identify hazards, by conducting workplace inspections;
- investigate critical injuries and fatalities;
- obtain safety information from the employer;
- be present at the beginning of any test regarding occupational hygiene;
- review test reports of occupational hygiene;
- make recommendations for the improvement of health and safety of workers; and
- recommend the establishment, maintenance and monitoring of programs, measures and procedures fostering the health and safety of the College community.

5.15 Manager, Health, Safety and Security

The Manager, Health, Safety and Security is the health and safety resource person for the College. The Manager, HSS, develops and manages the Health and Safety Management System; and HS Standards. The Manager, HSS, facilitates the development of HS programs, based on the standards, in consultation with Managers from the departments/schools. The Manager, HSS, provides leadership with respect to the integration of health and safety planning principles into operational activities.

The Manager, Health, Safety and Security facilitates, coordinates and/or delivers the following services:

- identification, assessment and control of hazardous conditions and practices, including the development of hazard control methods, procedures and programs;
- training and communication with respect to the identification, assessment and control of hazards;
- monitoring, measurement and audit of the Health and Safety Management System;
- monitoring of the effectiveness of the hazard control system and development of the modifications needed to achieve optimum results;
- coordinates and/or delivers health and safety training;

In addition, the Manager coordinates contracts for services in the following areas:

- occupational hygiene testing;
- hazardous materials inventory, registration and disposal, including maintenance of WHMIS inventories and Material Safety Data Sheets;
- emergency response services for chemical emergencies; and
- assessments by occupational therapists, ergonomists and physiotherapists, with respect to workplace accommodations.

5.16 Health Services

Health Services provides first aid and medical treatment in the event of emergencies involving injury. Health Services also provides medical treatment related to illness for staff and students.

5.17 Campus Security Partners

The Manager, HSS, is responsible for planning emergency response activities. The Security Coordinator is responsible for coordinating emergency response on a day-to-day basis. Security Officers respond to emergencies and provide first aid treatment for staff, students and visitors as a complement to Health Services during normal College hours, as well as after regular College hours.

6.0 HEALTH & SAFETY STANDARDS AND PROGRAMS

The following Health & Safety Standards will provide the minimum framework for the development of the College HS Programs:

6.1 Administrative standards:

- Occurrence and Incident Reporting and Investigations
- Employee Health and Safety Orientation
- First Aid
- Health & Safety Planning
- Job Descriptions and Performance Appraisals
- Joint Health and Safety Committees & Health & Safety Representatives
- Purchase of Equipment and Materials
- Safety Communication
- Safety Training
- Work Refusal
- Work Stoppage
- Field Placement (Students)
- Change Control
- System Audit

6.2 Building and Facilities standards:

- Air Quality (Indoor)
- Asbestos Management Plan

- Environmental Assessment
- Fire Prevention / Fire Safety
- Hazard Recognition (Workplace Inspection)
- Preventative Maintenance
- Work Station/Facilities Design

6.3 Machine and Equipment standards:

- Lifting Devices
- Machine Guarding
- Motor Vehicle Safety
- Lock-Out/Tag-out

6.4 Work Practices standards:

- Biosafety
- Confined Space
- Contract and Construction Work
- Electrical Safety
- Emergency Preparedness and Response
- Materials Handling and Storage
- Musculo-Skeletal Injury Prevention
- Personal Protective Equipment
- Radiation Safety
- Working at Heights
- Workplace Hazardous Materials Information System (WHMIS)

6.5 College Health and Safety Programs

College HS Programs are based on the health and safety standards noted above and reflect the health and safety profiles of each department and school. Development of the HS Programs is facilitated by the Manager, Health, Safety & Security, in consultation with managers from the departments and schools.

7.0 REFERENCES

Building Code Act (including the Building Code)
Dangerous Goods Transportation Act
Electricity Act (including the Electrical Safety Code)
Environmental Assessment Act
Environmental Protection Act
Fire Protection & Prevention Act (including the Fire Code)
Health Protection & Promotion Act
Highway Safety Act
Occupational Health & Safety Act
Safe Drinking Water Act
Technical Standards and Safety Act
Trades Qualifications and Apprenticeship Act
Nuclear Safety & Control Act

Transportation of Dangerous Goods Act

Health and Safety Policy

Emergency Policy