

 Confederation COLLEGE COLLEGE POLICY	Number: 4-4-8	# of Pages: 4
	Originator:	Public Safety & Risk Management
	Approved By:	Strategic Leadership Team
	Replaces:	April 12, 2013
	Effective Date:	June 16, 2016
HEALTH AND SAFETY POLICY		

1.0 Purpose

Confederation College owes a duty of care to its employees, students, volunteers, contractors, and visitors, and as such, must take reasonable care in all of its undertakings so as not to harm any member of the College Community.

Further, Confederation College has a primary duty under the Ontario *Occupational Health and Safety Act (OHSA)* to “take every precaution reasonable in the circumstances for the protection of a worker”.

It is implicit in the legislation that Confederation College has a responsibility to deliberately manage health and safety through the effective operation of a health and safety management system aimed at preventing harm and promoting personal, communal and material health and safety.

2.0 Definitions

2.1 Benchmarks:

Benchmarks are standards against which health and safety performance can be measured. For the purposes of this policy, benchmarks are also taken to mean “reasonable precautions” and include the following:

- the requirements set out in health and safety-related legislation
- Canadian Standards Association (CSA) Standards cited in health and safety-related legislation
- Ontario Ministry of Labour guidelines, engineering data sheets, bulletins and alerts
- operating, testing and inspection recommendations of equipment manufacturers
- best practices cited by Colleges Ontario - Occupational Safety and Health Administrators (COOSHA)

2.2 College Community:

“College Community” refers to employees, students, volunteers, contractors, and visitors (i.e. clients, patrons, members of the public).

2.3 Employer:

As defined in the *Occupational Health and Safety Act*, “employer” means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

2.4 Internal Responsibility System:

The Internal Responsibility System (IRS) is the philosophical underpinning of the Ontario *Occupational Health and Safety Act*, wherein responsibility for occupational health and safety is internal to the workplace and to the work. It is an approach to occupational health and safety management which holds that responsibility for health and safety must be integrated into every individual's job at every level of the organization: employees, supervisors, managers, and senior managers.

2.5 Hazard:

A 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 personal, communal or material harm.

2.6 Health and Safety-Related Legislation:

Health and safety-related legislation refers to the *Occupational Health and Safety Act*, and its regulations, as well as other municipal, provincial and federal legislation that outline health and safety requirements, including:

- *Chapter 339 of the Corporation of The City of Thunder Bay Municipal Code, "Emergency Plan",*
- *the Building Act, and The Building Code,*
- *the Dangerous Goods Transportation Act,*
- *the Day Nurseries Act,*
- *the Electricity Act, and The Electricity Safety Code,*
- *the Environmental Protection Act,*
- *the Fire Protection and Promotion Act, and The Fire Code,*
- *the Healing Arts Radiation Protection Act and X-Ray Safety Code,*
- *the Health Protection and Promotion Act, and its regulations,*
- *the Highway Traffic Act, and its regulations,*
- *the Occupiers' Liability Act,*
- *the Private Security and Investigative Services Act,*
- *the Smoke-free Ontario Act,*
- *the Technical Standards and Safety Act, and its regulations,*
- *the Trespass to Property Act,*
- *the Workplace Safety and Insurance Act, and its regulations,*
- *the Canadian Transportation Accident Investigation and Safety Board Act*
- *the Human Pathogens and Toxins Act, and its regulations,*
- *the Nuclear Safety and Control Act, and the Nuclear Substances and Radiation Devices regulation.*

2.7 Health and Safety By Design (HSbD) Principles:

A set of principles¹ which forms the basis for a positive health and safety culture:

- health and safety is the default setting,
- health and safety is embedded into the design of the physical and human environment, including systems, structures and processes,
- health and safety is infused throughout the full lifecycle of the physical and human environment, including systems, structures and processes,
- health and safety measures are proactive not reactive; preventative not remedial,
- health and safety initiatives accommodate all legitimate interests and objectives, for positive-sum, not zero sum results,
- health and safety is user-centric, and
- health and safety, and its component parts, is visible and transparent.

2.8 Supervisor:

As defined in the *Occupational Health and Safety Act*, “supervisor” refers to a person who has charge of a workplace or authority over a worker.

2.9 Worker:

As defined in the *Occupational Health and Safety Act*, “worker” (or “employee”) refers to:

- a person who performs work or supplies services for monetary compensation,
- a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled,
- a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution,
- a person who receives training from an employer, but who, under the *Employment Standards Act, 2000*, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met, or
- such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

3.0 SCOPE

This policy applies to all members of the College Community, at all College owned, leased or rented properties, and at all College-sanctioned activities or operations, on- or off-campus.

4.0 Policy Statement

Confederation College is committed to sustaining a safe and healthy learning community. To that end, the College’s health and safety management system is based on the philosophy of the Internal Responsibility System, wherein the authority, responsibility, and accountability for health and safety is integrated into everyone’s jobs at all levels of the organization.

¹ The set of HSbD Principles are based on the work of Dr. Ann Couvokian, *Privacy by Design: The 7 Foundational Principles* (2009).

The College will take every precaution reasonable to prevent harm to members of the College Community, and in support of that objective, will adopt health and safety policies and standards that meet, or exceed, legislated health and safety requirements.

The College will adopt the principles of “Health and Safety by Design”, in support of a positive health and safety culture.

The College is committed to training and motivating employees for safety performance and to sustaining and updating their safety knowledge. The College is committed to integrating safety knowledge and safety performance expectations into its academic curricula. The College will promote and support the efforts of our Community members, including those who live, learn and work at our campuses, in taking personal responsibility for health and safety both at the College and away from the College.

Managers are committed to resolving health and safety challenges cooperatively with members of the College Community; to evaluating and controlling the risk of harm to all members of the College Community; to participating in workplace inspections; to monitoring on-the-job safety; to auditing for health and safety success; and to improving health and safety performance.

The College expects all employees to regard safety as a priority in all employment-related activities and to work in a manner that does not endanger their own health and safety or that of others. Employees are expected to be familiar with the health and safety requirements of their jobs; to report health and safety hazards, contraventions or concerns to their supervisors; and to support initiatives for improving health and safety conditions.

All members of our College Community, including students, volunteers, contractors, clients and visitors are also expected to comply with all health and safety policies and standards.

Failure to abide by College policies and standards will result in disciplinary action or sanctions, up to and including dismissal, expulsion, and cancellation of contracts or privileges.

For further information, contact Public Safety and Risk Management.

5.0 Posting.

A copy of the *Health and Safety Policy Statement* (Appendix A), dated and signed by the President, will be posted annually at all designated health and safety bulletin boards and at the Public Safety website.

6.0 Monitoring.

The health and safety management system will be monitored and evaluated against established benchmarks.

A monitoring report summarizing the health and safety activities of the College will be submitted annually to the Board of Governors.

7.0 Review.

Further to the requirements of the Ontario *Occupational Health and Safety Act*, this policy will be reviewed annually by the College’s Senior Leadership Team.

APPENDIX A : HEALTH & SAFETY POLICY STATEMENT**HEALTH AND SAFETY POLICY STATEMENT**

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Jim Madder, President

Date