

**Safety & Security Services** is comprised of Occupational Health & Safety and Security Services. Through the implementation of coordinated loss prevention and loss reduction strategies we ensure the College is a safe and secure learning and working environment for all of its occupants. We are heavily engaged in the development and delivery of proactive awareness and training programs and we offer a wide range of supporting services within the College community.

**Occupational Health & Safety** provides services and consultation in all areas of health & safety as well as environmental safety, fire & life safety, hazardous materials, hazardous waste disposal, occupational hygiene and accident reporting and investigation. We work closely with very active Joint Health & Safety Committees in the prevention of accidents and development of a safety conscious environment where everyone understands their individual rights and responsibilities related to occupational health & safety.

**Security Services** provides services to ensure the security and protection of staff, students and College assets on a 24 hr. / day basis. Services include those related to emergency response, criminal investigations, key control, crime prevention training and awareness and lost & found. In addition, consultation in risk assessment, electronic security systems and crisis intervention help constitute the framework for the delivery of this diverse program within the College community.

### Introduction

The purpose of this pamphlet is to provide an overview of Occupational Health & Safety (OHS) system at the College and the role that **everyone** plays in helping to maintain a safe and healthy working and learning environment.

The OHS System is described in Directive A - 14 of the College's Directives Manual. The main components are:

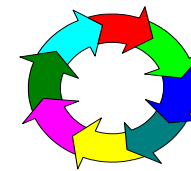
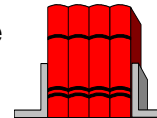
- The Board of Governors Policy A -14
- Directive A -14 and other directives related to OHS
- A series of interdependent OHS programs which set out responsibilities and procedures related to specific subjects such as confined space entry and lock out / tag out.



### **What Is Your Role?**

In addition to the requirement to comply with College Directives, the Occupational Health & Safety Act sets out responsibilities for each employee as follows:

- ⇒ To work in compliance with the provisions of the Act and its regulations
- ⇒ To use or wear the equipment, protective devices or clothing that is required by the employer
- ⇒ To report to the employer or supervisor the absence of a protective device or defect in any equipment of which the worker is aware, which may endanger themselves or other workers
- ⇒ To report to your supervisor any contravention of the Act or the regulations or the existence of any hazard



### **The Internal Responsibility System for OHS**

**Everyone** has a role to play in OHS at the College and OHS is a responsibility which rests with **every individual at every level of the organization.**

This includes:

- The Board of Governors
- The President & Vice Presidents
- Deans & Directors
- Chairs, Managers & Supervisors
- Workers
- Students Association; and
- the Unions: OPSEU Local 415 and Local 416.

As well as being players the following are support to the OHS System:

- The College Safety Review Committee; comprised of senior administration representatives and the Manager Occupational Health & Safety
- The Joint Occupational Health and Safety Committees, comprised of management and worker representatives, at Pembroke, Perth, Rideau and Woodroffe campuses
- The Manager Occupational Health & Safety whose duties include the development of OHS policies, directives and programs, and serving as resource to all staff in the College on OHS matters.



## Workplace Hazardous Materials Information System (WHMIS)

The Occupational Health and Safety Act of Ontario and WHMIS regulations contain three major components which must be complied with when working hazardous products:

- Proper Labeling of containers of products
- Material safety data sheets (MSDS)
- Education of all workers who use or may come in contact with these products

Hazardous products must be classified according to the following hazard classes and supplier labels must include the associated graphic symbol. **For your own safety you must be able to recognize these symbols:**

**Class A**  
Compressed Gas



**Class B**  
Flammable & Combustible



**Class C**  
Oxidizing Material



**Class D1**  
Immediate & Serious Toxic Effects



**Class D2**  
Other Toxic Effects



**Class D3**  
Biohazardous & Infectious



**Class E**  
Corrosive material



**Class F**  
Dangerously reactive Material



## Accident Reporting & Medical Treatment

In the unfortunate event of an accident, you must report it to your supervisor and seek treatment, as required. An Accident / Incident Report form must be completed as they form the basis for subsequent reporting to the Workplace Safety and Insurance Board, for compensation purposes. These forms are maintained in all departments, at Health Services and Security Services.

Health Services is available for visits during regular business hours. Also, first aid kits are available throughout the College for use. Emergency medical assistance can be accessed at any time by using one of the emergency phones, which are located at most fire exits and in the parking lots or by calling 5000 from any College phone.

**DIAL**  
**5000**  
**In Case Of**  
**Emergency**

*Produced by*

**S**afety &  
Security Services

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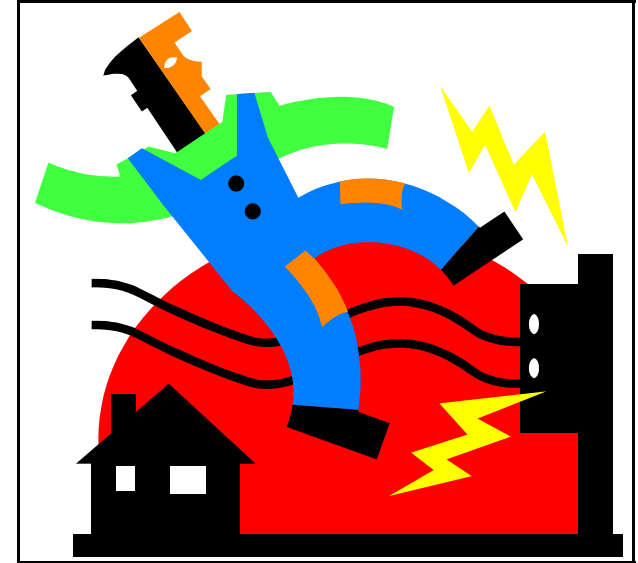
**Working for a safe community**

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# Safety & Security Services

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**... THINGS YOU SHOULD KNOW !**



**Occupational Health & Safety**

**ALGONQUIN**  
COLLEGE