

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 12	DIRECTIVE NO. A14
	ORIGINATOR Director, Physical Resources	
	APPROVED BY President	
TITLE COLLEGE OCCUPATIONAL HEALTH & SAFETY SYSTEM	EFFECTIVE DATE 2001.08.21	REPLACES 1998.04.27

BOARD POLICY (Reference Board of Governors' Policy No. A14)

It is the policy of the Board of Governors of Algonquin College that safe working conditions be maintained at College locations; that the College comply with health and safety legislation; and, that appropriate directives be in place to ensure a safe learning and working environment for students and staff of the College.

Further, in accordance with the Occupational Health and Safety Act of Ontario and its regulations, the College will implement a comprehensive Occupational Health and Safety System.

DEFINITIONS

"Accident" means an unplanned event which results in unintended injury, death or property damage.

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

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

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

"Hazard" means a dangerous object, event, behaviour or condition which can interrupt or interfere with the expected orderly process of an activity.

"Incident" means an undesired event that either did result, or which could have resulted, in injury, death or property damage.

"Internal Responsibility System" means the philosophical approach to OHS, which underlies the OHS Act of Ontario, whereby responsibility for OHS is shared by all parties in the workplace.

"Policy" means a written statement that expresses values that are to be used as guide to action by members of the organization when promoting specific goals of the organization.

"Program" as identified in the Board policy means an occupational health and safety system.

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

"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 a workplace or authority over a worker, and may include leadhands.

"System" means an organized and complex whole that has its components arranged such that they work together towards one or more goals. Its components are the Board Policy, principles and organizational statements set out in directive A-14, OHS programs and special programs such as the change control program and the system audit program.

"System audit" means a periodic measurement of performance of system elements against previously 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
JOHSC	Joint Occupational Health and Safety Committee
JSA	Job Safety Analysis
MFA	Materials Flow Analysis
MOL	Ministry of Labour
MOE	Ministry of Environment
MSDS	Material Safety Data Sheet
OHS	Occupational Health and Safety
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

BACKGROUND

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must be demonstrated by all levels of the College. Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the College.

In accordance with the Board of Governors Policy, the College is implementing an Occupational Health and Safety System. The main components of the system are:

- The Board of Governors Policy;
- Directive A-14 which provides:
 - The principles that further develop the meaning and intent of the Board Policy;
 - The organizational statements that outline the distribution of authority, responsibility, and accountability for OHS throughout the organization;
- College Occupational Health & Safety Standards which will provide the framework for the College OHS Programs;
- College OHS Programs which are interlocking, where each program is associated with a set of concerns and sets out responsibilities, procedures, standards and other that address those OHS concerns; and
- Special OHS programs, Change Control and the OHS System Audit Program, which ensures that the other system elements are implemented, maintained current and are continuously improved.

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 and Vice President, Finance & Administration are "officers", "supervisors" and "workers";
- The Vice Presidents, Deans, Directors, Chairs and Managers are "supervisors" and "workers";
- Leadhands and coordinators are "workers" and may be "supervisors"
- All other employees are "workers".

PRINCIPLES**Board of Governors**

The Board of Governors of Algonquin 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.

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 the College safety performance. The President represents the "employer" and is responsible for the duties outlined in Section 25 & 26 of the Act. The President is also a "supervisor" with duties outlined in Section 27 of the Act. The President is also a "worker" with duties outlined in Section 28 of the Act.

The President shall, as the employer's representative:

- bring to the Board of Governors, for review annually, a written Occupational Health & Safety Policy;
- ensure that the OHS System is developed and maintained;
- review and resolve issues brought forward from the College Safety Review Committee and forward critical safety issues to the Board of Governors for information;
- review and report the College-wide safety performance to the Board of Governors periodically, and
- establish and communicate safety goals and priorities annually.

Vice Presidents

The Vice President, Finance & Administration is an "officer" of the College, and as such, is responsible for the duties outlined in Section 32 of the Act. The Vice President, Finance & Administration is also a "supervisor" with duties outlined in Section 27 of the Act. The Vice President Finance and Administration is also "worker" with duties outlined in Section 28 of the Act.

The Vice President, Academic and Vice President, Student Life and Human Resources are "supervisors", and as such, are responsible for the duties outlined in Section 27 of the Act. The Vice Presidents are also "workers" with duties outlined in Section 28 of the Act.

Each Vice President is accountable to the President for ensuring that:

- the College OHS System is followed by those they supervise;
- the OHS Programs are implemented and maintained by Deans, Directors, Chairs, and Managers; and
- the annual performance review of each Dean and Director includes measurements for safety performance.

Deans and Directors

Deans and Directors are "supervisors", and as such, are responsible for the duties outlined in Section 27 of the Act. Deans and Directors are also "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 OHS System is followed by those they supervise;
- the OHS Programs are implemented and maintained by Chairs and Managers; and
- the annual performance review of each Chair and Manager includes measurements for safety performance.

Chairs and Managers

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

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

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

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 also "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 OHS System is followed by those they supervise;
- they implement and maintain the OHS Programs applicable to their department;
- the annual performance review of those they supervise include measurements for safety performance.

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 accident investigations;

- co-operate with Joint Occupational Health and Safety Committee members and inspectors from the Ministry of Labour; and
- take an active role in occupational 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.

Students

Safety is a shared responsibility. Students are required to follow all safety instructions and to wear all personal protective equipment required by the College. Students are required to report hazards, defects in equipment and protective devices, and accidents to their professor(s). Failure to comply with safety procedures may lead to disciplinary action.

The safety duties of students include the following:

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 accidents immediately and seek medical assistance from Health Services;
- assist in accident investigations;
- co-operate with Joint Occupational 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.

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 OHS System may lead to disciplinary action.

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 OHS System.

Visitors and Community

College OHS 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.

College Safety Review Committee

This Committee consists of the Vice Presidents and the Director of Physical Resources. The College Occupational Health and Safety Coordinator is a resource to the Committee. The responsibilities of the College Safety Review Committee include, but are not limited to the following:

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

Director, Physical Resources Department

The Director of Physical Resources is the Chair of the College Safety Review Committee and is, as such, the employer's designate in matters dealing with occupational health & safety as stated in the terms of reference for Occupational Health & Safety Committees in Appendix "A".

Joint Occupational Health and Safety Committees

Joint Occupational Health and Safety Committees or OHS representatives have been established at all College campuses. Membership of Committees consists of worker and management representatives. The function of the Committees is established in the "Terms of Reference" found in the JOHSC Support Program in Appendix A.

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

These functions are to:

- identify hazards, by conducting workplace inspections;
- investigate critical injuries;
- 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 occupational health and safety of the College community.

Coordinator, Occupational Health and Safety

The Coordinator, OHS is the occupational health and safety resource person for the College. The Coordinator, OHS develops the Occupational Health and Safety System, provides training, and manages the OHS System and its programs. In addition, the Coordinator conducts occupational hygiene testing and mitigates chemical emergencies.

Some of the services provided are as follows:

- identify and appraise of hazardous conditions and practices, and evaluation of the severity of the accident or loss problem;
- develop hazard control methods, procedures and programs;
- communicate hazard control information to those directly involved, including the management, planning and motivation necessary to integrate safety considerations into operations;
- measure the effectiveness of the hazard control system and development of the modifications needed to achieve optimum results; and
- additional accountabilities related to:
 - a) chemical emergencies,
 - b) Workplace Hazardous Materials Information System program management, and
 - c) Workers Compensation management.

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.

Protection Services (Security)

The manager is responsible for coordinating emergency response. 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 and as well after regular College hours.

OCCUPATIONAL HEALTH & SAFETY STANDARDS AND PROGRAMS

Listed below are some of the areas for which Occupational Health & Safety Standards have been developed. These Standards provide the minimum requirements for the development of the College OHS Programs.

Administrative standards

- Accident Incident Reporting and Investigations
- Employee Orientation
- First Aid
- Job Description and Performance Appraisal
- Joint Occupational Health and Safety Committee
- Modified Work
- Purchase of Equipment and Materials
- Safety Communication
- Safety Training
- Work Refusal
- Work Stoppage
- Field Placement (Students)

Building and Facilities standards

- Air Quality (indoor)
- Asbestos Management Plan
- Environmental Assessment
- Fire Prevention
- Hazard Recognition (Workplace Inspection)
- Preventative Maintenance
- Work Station/Facilities Design

Machine and Equipment standards

- Guarding
- Motor Vehicle Safety

Work Practices standards

- Communicable/Infectious Disease
- Contract and Construction Work
- Electrical Safety
- Emergency Preparedness and Response
- Lock-Out
- Materials Handling and Storage
- Musculo-Skeletal Injury Prevention
- Personal Protective Equipment
- Working on Heights
- Workplace Hazardous Materials Information System (WHMIS)
- Handling Blood Products

COLLEGE OHS PROGRAMS

College OHS Programs shall be developed by the Coordinator, OHS in consultation with JHSCs, constituent groups and departments. Implementation shall include training of department staff in each program applicable to the department. A copy of the OHS System shall be made available to department staff. The OHS System shall be provided by the Coordinator, OHS in electronic format to the departments.

(original signed by)

President