PURPOSE
To implement an effective Occupational Health and Safety (OHS) Management System

SCOPE
This policy applies to all College employees, students and contractors.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Occupational Health and Safety (OHS) Management System</td>
<td>The OHS management system refers to the totality of all safety related organizational policies, OHS standards, OHS programs, safe work practices, procedures and organizational statements which are structured in an inter-related fashion so as to achieve implementation of the policy.</td>
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<tr>
<td>Internal Responsibility System (IRS)</td>
<td>Every individual in the workplace is responsible for health and safety. The IRS gives everyone within an organization direct responsibility for health and safety as an essential part of his or her job. That includes the President, senior executives, managers and workers.</td>
</tr>
<tr>
<td>Joint Health &amp; Safety Committee (JHSC)</td>
<td>A bi-partite committee of management and labour representatives which operates in accordance with the requirements of the Occupational Health &amp; Safety Act of Ontario (OHSA).</td>
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<tr>
<td>Supervisor</td>
<td>A person who has charge of a workplace or authority over workers (OHSA).</td>
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<tr>
<td>Worker</td>
<td>A person who performs work or supplies services for monetary compensation (OHSA).</td>
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<tr>
<td>Academic administrator</td>
<td>Program Chair, Course Chair, Academic Manager or Dean.</td>
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<td>PPE</td>
<td>Personal protective equipment</td>
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POLICY

1. Algonquin College is committed to providing a safe and healthy work and learning environment for its staff, students and contractors. The College acknowledges its duty and responsibility to ensure that every precaution reasonable in the circumstances for the protection of workers is taken.

2. Supervisors will be held accountable for the health and safety of employees under their supervision. They will ensure that workers work in compliance with legislation and established safe work procedures.

3. The College will implement an Occupational Health and Safety (OHS) Management System that:

   3.1 Assigns and delegates the roles and responsibilities for the development, implementation and maintenance of the system.
   3.2 Provides for the development, implementation, maintenance and evaluation of policies, procedures, standards and programs relating to safe working conditions and work practices.
   3.3 Provides for a system to deliver required training and instruction of all staff.
   3.4 Encourages the ongoing development of an internal responsibility system (IRS) for occupational health and safety where responsibility is shared by all workplace parties and at every level.
   3.5 Demonstrates due diligence.

4. The Act and its regulations will be used as a reasonable guideline where specific College requirements do not exist. Failure by employees, students, or contractors to observe the OHS management system will lead to disciplinary action or may jeopardize contractual agreements.

PROCEDURE

<table>
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<tr>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>1. <strong>Occupational Health and Safety (OHS) Management System</strong></td>
<td></td>
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<tr>
<td>1.1 Develop and maintain the OHS Management System.</td>
<td>Director, Physical Resources</td>
</tr>
<tr>
<td>1.2 Assign appropriate resources to support the OHS Management System.</td>
<td>President</td>
</tr>
<tr>
<td>1.3 Ensure that the OHS management system is followed by direct reports.</td>
<td>President, Vice Presidents, Deans / Directors, Chairs / Managers</td>
</tr>
</tbody>
</table>
1.4 Ensure the Occupational Health & Safety policy is reviewed annually by the Board of Governors and the College.  
President/ Director, Physical Resources

1.5 Report the College-wide safety performance to the Board of Governors annually.  
President

2. Occupational Health and Safety Standards

2.1 Ensure OHS standards are followed and OHS programs are implemented.  
Director, Physical Resources

2.2 Implement and evaluate policies, procedures, standards and programs relating to safe working conditions and work practices.  
Director, Physical Resources

2.3 Plan and deliver appropriate OHS training to all staff.  
Director, Physical Resources/Supervisors

2.4 Include safety performance measurements in performance reviews of staff.  
President, Vice Presidents, Deans / Directors, Chairs / Managers

3. Working Environment

3.1 Comply with the provisions of the Act, its regulations and prescribed requirements under the OHS management system as it relates to their work.  
Workers

3.2 Use or wear the equipment, protective devices or clothing that the employer requires to be used or worn.  
Workers

3.3 Report to their supervisors, the absence of or defect in any equipment or protective device of which they are aware and which may endanger themselves or others.  
Workers

3.4 Report to their supervisor, any contravention of the Act or the regulations or the existence of any hazard of which they know.  
Workers

3.5 Assist in accident investigations.  
Workers

3.6 When in a position to direct how others do work or perform a task, take reasonable steps to ensure the safety of those persons, including students.  
Workers

3.7 Co-operate with Joint Occupational Health and Safety Committee members and inspectors from the Ministry of Labour.  
Workers

3.8 Shall NOT remove or make ineffective any protective device required by regulation or policy.  
Workers

3.9 Shall NOT use or operate any equipment, machine, device or  
Workers
thing or work in a manner that may endanger himself, herself, or any other person.

3.10 Shall NOT engage in any prank, contest, feat of strength, rough or boisterous conduct.

Note: For the purpose of this policy, students and contractors are required to follow the measures and procedures outlined for workers. Where reporting requirements exist for supervisors, students will meet this requirement by reporting to their professor or academic administrator. Contractors will meet this requirement by reporting to the responsible College management staff that oversees their contractual agreement.

SUPPORTING DOCUMENTATION

Appendix 1  Joint Occupational Health and Safety Committees
Appendix 2  College Safety Review Committee
Appendix 3  OHS Management System
Appendix 4  Guide for Management Responsibilities Related to Occupational Health & Safety
Appendix 5  Internal Sources of Management Responsibilities for OHS
Appendix 6  Administrative Performance Measurement Standards

RELATED POLICIES

HS 02  Disaster Response Planning
HS 03  Workplace Violence Prevention
HS 05  Accident Reporting & Investigation
HS 06  Emergency Evacuation Orders
HS 08  Fatal & Critical Injuries
HS 09  First Aid

RELATED MATERIALS

Annexe 1  Excerpts from the Occupational Health & Safety Act of Ontario
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES (JOHSCs)

Mandate

1. Identify hazards, by conducting workplace inspections
2. Investigate critical injuries
3. Obtain safety information from the employer
4. Be present at the beginning of any test regarding occupational hygiene
5. Review test reports of occupational hygiene
6. Make recommendations to the employer for the improvement of health and safety of workers
7. Recommend the establishment, maintenance and monitoring of programs, measures and procedures fostering the occupational health and safety of the college community
The College Safety Review Committee responsibilities include, but are not limited to the following:

1. Reviewing the College Safety Policy annually and forwarding it to the President.
2. Assisting and advising the President in occupational health and safety matters.
3. Reviewing the College safety performance and recommending annual goals and priorities for the President’s endorsement.
4. Establishing and initiating communication strategies for safety.
5. Ensuring Joint Occupational Health & Safety Committees’ recommendations are considered within the legislated time lines.
6. Reviewing the Occupational Health & Safety System on a periodic basis.
7. Demonstrating leadership for safety and the overall improvement of College standards.
OHS MANAGEMENT SYSTEM

The Safety, Security & Emergency Management area has defined roles, responsibilities and the authority to ensure that an OHS management system is established, maintained and reviewed through various management processes and organizational structures. Responsibility for the implementation of the OHS management system rests with all management staff of the College.

It is recognized that the OHS management system is dynamic and responsive to changing regulatory environments, technical data and College needs. At each review of Policy HS 01, the following description of the system will be amended for currency. An up to date resource for OHS programs and standards can be found at:


Programs
- Personal Protective Equipment (PPE)
- Hazardous Waste
- Laser Safety
- Lead Control
- Respiratory Protection
- WHMIS
- Workplace Violence Prevention
- Lock-out/Tag-out

Standards
- Eye Protection
- Foot Protection
- Head Protection
- Skin Protection
- Hearing Protection
- Respiratory Protection
- Environmental Exposures
- Hazardous Waste
- Lock-out / Tag-out
- Asbestos Management
- WHMIS
- Lead Control
- Hot Work
- Confined Space Entry
- Fall Protection
- Hearing Conservation
- Asbestos Control
- Office Ergonomics
- Laser Safety
- Environmental Sensitivities
- Work Refusal / Work Stoppage
- Confined Space Entry
GUIDELINE FOR MANAGEMENT RESPONSIBILITIES RELATED TO OCCUPATIONAL HEALTH & SAFETY

Introduction

In Ontario, all non-federally regulated employers are subject to the Occupational Health & Safety Act (OHSA) and all regulations made under this act, with respect to occupational health & safety (OHS) in the workplace.

The structure of the College OHS management system is established through the Board of Governors Policy on OHS and Directive HS-01 “Occupational Health & Safety”. The OHS management system

• Assigns and delegates the roles and responsibilities for the development, implementation and maintenance of the system
• Provides for the development, implementation, maintenance and evaluation of directives, policies, procedures, standards and programs relating to safe working conditions and work practices
• Provides for a system to deliver required training and instruction of all staff
• Achieves regulatory compliance
• Encourages the ongoing development of an internal responsibility system for occupational health and safety where responsibility is shared by all workplace parties and at every level

College policies, programs and standards have been developed to reflect relevant employer responsibilities laid out throughout the body of legislative and regulatory material and relate these responsibilities to internal operations.

Management staff, as representatives of the employer, is responsible to carry out the necessary measures to ensure employer compliance with the act and regulations and broadly accept the employer responsibility for the safety of all workers in the College.

The following guideline is intended to provide a complete list of internal sources of responsibilities and a summary of selected areas of management responsibilities related to College directives, OHS standards and OHS programs. The development of practices that are embodied within various OHS programs and standards is a dynamic and continuous process. As a result, the status of various programs and standards ranges from incomplete to under review at any point in time. The full content of available documents can be accessed on-line at: [http://www3.algonquincollege.com/safety-security-services/home/occupational-health-and-safety/occupational-health-safety-home/](http://www3.algonquincollege.com/safety-security-services/home/occupational-health-and-safety/occupational-health-safety-home/) or by referencing the College Policy website at [http://www3.algonquincollege.com/directives/](http://www3.algonquincollege.com/directives/).

Specific subjects that are particularly relevant to an area of operations should be thoroughly reviewed and implemented within each operation in order to ensure appropriate integration of these measures and compliance by all staff.
Safety Culture

1. Safety culture is not merely an organization’s safety program, policies and procedures – it is the incorporation of safety into the informal and formal parts of the organization. Safety must be integrated into every aspect of an organization’s “way of doing business”.

2. Safety requires strong commitment from an organization’s leadership. Leadership must continuously show that working in a safe manner and maintaining a safe workplace are core values.

3. Leadership needs to ensure that the necessary support and training are available, employ effective communication, provide recognition, actively gather input and involve employees in decision-making and regularly ensure inspections and safety meetings are being carried out.

4. Safety is a behaviour that needs to permeate work practices at all levels in order to reflect a safety culture within an organization.

Due-Diligence

The term "due diligence" relates to a type of legal defence to a charge under occupational health and safety legislation. If charged, a defendant may be found not guilty if he or she can prove that due diligence was exercised. In order to establish such a defence, the defendant must be able to prove that all precautions, reasonable under the circumstances, were taken to protect the health and safety of workers.

As an operational term, “due diligence” has been used to describe or reflect a level of judgement, care, prudence, determination, and activity that that would reasonably be expected of a person under a particular set of circumstances. The term “reasonable” is interpreted by the courts, within the context of specific cases.

Examples of conditions that could be considered in establishing a due diligence defence might be:

1. The employer has in place, written OH&S policies, practices, and procedures. These policies, etc. would demonstrate and document that the employer carried out workplace safety audits, identified hazardous practices and hazardous conditions and has made necessary changes to correct these conditions, and provided employees with information to enable them to work safely.

2. The employer has provided the appropriate training and education to the employees so that they understand and carry out their work according to the established policies, practices, and procedures.

3. The employer has trained the supervisors to ensure they are competent persons, as defined in legislation.

4. The employer monitors the workplace and ensures that employees are following the policies, practices and procedures, safe work practices and complying with regulations

5. The employer can produce records of progressive discipline for breaches of safety rules and non-compliance with safe work practices.
6. The employer has an accident reporting and investigation system in place that provides for the incorporation of information from investigations into revised, improved policies, practices and procedures

7. The employer has documented all of the above steps: this will give the employer a history of how the company's occupational health and safety program has progressed over time and provide up-to-date documentation that can be used to defend against charges

**Legislation**

Workplaces in Canada have 14 jurisdictions when it comes to health and safety legislation - one federal, ten provincial and three territorial each having its own occupational health and safety legislation. Algonquin College falls under the jurisdiction of the province of Ontario and therefore must adhere to the legislation of the Ontario Occupational Health and Safety Act (OHSA). The OHSA outlines the general rights and responsibilities of the employer, the supervisor and the worker and regulates the employer / worker relationship as it relates to health and safety.

The Ministry of Labour is responsible for enforcing the OHSA. The Ministry of Labour has a multitude of powers and abilities which have been forged under the OHSA. Some of those powers and abilities may include but are not limited to:

1. Enter in or upon any workplace at any time without warrant or notice
2. Inspect any or all of the workplace
3. May shut down parts of or the whole workplace if a serious hazard to workers exists
4. May issue an order to the employer for corrective action
5. May initiate prosecution
6. May issue a monetary fine to an employer for not complying with the OH&S act

**Criminal Liability**

Although the provincial OHSA and all of its regulations are enforced through the provincial government, federal criminal legislation has been developed in the Criminal Code, which is enforceable through the Police and Crown Attorney Offices.

Section 217.1 of the Criminal Code of Canada sets forth the following duty:

“Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.”

This section was introduced through Bill C-45 which established new legal duties for workplace health and safety, imposing serious penalties for violations that result in injuries or death. It also established rules for attributing criminal liability to organizations, including corporations, for the acts of their representatives and also created a legal duty for all persons directing work to take "reasonable steps" to ensure the safety of workers and the public.

Bill C-45, also known as the "Westray Bill", was created as a result of the 1992 Westray coal mining disaster in Nova Scotia where 26 miners were killed after methane gas ignited causing an explosion.
Despite serious safety concerns raised by employees, union officials and government inspectors at the time, the company instituted few changes, which eventually lead to the tragedy. After the accident the police and provincial government failed to secure a conviction against the company or three of its managers. A Royal Commission of Inquiry was established to investigate the disaster. In 1998, the Royal Commission made 74 recommendations. The findings of this commission (in particular recommendation 73) were the movement that led to Bill C-45.

**Internal Responsibility System (IRS)**

The IRS is a health and safety philosophy. It is based on the principle that every individual in the workplace is responsible for health and safety. That includes the CEO, executives, management and workers. Giving workplace parties responsibilities and authority is the driving force of an effective health and safety management system.

The IRS gives everyone within an organization direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an ongoing basis. They do this both singly and co-operatively with others. Successful implementation of the IRS should result in progressively longer intervals between accidents or work-related illnesses. The internal responsibility system puts in place an employee-employer partnership in ensuring safe and disease free workplace. A health and safety committee is a joint forum for employers and employees working together to improve workplace health and safety.

A properly implemented and successful IRS is represented by the body of internal policies, procedures, processes and measures that map the legislative responsibilities to the organizational elements, which achieves the following:

1. Establishes responsibility sharing systems
2. Promotes safety culture
3. Promotes best practice
4. Helps develop self-reliance
5. Ensures compliance

**Joint Occupational Health and Safety Committees (JOHSCs)**

JOHSCs are required under the OHSA and are specified in terms of their membership, operation, authority and responsibilities. The JOHSC structure is fundamentally important to the operation of an effective IRS.

JOHSC’s or health and safety representatives are established and maintained in all College settings where required by the OHSA. Membership and terms of reference will conform to OHSA requirements.

The main functions of the JOHSCs are summarized below:

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

Each of these functions is supported by College processes and may be prescribed, in many instances, as to the manner in which they are to be carried out. As a manager or supervisor, it is important to be aware of these functions and the processes that might affect the operations of your area of responsibility such as inspections and accident investigations.

**Recognition, Assessment and Control of Hazards (RAC)**

Safety hazards can be effectively managed through the application of a process of RAC. Recognition measures may range from safety inspections to reporting processes and accident analysis. Assessment measures may be as simple as a review of a particular set of circumstances to industrial hygiene monitoring and sampling for various types of contaminants that may be found in a workplace. Once a particular hazard has been recognized and assessed, appropriate control measures such as elimination/substitution, engineering controls, administrative controls, personal protective equipment and hygiene controls can be appropriately applied to mitigate or eliminate the risk.

Supervisors and managers play an important role in the recognition phase of this process through safety inspections, observation, job hazard analysis and accident reporting and investigation.

**Workplace Inspections**

The workplace or safety inspection is one of the most important activities related to hazard recognition. Through the inspection process, hazardous conditions are brought forward to the attention of the manager/supervisor in order that they can respond and remediate hazardous conditions where necessary. The more qualified people involved in the safety inspection are, the better. When accomplished regularly by trained supervisors, employees and safety committees, inspections can contribute significantly to ensuring hazardous conditions are identified and corrected before they cause an injury or illness.

The right of workers to inspect the workplace through the operation of the JOHSC at the College is clearly established in the OHSA, along with the obligation of the employer to respond to recommendations of the JOHSC. In establishing these responsibilities, the legislation creates circumstances whereby the employer and the worker representatives must cooperate in order to meet the requirements of the legislation in conducting workplace inspections. Processes have been developed by the employer to facilitate the operation of the inspection system in the College.

Inspections provide opportunities to:

1. listen to the concerns of workers and supervisors;
2. gain further understanding of jobs and tasks;
3. identify existing and potential hazards;
4. determine underlying causes of hazards;
5. monitor hazard controls (personal protective equipment, engineering controls, policies, procedures);
6. recommend corrective action.
INTERNAL SOURCES OF MANAGEMENT RESPONSIBILITIES FOR OHS

Occupational Health & Safety
Policy HS 01

Deans, Directors, Chairs, Managers, Coordinators and Lead-hands are accountable to their respective supervisors for ensuring that:

1. The OHS management system is followed by those they supervise.
2. The OHS standards are adhered to and the OHS programs are implemented and maintained.
3. In the case of Deans, Directors, Chairs and Managers, performance reviews of each of their direct reports include measurements for safety performance.

Fire Safety & Emergency Evacuation
Policy HS 06

Management staff and Faculty are responsible to ensure that staff and students are instructed on the actions to take in the event of a fire emergency in accordance with the Fire Safety Plan. Their responsibilities are to:

1. Ensure that all staff is familiar with the fire safety plan and their responsibilities.
2. Oversee the evacuation of students, staff and visitors by the most senior college staff in each location within their areas of jurisdiction.
3. Take charge of the evacuation of staff and students in your area and ensure that staff and students evacuate in accordance with the Emergency Evacuation Orders.
4. Pay attention to special requirements of persons with disabilities, assisting where necessary, and plan for their evacuation.
5. Advise the Fire Department or fire emergency personnel of any endangered occupants, hazardous materials (Policy HS 05) or other special concerns.

Accident Reporting & Investigation
Policy HS 05

All employees including supervisors, managers, coordinators, directors, deans and senior management are responsible to ensure that workplace accidents are reported and investigated in accordance with this policy. (For the purposes of this policy, persons with responsibility for students, contractors and children registered within a daycare/child minding program are responsible to ensure that accident reporting is carried out in a like manner as the process described for employees/workers.) Managers and Supervisors shall:

1. Provide first aid/medical treatment as required.
2. Complete the Accident/Incident Report form with the employee.

3. Sign the Accident /Incident Report and take it to Health Services, along with the injured employee, if possible. The reporting of an accident can be delayed if:
   
   a. urgent treatment is required;
   b. the accident occurs outside of regular business hours;
   c. If the supervisor is not readily available.

The Accident/Incident Report must be forwarded to the supervisor for completion and subsequently sent to Health Services by the end of the next working day.

4. In the case of fatal or critical injuries, follow Policy HS 08.

**Fatal or Critical Injuries**

**Policy HS 08**

All employees, supervisors, coordinators, managers, and department heads are responsible to contact OHS immediately and to ensure that critical injuries and fatalities are reported and investigated in accordance with Policy 08 (Directive A-18).

**First Aid**

**Policy HS 09**

Managers and Supervisors shall:

1. Ensure treatment is provided
2. Ensure Accident / Incident Report is completed with the employee

In the case of fatal or critical injuries, follow Policy HS 08.

**Workplace Violence Prevention**

**Policy HS 03 / PROG A22**

All staff, students, and contractors will report incidents and concerns of workplace violence in the following manner:

1. Serious incidents requiring emergency response are to be reported by contacting the Security Emergency number ext. 5000.
2. Incidents which do not require emergency response are to be reported in writing to the Manager/Supervisor/Chair of the affected person or Security Services. If the Manager/Supervisor/Chair of the affected person is involved in the incident, the report should be made to the Director/Dean of the affected person.

Managers/Supervisors shall:

1. Determine the nature of the complaint.
2. Investigate non-criminal/non-urgent matters. Seek investigative guidance from Human Resources or Security Services, if required.
3. If the incident appears to be criminal in nature, contact Security Services.
4. If the incident relates to harassment/discrimination, follow the procedures outlined in Policy HR 22 Harassment/ Discrimination. This involves following either the informal resolution process or the formal resolution process.
5. Respond to the complainant in a reasonable period of time.
6. Consult with Human Resources/Union representatives and/or Security Services in determining measures to be taken.
7. Initiate disciplinary action, where warranted, as a result of the investigation. In instances of student misconduct, the process for notification of a student and scheduling a disciplinary hearing are outlined in Policy SA 07 Student Conduct.

Asbestos Control Program
PROG OHSPW16

Managers/Supervisors shall:
1. Review and follow all aspects of the Algonquin College Asbestos Control Program.
2. Coordinate all work / renovations through the Physical Resources Dept.
3. Ensure all staff and contractors are trained on Asbestos hazards
4. Ensure employees wear appropriate PPE and are protected from the exposure of any asbestos hazards.
5. Ensure NO employee engages in any Type 3 Asbestos operations. All Type 3 operations must be contracted to an appropriate licensed asbestos removal contractor.

Confined Space Program
PROG OHSPW15

Employer Responsibility
The employer shall ensure that all of the requirements of the Ontario Occupational Health and Safety Act and Regulations and any other appropriate legislation are complied with.

The employer shall:
1. Appoint a qualified person to carry out an assessment of the physical and chemical hazards of the confined spaces who will specify the necessary tests to determine whether employees are likely to be exposed to the hazards.
2. In consultation with the Health and Safety Committee, review the procedures to be followed by employees for confined space entry and emergency response.
3. Establish an entry permit system.
4. Specify and provide all necessary protection and emergency equipment as determined by the hazard assessment.
5. Ensure that any report indicating that an employee has been exposed to a danger is forwarded to the Health and Safety Committee.
6. Shall provide every employee who is likely to enter a confined space with instruction and training on the procedures and equipment to be used during a confined space entry or emergency.
Manager/Supervisory Responsibilities

In assigning any task requiring entry into a confined space, the manager/supervisor shall:

1. Initiate a confined space entry permit concerning the details of the work to be performed, and the perceived hazard "Annex D";
2. Ensure that all participants are briefed on all safety procedures to be followed;
3. Appointing a "person in charge" of each crew; and
4. If at any time a person has been exposed to a danger, generate a separate report and forward it with a copy of the permit to the employer.

Fall Protection Program
PROG OHSWP14

Employer Responsibilities

The employer shall:
1. Ensure a written Fall Protection Program is in place.
2. Ensure supervisors and workers are trained.
3. Ensure that a Fall Protection System is being used.
4. Ensure that guardrails are used when practicable.
5. Ensure a Fall Restraint System is in place when applicable.
6. If a Fall Restraint cannot be used, ensure a Fall Arrest System is in place.
7. Provide appropriate Control Zone procedures if the above are not appropriate.
8. Ensure all equipment is safe, maintained, inspected and used correctly.
9. Investigate any hazards or potential hazards.
10. Review the program annually.

Managers/Supervisors Responsibilities

Managers/Supervisors shall:
1. Review the Fall Protection Program.
2. Investigate any hazards or potential hazards in their area and make recommendations.
3. Advise workers on any existing or potential hazards and ensure workers are following the program.
4. Keep records of all workers trained for the fall protection program.
5. Ensure all workers affected, read and have a copy of the fall protection program.
6. Ensure that all workers are provided with the appropriate equipment.
7. Ensure all workers inspect, maintain, and use the equipment in the recommended methods.
8. Enforce all Fall Protection Procedures.

Guidelines for Coordinators of Student Field Placements
PROG OHSADM03

Managers/Supervisor Responsibilities

Managers/Supervisors shall:
1. Review and follow all aspects of the Guideline for Coordinators of Student Field Placements.
2. Have the student complete the Student / Learner Placement Consent form.
4. Send the placement host a letter explaining WSIB and Insurance coverage.
5. Attach to this letter, the completed Ministry of Education Work Placement Agreement form.
6. In the event of an injury, ensure the placement host follows the procedures outlined in the program for Student Field Placements.

Hazardous Waste Program
PROG OHSWP07

Managers/Supervisor Responsibilities

Managers/Supervisors shall:
1. Identify hazardous waste for disposal.
2. Contact OHS to obtain a Hazardous Waste Inventory Form.
3. Complete the Inventory Form and submit it to OHS for review.
4. Package the hazardous waste appropriately for storage and disposal.
5. Provide access to the storage area and any related documentation for OHS in the coordination of the disposal.
6. Ensure appropriate storage of the material until disposal has been carried out by OHS.
7. Maintain records of any materials that were disposed.
8. Ensure waste is properly sealed and packaged.

Hearing Conservation Program
PROG OHSWP05

Managers/Supervisors Responsibilities

Managers/Supervisors shall:
1. Contact OHS regarding any potential over-exposures
2. Consult with OHS regarding engineering and/or administrative controls, as necessary
3. Arrange audiometric evaluations, through Health Services for employees
4. Maintain all audiometric test records. Records must be kept on the employee’s file even after term of employment.
5. Provide all necessary hearing protection to employees.
6. Supervise and ensure the correct use of hearing protection devices.

Laser Safety Program
PROG OHSWP09

Managers/Supervisors Responsibilities
Managers/Supervisors will be knowledgeable of education and training requirements for laser safety, the potential laser hazards and associated control measures for all lasers under the supervisor's authority. The supervisors will be familiar with general operating procedures of lasers under their control.

Managers/Supervisors shall:
1. Ensure that laser workers/students have been trained in the safe operation of the lasers or laser systems.
2. Ensure that laser workers/students prior to operating or working in proximity to Class 3b or Class 4 lasers participate in the Laser Safety Program Training.
3. Report known or suspected accidents to the Laser Safety Officer.
4. Ensure that lasers under their control are not operated or modified without approval by the Laser Safety Officer.
5. Ensure that all administrative and engineering controls are followed.
6. Ensure that Standard Operating Procedures (SOP’s) are written and available to Laser Workers under their supervision.

Lead Control Program
PROG OHSWP10

Managers/Supervisors Responsibilities

Managers/Supervisors shall:
1. Review and follow all aspects of the Algonquin College Lead Control Program.
2. Ensure all staff and contractors are trained on Lead hazards.
3. Ensure employees wear appropriate PPE and are protected from the exposure of any Lead hazards.

Lock-Out / Tag-Out Program
PROG OHSWP12

Managers/Supervisors Responsibilities

Managers/Supervisors shall:
1. Provide the resources and direction necessary to ensure that an effective lockout / tagout program is in place and is strictly adhered to.
2. Ensure that only authorized persons, trained in lockout / tagout procedures, service and maintain machinery or equipment that may contain or produce an energy source that could cause harm to personnel or equipment by transferring or generating electrical energy; hydraulic; pneumatic; gas or steam pressure; vacuum; high temperature; or stored mechanical energy at the college.
3. Provide approved lockout / tagout equipment and hardware i.e. locks, tags, multiple lock holders.
4. Ensure all affected persons are notified when equipment and machinery is being locked out.
5. Ensure that contractors or subcontractors follow the requirements of the lockout / tagout program.
**Personal Protective Equipment (PPE) Program**  
**PROG OHSWP01 – WP04**

**Employer Responsibilities**

The employer shall:
1. Ensure that an effective PPE is in place and is strictly adhered to.
2. Ensure the PPE Program is implemented and maintained.

**Managers/Supervisors Responsibilities**

Managers/Supervisors shall:
1. Implement all aspects of this program, including documentation of the hazard assessment and training.
2. Conduct hazard assessments and ensure that employees are informed, trained, and provided with appropriate PPE to be protected from potential hazards associated with job tasks.
3. Be familiar with the applicable Occupational Health and Safety Act, Safety Standards, and prudent safety practices to protect themselves and their fellow employees.

**Respiratory Protection Program**  
**PROG OHSWP11**

**Managers/Supervisors Responsibilities**

Managers/Supervisors shall:
1. Implement the requirements of this program.
2. Ensure each employee under his or her supervision using a respirator has received appropriate training in its use and an annual medical evaluation.
3. Ensure the availability of appropriate respirators and accessories, provide adequate storage facilities, and ensure proper respirator equipment maintenance.
4. Be aware of tasks requiring the use of respiratory protection, and ensure all employees engaged in such work use the appropriate respirators at all times.
5. Enforce all provisions of this program.

**Silica Control Program**  
**PROG OHSWP21**

**Employer Responsibilities**

The employer shall:
1. Implement the requirements of the Silica Control Program.
2. Provide all necessary PPE to workers and students.
3. Provide reasonable training to the workers to work safely with silica.
4. Ensure engineering controls are in place to help eliminate exposure to silica.
Manager/Supervisor Responsibilities

1. Implement the requirements of the Silica Control Program.
2. Provide all necessary PPE to workers and students.
3. Provide reasonable training to the workers to work safely with silica.
4. Ensure employees are following all measures and procedures set out in the Silica Control Program.

WHMIS Program
PROG OHSWP06

Managers/Supervisors Responsibilities

Managers/Supervisors shall:
1. Advise workers of hazards in their workplace. (OHSA, sec. 25, 27 and WHMIS (860) sec. 6). Supervisors have a legal duty to be familiar with the WHMIS requirements as outlined in this program.
2. Ensure all hazardous materials in the workplace are properly labelled.
3. Maintain a current file of Material Safety Data Sheets (MSDS) for all controlled products used in a work area. All MSDSs must be current to within three years. New or updated MSDSs should be obtained from the supplier.
4. Provide adequate and appropriate training is attained by employees who work with or in close proximity to hazardous chemicals.
5. Update hazardous materials inventories on an annual basis.
ADMINISTRATIVE PERFORMANCE MEASUREMENT STANDARDS

Purpose

The purpose of this appendix is to identify the performance standard and measurement strategies for administrators.

Background

Policy HS 01 - Occupational Health and Safety requires that Vice Presidents, Deans, Directors, Chairs, and Managers ensure the OHS management system is followed by those they supervise and that OHS programs are adhered to and implemented.

In order to achieve this, all representatives must review the programs and standards with their direct subordinates to ensure that the processes and procedures that are relevant to their respective areas are implemented and compliant.

Random compliance audits may be conducted by the Safety, Security & Emergency Management area. The compliance audit will examine how well your area of responsibility has implemented the performance standard.

Performance Standard

All managers must review all applicable OHS Programs and Standards with their staff and ensure those that apply to their areas are implemented.

The following table lists all applicable programs and standards. The development of practices that are embodied within various OHS programs and standards is a dynamic and continuous process. As a result, the status of various programs and standards may be under review at any point in time and subjected to regular updates. New programs and standards are added to this list as they are developed to respond to legislation and developing best practices. Specific subjects that are particularly relevant to an area of operations should be thoroughly reviewed and implemented within each operation in order to ensure appropriate integration of these measures and compliance by all staff.
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DUTIES OF EMPLOYERS AND OTHER PERSONS

Duties of constructor

23. (1) A constructor shall ensure, on a project undertaken by the constructor that,

(a) the measures and procedures prescribed by this Act and the regulations are carried out on the project;

(b) every employer and every worker performing work on the project complies with this Act and the regulations; and

(c) the health and safety of workers on the project is protected.

Notice of project

(2) Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed. R.S.O. 1990, c. O.1, s. 23.

Duties of licensees

24. (1) A licensee shall ensure that,

(a) the measures and procedures prescribed by this Act and the regulations are carried out with respect to logging in the licensed area;

(b) every employer performing logging in the licensed area for the licensee complies with this Act and the regulations; and

(c) the health and safety of workers employed by employers referred to in clause (b) is protected. R.S.O. 1990, c. O.1, s. 24 (1).

Definition

(2) In this section,

“licensed area” means the lands on which the licensee is authorized to harvest or use forest resources. R.S.O. 1990, c. O.1, s. 24 (2); 1994, c. 25, s. 83 (2).

Duties of employers

25. (1) An employer shall ensure that,

(a) the equipment, materials and protective devices as prescribed are provided;
(b) the equipment, materials and protective devices provided by the employer are maintained in good condition;

(c) the measures and procedures prescribed are carried out in the workplace;

(d) the equipment, materials and protective devices provided by the employer are used as prescribed; and

(e) a building, structure, or any part thereof, or any other part of a workplace, whether temporary or permanent, is capable of supporting any loads that may be applied to it,

(i) as determined by the applicable design requirements established under the version of the Building Code that was in force at the time of its construction,

(ii) in accordance with such other requirements as may be prescribed, or

(iii) in accordance with good engineering practice, if subclauses (i) and (ii) do not apply. R.S.O. 1990, c. O.1, s. 25 (1); 2011, c. 11, s. 9.

Idem

(2) Without limiting the strict duty imposed by subsection (1), an employer shall,

(a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;

(b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;

(c) when appointing a supervisor, appoint a competent person;

(d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;

(e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;

(f) only employ in or about a workplace a person over such age as may be prescribed;

(g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;

(h) take every precaution reasonable in the circumstances for the protection of a worker;
(i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;

(j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;

(k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;

(l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer’s possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and

(m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety. R.S.O. 1990, c. O.1, s. 25 (2).

Idem

(3) For the purposes of clause (2)(c), an employer may appoint himself or herself as a supervisor where the employer is a competent person. R.S.O. 1990, c. O.1, s. 25 (3).

Same

(3.1) Any explanatory material referred to under clause (2) (i) may be published as part of the poster required under section 2 of the Employment Standards Act, 2000. 2009, c. 23, s. 2.

Idem

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer workers are regularly employed. R.S.O. 1990, c. O.1, s. 25 (4); 2011, c. 1, Sched. 7, s. 2 (2).

Additional duties of employers

26. (1) In addition to the duties imposed by section 25, an employer shall,

(a) establish an occupational health service for workers as prescribed;

(b) where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;

(c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;

(d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;

(e) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
(f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;

(g) comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;

(h) establish a medical surveillance program for the benefit of workers as prescribed;

(i) provide for safety-related medical examinations and tests for workers as prescribed;

(j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;

(k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and

(l) carry out such training programs for workers, supervisors and committee members as may be prescribed.

Idem

(2) For the purposes of clause (1)(a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1, 2).

Idem

(3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

(a) the worker’s costs for medical examinations or tests required by the medical surveillance program or required by regulation;

(b) the worker’s reasonable travel costs respecting the examinations or tests; and

(c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).

Duties of supervisor

27. (1) A supervisor shall ensure that a worker,

(a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

(b) uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.

Additional duties of supervisor

(2) Without limiting the duty imposed by subsection (1), a supervisor shall,
(a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;

(b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

(c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.

**Duties of workers**

**28. (1)** A worker shall,

(a) work in compliance with the provisions of this Act and the regulations;

(b) use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn;

(c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and

(d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

**Idem**

**28. (2)** No worker shall,

(a) remove or make ineffective any protective device required by the regulations or by his or her employer, 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;

(b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or

(c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

**Consent to medical surveillance**

**28. (3)** A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so. R.S.O. 1990, c. O.1, s. 28.

**Duties of owners**

**29. (1)** The owner of a workplace that is not a project shall,

(a) ensure that,

(i) such facilities as are prescribed are provided,

(ii) any facilities prescribed to be provided are maintained as prescribed,

(iii) the workplace complies with the regulations, and
(iv) no workplace is constructed, developed, reconstructed, altered or added to except in compliance with this Act and the regulations; and
(b) where so prescribed, furnish to a Director any drawings, plans or specifications of any workplace as prescribed.