

HS01**Occupational Health and Safety**

Classification:	Health, Safety and Security
Responsible Authority:	Manager, Occupational Health and Safety (OHS) and Emergency Preparedness
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1998-04-27
Date Last Reviewed:	2026-08-21
Mandatory Review Date:	2027-08-23

PURPOSE

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

SCOPE

This policy applies to all College employees, students, contractors, volunteers, unpaid learners and other persons engaging in work or supplying goods or services to the College.

DEFINITIONS

Word/Term	Definition
Chairs / Managers	All general references are intended to include Assistant / Associate / Senior or similarly identified positions.
Deans / Directors	All general references are intended to include Executive Directors, Associate Directors, Executive Deans and Associate Deans or similarly identified positions.
Internal Responsibility System	The IRS is a method for distributing OHS authority and responsibilities. The IRS distributes OHS responsibilities across the entire institution including Executives, Managers, Supervisors and Workers.
Joint Health & Safety Committee	A bi-partite committee of management and labour representatives which operates in accordance with the directions and requirements of the Occupational Health & Safety Act (OHSA) of Ontario.
Occupational Health and Safety Management System	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 interrelated fashion so as to achieve implementation of the policy.

Equipment worn to minimize exposure to hazards that cause workplace injuries and illnesses.

Supervisor A Supervisor is a person who has charge of a workplace or authority over a worker, consistent with the Occupational Health and Safety Act.

Worker A person employed by the College; or a volunteer, contractor or student; or an unpaid learner participating in a program approved by the College; or an unpaid trainee or other persons who work or provide services to the employer (College) without compensation.

POLICY

1. Algonquin College is committed to providing a safe and healthy work and learning environment for its employees and students. 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 workers under their supervision. They will ensure that workers work in compliance with legislation and established safe work procedures. Workers have the right to refuse unsafe work.
3. Supervisors and Workers must make workplace or work routine adjustments, commence or participate in a health and safety investigation, or cease a workplace activity, if instructed to do so by Algonquin College Risk Management or a representative of a regulatory body that has health and safety as part of their official mandate.
4. The College will implement an Occupational Health and Safety (OHS) Management System that:
 1. Assigns and delegates the roles and responsibilities for the development, implementation and maintenance of the system - in consultation with the Joint Health and Safety Committee.
 2. Provides for the development, implementation, maintenance and evaluation of policies, procedures, standards and programs relating to safe working conditions and work practices.
 3. Provides for a system to deliver required training and instruction to all employees.
 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.
 5. Demonstrates continued due diligence.
5. The Ontario Occupational Health and Safety Act will direct and inform the College's actions and decisions in establishing an Occupational Health and Safety Management System. Failure by any employee, student, or contractor to observe the College's Occupational Health and Safety Management System may result in disciplinary action and may result in the College suspending or cancelling activities and contractor agreements.

Note: For the purpose of this policy, employees and students are required to follow the measures and procedures outlined for workers. Where reporting requirements exist, students and staff will meet this requirement by reporting to their professor or supervising administrator. Contractors will meet their own regulatory reporting requirement(s) and must provide the College administrator that engaged them with a copy of those same regulatory reports - this must be done immediately following the contractor's regulatory submission.

PROCEDURE

Occupational Health and Safety Management System

	Action	Responsibility
1.	Assign appropriate resources to support the OHS Management System.	President
2.	Review and maintain the OHS Management System.	Director, Risk Management, Manager, Occupational Health & Safety (OHS) and Emergency Preparedness
3.	Ensure that the OHS management system is followed by Workers.	Supervisors
4.	Ensure the Occupational Health & Safety policy is reviewed annually and the OHS Management System is reviewed ongoing.	Manager, Occupational Health & Safety (OHS) and Emergency Preparedness, the Joint Health and Safety Committee

Occupational Health and Safety Standards

	Action	Responsibility
1.	Review and evaluate policies, procedures, standards and programs relating to safe working conditions and work practices.	Director, Risk Management, Manager, Occupational Health & Safety (OHS) and Emergency Preparedness, the Joint Health and Safety Committee
2.	Review all applicable OHS Programs and Standards with staff and ensure those that apply to their areas are implemented.	Supervisors
3.	Develop, coordinate and maintain appropriate job and area specific OHS training programs and safety requirements.	Supervisors

4.	Ensure all employees, students, contractors, volunteers, unpaid learners and other persons under their authority complete required OHS training and receive job and area specific instruction.	Supervisors
5.	Discuss the OHS Management System awareness and the completion of training with employees, students, contractors, volunteers, unpaid learners and other persons during onboarding activities, performance discussions, and periodically verify that OHS resources remain readily available to those who may need them.	Supervisors, Manager, Occupational Health & Safety (OHS) and Emergency Preparedness, the Joint Health and Safety Committee

Working Environment

	Action	Responsibility
1.	Make themselves aware of and comply with the procedures and guidelines detailed by the College's OHS Management System including the use of protective equipment/clothing and location specific operating guidelines/restrictions.	Workers
2.	Report to a Supervisor, any situation or incident of safety concern or known/suspected breach of procedures and guidelines detailed by the College's OHS Management System.	Workers
3.	Participate openly and truthfully in OHS investigations - this includes cooperating with Joint Health and Safety Committee members, Risk Management, and inspectors from the Ministry of Labour.	Workers
4.	Take reasonable steps to assist in protecting the safety of others – including speaking-up when another Worker could be reasonably assessed as being in harms way.	Workers
5.	Report to a Supervisor where/when safety equipment or devices are missing or thought to be ineffective and situations where Workers are observed to be circumventing, removing, or damaging safety equipment or devices.	Workers

RELATED POLICIES

AD28: College Identification
 HS02: Emergency Response
 HS03: Workplace Violence Prevention
 HS05: Accident Reporting and Investigation
 HS06: Fire Safety and Emergency Evacuation
 HS07: Emergency Campus Closing
 HS08: Fatal or Critical Injuries
 HS09: First Aid
 HS10: Smoke-Free Campus
 HS11: Alcohol on Campus

HS13: Key Control

HS14: Hepatitis B Vaccine

HS15: Food and Drink in Labs and Shops

APPENDICES

Joint Occupational Health and Safety Committees

OHS Management System

Guide for Management Responsibilities Related to Occupational Health & Safety

Internal Sources of Management Responsibilities for OHS

HS01 Appendix 1: Joint Occupational Health and Safety Committees

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

HS01 Appendix 2: OHS Management System

OHS Management System

The Risk Management Department 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 HS01, 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: <http://www.algonquincollege.com/safety-security-services/home/occupational-health-and-safety/>

HS01 Appendix 3: Guide for Management Responsibilities Related to Occupational Health & Safety

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:

- 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 set out throughout the body of legislative and regulatory material and relate these responsibilities to internal operations.

Management staff, as representatives of the employer, are 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: <https://www.algonquincollege.com/safety-securityservices/home/occupational-health-and-safety/> or by referencing the College Policy website at <https://www.algonquincollege.com/policies/> - hs

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 noncompliance 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 led 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 there 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 injuries or illnesses.

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.

HS01 Appendix 4: Internal Sources of Management Responsibilities for OHS

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 and Emergency Evacuation Policy HS06

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 HS05: Accident Reporting and Investigation) or other special concerns.

Accident Reporting and Investigation Policy HS05

All workers 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 workers).*

Managers and Supervisors shall:

1. Ensure that first aid/medical treatment is provided as required.
2. Complete the Accident/Incident Report form with the worker.
3. Sign the Accident/Incident Report and forward it to Occupational Health and Safety, along with the injured employee, if possible. The reporting of an accident can be delayed if:
 1. urgent treatment is required;
 2. the accident occurs outside of regular business hours;
 3. If the supervisor is not readily available.

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

1. In the case of fatal or critical injuries, follow Policy HS08: Fatal or Critical Injuries.

Fatal or Critical Injuries
Policy HS08

All workers, 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 HS08 Fatal and Critical Injuries.

First Aid
Policy HS09

Managers and Supervisors shall:

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

In the case of fatal or critical injuries, follow Policy HS08: Fatal or Critical Injuries.

Workplace Violence Prevention
Policy HS03 / 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 and Occupational Health and Safety, 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 HR22 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 SA07: Student Conduct.
 8. Document all actions.
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Asbestos Control Program PROG OHSWP16

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 workers wear appropriate PPE and are protected from the exposure of any asbestos hazards.
 5. Ensure NO worker engages in any Type 2 or Type 3 Asbestos operations. All Type 2 and 3 operations must be contracted to an appropriate licensed asbestos removal contractor.
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Confined Space Program PROG OHSWP15

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 workers are likely to be exposed to the hazards.
2. In consultation with the Joint Occupational Health and Safety Committee, review the procedures to be followed by workers 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 a worker has been exposed to a danger is forwarded to the Joint Occupational Health and Safety Committee.
6. Shall provide every worker 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.
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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.
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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.
 3. Complete the Ministry of Labour, Training and Skills Development form.
 4. Send the placement host a letter explaining WSIB and Insurance coverage.
 5. Attach to this letter, the completed Ministry of Labour, Training and Skills Development form.
 6. In the event of an injury, ensure the placement host follows the procedures outlined in the program for Student Field Placements.
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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
 6. disposal.
 7. Ensure appropriate storage of the material until disposal has been carried out by OHS.
 8. Maintain records of any materials that were disposed.
 9. Ensure waste is properly sealed and packaged.
 10. Fill out Waste Disposal Form and attach to packaged waste.
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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 workers.
4. Maintain all audiometric test records. Records must be kept on the employees file even after term of

5. employment.
 6. Provide all necessary hearing protection to workers.
 7. Supervise and ensure the correct use of hearing protection devices.
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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 supervisors 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. Officer.
 6. Ensure that all administrative and engineering controls are followed.
 7. Ensure that Standard Operating Procedures (SOPs) are written and available to Laser Workers under their supervision.
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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 workers wear appropriate PPE and are protected from the exposure of any Lead hazards.
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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.
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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 workers 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 workers.
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Respiratory Protection Program
PROG OHSWP11*Managers/Supervisors Responsibilities*

Managers/Supervisors shall:

1. Implement the requirements of this program.
 2. Ensure each worker 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 workers engaged in such work use the appropriate respirators at all times.
 5. Enforce all provisions of this program.
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Silica Control Program
PROG OHSWP21*Employer Responsibilities*

The employer shall:

Implement the requirements of the Silica Control Program.
Provide all necessary PPE to workers and students.
Provide reasonable training to the workers to work safely with silica.
Ensure engineering controls are in place to help eliminate exposure to silica.

Manager/Supervisor Responsibilities

Managers/Supervisors 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 workers are following all measures and procedures set out in the Silica Control Program.
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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 workers who work with or in close proximity to hazardous chemicals.
5. Update hazardous materials inventories on an annual basis.