



Health, Safety, and Environment

Institutional Manual

Approving Authority: President (Vice-Chancellor)

Established: June 20, 2012

Date of Last Review/Revision: May 28, 2015, replaces November 14, 2013

Office of Accountability: Vice-President, Administration

Administrative Responsibility: Human Resources

Policy Statement

St. Jerome's University provides a place of employment and learning that is as free as possible from recognized hazards. A safe and healthy environment is created and maintained through the provision of proper facilities, equipment, training, services, and by promoting safety consciousness.

St. Jerome's University requires that health and safety be a primary objective in every area of operation and insists on compliance with legislative requirements and regulations contained in, but not limited to, the *Occupational Health and Safety Act*, the *Workplace Safety and Insurance Act*, the *Fire Prevention and Protection Act* and the *Environmental Protection Act*.

Scope

This Policy applies to all persons and activities, social or otherwise, performed at, for, or on behalf of St. Jerome's University, regardless of where the activity is held. This Policy will be reviewed as necessary, but at least annually.

Responsibility

St. Jerome's University, as the employer, is ultimately responsible for worker health and safety. However, each faculty member, staff member, student, visitor and contractor has primary responsibility for their own safety and actions, and for others affected by their actions. Supervisors and other persons in authority must provide for the health and safety of those under their authority, including training in specific work tasks and must take necessary measures to comply with environmental requirements.

All members of the University community must report to their supervisor any hazardous conditions which are contrary to good health, safety or environmental practices or which contravene any legislative requirements. Supervisors are responsible for ensuring that corrective action is taken at once.

Joint Health and Safety Committee

In accordance with the *Occupational Health and Safety Act*, St. Jerome's University has established a Joint Health and Safety Committee to provide a forum for consultation between the University and representatives of its employees concerning health and safety issues in the University workplace.

Appendix A Supplementary Information and Procedures

Resources

If you are looking for on-campus resources or assistance, please contact your Supervisor, Human Resources, the Facilities Manager and Health and Safety Officer, or any member of the Joint Health and Safety Committee. Additional information is also made available to you on the University's Safety Board (located in the mailroom) as well as on SharePoint or at sju.ca.

Occupational Health & Safety Act [OHSA]

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm