

**SIR SANDFORD FLEMING COLLEGE
POLICY MANUAL**

POLICY NO. 4-412	APPROVED BY: BOARD OF GOVERNORS
PAGE NO. 1 OF 1	SUPERCEDES: 93-10
DATE APPROVED: March 8, 1995	
SUBJECT: SAFETY	

Sir Sandford Fleming College is committed to the protection of its employees against work-related injuries and illnesses.

In fulfilling this commitment, Sir Sandford Fleming College will provide and maintain a safe and healthy work environment, as is required to meet industry standards, and in compliance with legislative requirements. We will strive to eliminate workplace hazards which may result in personal injuries/illnesses, property damage and property loss.

Health and safety is the direct responsibility of all managers and workers alike. Accidental loss can be controlled through good management in combination with active employee involvement.

All employees will be equally responsible for minimizing accidents within our facility. Job practices and procedures will be clearly defined and available for all employees to follow.

All employees will perform their jobs properly, in accordance with established procedures and operating philosophy.

I trust that all of you will join me in a personal commitment to health and safety as a way of life.

*Original Signed by Brian Desbiens
and posted in lounges*

Date

Brian D. Desbiens

PROCEDURE: SAFETY 4-412

1.0 DEFINITIONS

(from the Occupational Health & Safety Act) ... for clarification of the wording in Sir Sandford Fleming College's Policy Manual.

1.1 "The Act" - "Occupational Health & Safety Act"

1.2 "Competent Person" - means a person who:

i) is qualified because of knowledge, training and experience to organize the work and its performance.

ii) is familiar with this Act and the regulations that apply to the work, and

iii) has knowledge of any potential or actual changes to health or safety in the workplace.

1.3 "Reasonable"- e.g. (taking every precaution reasonable in the circumstance)

i) past practice

ii) accepted established standards and regulations in industry

iii) establish new methods/to look forward

1.4 "Shared Ownership" - Employer>Supervisor>Workers

1.5 "Supervisor" - means a person who has charge of a workplace or authority over a worker.

1.6 "Workplace" - means any land, premises, location or thing at, upon, in or near which a worker works.

1.7 "Worker" - means a person who performs work or supplies services for monetary compensation.

2.0 ACCOUNTABILITY

Accountability is recognized by Sir Sandford Fleming College as shared ownership by:

2.1 THE EMPLOYER

i) The President of Sir Sandford Fleming College, as the employer, will ensure & promote a safe and healthy working environment as a priority in every campus activity.

ii) The Employer shall:

a) Ensure that reasonable precautions are taken to promote the health and safety of all employees.

b) Participate in the shared ownership of a safe and healthy working/learning environment.

c) Maintain responsibility for compliance with Federal and Provincial Legislations.

d) Provide financial support to equip workers with required protective equipment, clothing and devices, and ensure its proper usage.

e) Provide for health & safety training and education of employees on a continual basis, including First Aid & WHMIS, and as legislation changes.

f) Post a copy of the current Occupational Health & Safety Act in a conspicuous location at every campus or workplace where it is most likely to come to the attention of all employees.

g) Make, or cause to be made, a current inventory of all hazardous materials and all physical agents that are present in the workplace, and ensure that all required Material Safety Data Sheets are less than 3 years old.

h) Ensure that supervisors are competent as defined under the Act.

Ensure that a person appointed as a supervisor is:

I. qualified because of his/her knowledge, training and experience to organize the work and its performance,

II. familiar with the provisions of the Occupational Health and Safety Act and the regulations that apply to the work, and

III. has knowledge of any potential or actual danger to health or safety in the workplace."

A person so qualified is defined as being "competent" in the Act.

i) Upon receiving written recommendations on health and safety matters from a committee, will implement them within 21 days, or in writing respond with alternative approaches or justification for non-implementation.

2.2 SUPERVISORS

i) The immediate supervisors of College employees are the principal agents for the implementation and control of the Sir Sandford Fleming College Health & Safety Policy, and the procedures relating to it.

ii) Management employees chosen by the employer to supervise workers will be competent persons because they are knowledgeable and familiar with potential hazards that their workers are exposed to, or are likely to be exposed to.

iii) A Supervisor Shall:

a) Ensure that workers perform their work in an appropriate manner in accordance with the Occupational Health & Safety Act and other regulations, whereby protective equipment, clothing and/or devices will be properly worn.

b) Where prescribed, provide written instructions as to the proper procedures to be followed to ensure protection of the worker.

- c) Advise workers of the existence of potential hazards, or actual dangers in the workplace.
- d) Provide workers with training and educational opportunities to keep abreast of potential hazards and procedures relating to their protection.
- e) Respond to the Health & Safety Committee's recommendations, within the time frame specified by the Act. (21 days). The response must include schedules for implementation or justification for non-implementation, or for implementing alternative actions.
- f) Accompany Health & Safety Committee members during workplace inspections.
- g) Report potentially hazardous conditions in the workplace to the Health & Safety Committee.
- h) Annually review health & safety related procedures concerning their area(s) of immediate responsibility.

2.3 FACULTY & SUPPORT STAFF

- i) The effectiveness of a safety program is dependent upon appropriate preparedness and the attitude of all workers to be reflected in safe work practices for duplication by our students.

Workers Shall:

- a) Perform and fulfil job responsibilities in accordance with the Occupational Health & Safety Act and other regulations, whereby protective clothing, equipment and/or devices will be properly utilized or worn. Act as leaders in promoting a positive attitude toward safety for students, while providing them with College & curriculum specific safety training.
- b) Report hazards and potential hazards and any visible contraventions of the Act to their immediate supervisors.
- c) Provide assistance to Health and Safety Committee members as required.
- d) Become familiar with and comply with College emergency procedures and other health and safety related policies and procedures.

- e) Refrain from inappropriate conduct that may endanger themselves or others.
- f) Refrain from the removal of protective devices or parts of machinery without providing for adequate temporary protection for themselves and others.
- g) Refrain from operating equipment or devices in a manner that could potentially endanger themselves or others.
- h) Wherever possible, incorporate safety in the education of our students.
- i) Ensure that students are informed of health and safety issues for their particular areas of study and work.

2.4 THIRD PARTIES

- i) Organizations or individuals must conform to current Health & Safety Regulations & Legislations directly as well as College Health and Safety Policies & Procedures.
- ii) The liaison person for the College must ensure that third parties comply with all Health & Safety guidelines.

3.0 JOINT HEALTH AND SAFETY COMMITTEES

3.1 There will be a Joint Health and Safety Committee for Sutherland Campus (Included in Sutherland is Brealey, McDonnel, McRae and Cobourg) and for Lindsay Campus (Included in Lindsay is Frost and Haliburton).

- i) The composition, operation, and functions of the two Joint Health and Safety Committees will be reviewed annually to identify any amendments to policies.
- ii) Campuses that regularly employ less than twenty workers but more than five will be represented by one worker and one management representative. Representatives will be elected by the workers at each workplace and maintain the same commitment to improving health and safety conditions in the workplace, by actively participating in workplace inspections and investigations. Management representative may be appointed.

3.2 Each campus committee (Sutherland and Lindsay) will meet the minimum requirements of having two certified members. At least one management and one worker.

3.3 At least one certified worker committee member and at least one certified management committee member, will be designated as "The Certified Representatives" for their respective groups on the committee, and they will have the specified responsibilities as per the Act and the Collective Agreements.

3.4 Decisions and recommendations will be arrived at by consensus of the entire Joint Health & Safety Committee.

4.0 CAMPUS JOINT HEALTH AND SAFETY COMMITTEES

4.1 COMMITTEE COMPOSITION

i) There will be at least four members on the committee and it should be large enough so that the health and safety concerns of the entire campus are represented.

ii) At least 50% of the members of the committee must represent the workers and the remaining 50% of the committee will be supervisors appointed by management (ie: Vice President of Finance and Administration).

iii) The committee may invite representatives from College organizations or specialists to attend meetings as observers and/or advisors.

iv) The names and work locations of the committee members must be posted in the workplace, where they are most likely to be seen by the workers.

v) The worker committee members will serve on the committee for a term of two years, with half of the committee to have their term of office end in March each year. Certified members shall be a member of the Committee.

4.2 COMMITTEE OPERATION

i) The committee will report to the President of the College through the Executive Director of Finance & Facilities.

ii) The committee shall meet at least monthly rotating between campuses.

iii) The committee must be co-chaired by a member chosen by the representatives of the workers and the other by members who exercise managerial functions.

iv) As specified under the Act, members of the committee must observe basic rules of confidentiality regarding information about tests or enquiries, or names of any person from whom information was received. Information regarding names or programs will be treated as strictly confidential unless written permission is given by the person(s) involved to disclose the information.

v) An Agenda shall be prepared and circulated no later than three days before each meeting.

vi) The Draft Minutes of the previous meeting will be prepared and circulated to the members one week before each meeting.

vii) The Draft Minutes of the previous meeting will be discussed and if necessary amended, then approved at the Meeting. They will then be signed by both co-chairs and if amended, corrected and then distributed within a week to all members of the committee. A copy of the approved Minutes will be distributed to the Director of Finance & Facilities.

Facilities, and other locations as deemed necessary by the Joint Health & Safety Committee, and also made available on request to an inspector of the Ministry of Labour.

5.0 HEALTH & SAFETY COMMITTEE FUNCTIONS

5.1 COMMITTEE FUNCTIONS

i) The Committee's principal functions will be to identify any potential hazards, to evaluate these potential hazards, to recommend to management corrective actions that could be taken, and then to follow up on the implemented recommendations.

ii) Committee members are available to receive employee concerns, complaints and recommendations and provide input into any existing or proposed health and safety programs.

5.2 WORKPLACE INSPECTIONS

- i) Workplace inspections will be conducted in accordance with the Occupational Health & Safety Act, whereby the Health & Safety Committee members shall take part in workplace inspections.
- ii) The workplace will be inspected, at minimum, once per year, whereby sections of the workplace shall be inspected each month, until the entire workplace has been inspected.
- iii) Areas of the workplace that statistically report frequent hazardous conditions and/or accidents or injuries, as per Accident & Injury Reports, shall be inspected more frequently throughout the year at the direction of the Joint Health & Safety Committee.
- iv) A schedule of inspection locations and dates will be prepared by the Health & Safety Committee and distributed to management. The workplace inspection schedule will be reviewed annually.
- v) Inspection teams will be comprised of a minimum of two elected members of the committee and the manager (or designate) to inspect the area scheduled. If possible at least one member shall be a certified worker.
- vi) A copy of all Workplace Inspection Reports is to be sent to the Vice President Director of Finance & Facilities and appropriate areas for action.

6.0 ACCIDENT REPORTING AND INVESTIGATION

6.1 All accidents, injuries or incidents that could have resulted in an injury, occurring on Sir Sandford Fleming College property, or as a consequence of conducting Sir Sandford Fleming College business, will be reported, in accordance with College procedure(s).

6.2 All staff are required to ensure that any such incidents involving themselves, their students, their visitors, or anyone reporting to themselves are reported in accordance with the procedure(s).

6.3 Reporting will be on a standard report form designed for the College, which will be readily available to all staff from the area Manager or JHSC.

6.4 The Human Resources Department will maintain a central database of ALL incidents (accidents and near misses) which have been reported. Summary statistics, and other pertinent information, will be forwarded on a timely basis to JHSC's certified members.

6.5 Human Resources Department will publish an annual safety report based on an analysis of the year's reported incidents, as directed by JHSC.

6.6 All employees will receive an annual orientation regarding their responsibilities. Manuals and guidelines will be readily available.

7.0 COMMITTEE FINANCE

7.1 An annual budget will be submitted by the Health & Safety Committee, Vice President of Finance & Facilities.