

Policy Title:	Health and Safety Policy
Policy ID:	4-412
Manual Classification:	Section 4 - Finance and Facilities
Approved by:	Board of Governors
Revision Date(s):	Feb 2022
Effective Date:	April 1, 2022
Next Policy Review Date:	February 2025
Contacts for Policy Interpretation:	Director, College Safety and Services Chief Building and Facility Officer

1.0 - Policy Overview

Fleming College (hereafter referred to as “the College”) is committed to providing a safe and healthy working and learning environment to all members of the Fleming community.

2.0 - Purpose

The purpose of the Health and Safety Policy is to clearly communicate Fleming College’s commitment to provide a healthy and safe working and learning environment and to outline individual health and safety responsibilities for implementing this policy.

3.0 - Definitions and Acronyms

The following definitions apply in this Policy

Ontario Occupational Health and Safety Act (OHSA)	<i>The Ontario Occupational Health and Safety Act (R.S.O. 1990).</i> The College, and an employer, is accountable under the OHSA.
Internal Responsibility System (IRS)	The Internal Responsibility System (IRS) is a health and safety philosophy based on the principle that everyone in the workplace is responsible and accountable for workplace health and safety in some way. This is the underlying concept of the OHSA and forms the basis for a health and safety management system
Joint Health and Safety Committee (JHSC)	These committees are advisory groups consisting of management and worker representatives established under the requirements of Section 9 of the OHSA
Supervisor	A person who has charge over a workplace or authority over a worker as defined by the OHSA. Supervisors at the College include the following: Managers, Directors, Chairs, Deans, Registrar, Chiefs, Vice Presidents, and President
Worker	A person who performs work or supplies services for monetary

compensation. Also, a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution

4.0 - Scope

This policy applies to all workers, students, volunteers, vendors, visitors, and contractors of Fleming College.

5.0 - General Principles

- 5.1** Fleming College will maintain and promote a safe and healthy working and learning environment by implementing health and safety programs and procedures that meet or exceed the requirements of the Occupational Health and Safety Act and its Regulations, and other applicable legislation and codes
- 5.2** College administrators, supervisors and other individuals who are responsible for directing the work of others are responsible for the health and safety of all individuals under their direction and the workplaces under their charge. They must ensure that their employees are provided with health and safety training and education appropriate to their job requirement.
- 5.3** All employees, vendors, contractors, students, and visitors shall comply with all relevant legislation and all college policies and procedures regarding health and safety.
- 5.4** It is the responsibility of every employee to report unsafe conditions in the workplace and to report any workplace injuries to their supervisors. This is the foundation of the IRS.
- 5.5** Fleming College, in consultation with the JHSC, shall ensure that health and safety-related operating procedures meet the goals of this policy as well as Acts and Regulations which apply to this institution.
- 5.6** Non-compliance with this policy or other safety-related policies, procedures or legislative requirements will result in disciplinary action as appropriate.

6.0 - Related Documents

- *Occupational Health and Safety Act of Ontario* (R.S.O. 1990)
- College Policy #3-311, Harassment and Discrimination Prevention and Response
- College Policy #3-343, Sexual Violence Prevention
- College Policy # 4-420 Violence Prevention
- College Policy #5-506, Student Rights and Responsibilities
- Academic Collective Agreement
- Support Staff Collective Agreement

History of Amendments/Reviews

Original Policy approved Mar 1995
Reviewed and revised Feb 2022