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## Accountabilities and Responsibilities

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This program applies to all employees, students, contractors, volunteers and visitors to the Laurentian University workplace.

## 1.0 General principles

This document provides the framework to enable University compliance with health and safety legislation. Specifically, it appries members of the campus community of their duties and responsibilities with respect to these acts, Laurentian's relevant policies, and collateral procedural and reporting requirements. It supports the management of Health and Safety by ensuring:

- Maintenance and implementation of a Policy and Program on Health and Safety
- Compliance with Health and Safety legislation
- Provision of centralized Health and Safety programs, standards, and services
- Guidance to faculty/department Health and Safety programs
- Monitoring and auditing of Health and Safety
- Support for the activities of health and safety committees

The University has a general duty to "take every precaution reasonable in the circumstances for the protection of a worker" (OHSA) as well as a duty to put in place a proper system to prevent the occurrence of offences under the legislation and to take reasonable steps to ensure the effective operation of that system (Supreme Court of Canada).

### 1.1 Policy on Health and Safety

The [Policy on Health and Safety](#) is intended to:

- Create and foster a work environment free from personal injury and illness;
- Establish the responsibilities of the workplace parties to maintain a healthy and safe work environment, and to prevent occupational injuries and illnesses;
- Meet or exceed the requirements of the Ontario Occupational Health and Safety Act and Regulations, and other relevant legislation."

### 1.2 Internal responsibility system

Each faculty member, staff member, student, and the visitor has responsibility for her/his own personal safety and actions and for others affected by those actions. Supervisors and all other persons in authority must provide for worker safety in areas and operations under their control.

Management has a responsibility to ensure that the various facilities within the University are safe and to accepted standards, to provide education and training programs for all employees in order to make them aware of their responsibilities and to instruct them in safe work practices.

### 1.3 Management of change

Management of change is defined as a process to evaluate and manage any modifications to the design, control, or operations (including staffing) of a workplace activity before any change is implemented.

Its purpose is to ensure that:

- No unintended hazards are introduced
- Risks are properly evaluated and minimized
- Update hazard analyses and controls, including standard operating procedures and training

As part of the process of identifying, monitoring, assessing and controlling risks and hazards in areas under their control, department directors/chairs/heads and supervisors must anticipate, prior to making any modification or introduction of new work methods, materials, processes, machinery or equipment in the workplace, the potential impact of the change on the health and safety of students, employees or other persons.

## 2.0 Roles and responsibilities

### 2.1 University

The employer is ultimately responsible, through its Board of Governors, for the provision of a safe working environment, as well as for the health and safety of its employees, and is committed to the provision of funds sufficient for the supply of human and material resources as may be necessary to carry out these responsibilities.

### 2.2 Board of Governors

The Board of Governors reviews Laurentian's report on compliance with health and safety legislation. Additional reports may be presented to the Committee where circumstances require the Committee to carry out responsibilities pursuant to applicable legislation.

### 2.3 Vice-President, Administration

- Approves university policies and other actions necessary to comply with OHSA legislative requirements; and
- Responds to recommendations of a Joint Health and Safety Committee and Health and Safety Manager.

### 2.5 Leaders of the University

Leaders of the University are accountable for directing health, safety and environment activities within their areas and providing appropriate financial, human, and organizational resources to plan, implement, check, review, and correct the Health and Safety Management System (HSMS). Specifically, this includes:

- Ensuring that Laurentian's Policy and Program on Health and Safety is implemented; and
- Defining roles, assigning responsibilities, establishing accountability, delegating authority and ensuring that annual performance reviews address how subordinates have carried out their responsibilities.

## 2.6 Directors/chairs/heads

Directors/chairs/heads are accountable to the leaders of the University and are given authority to exercise management functions. In carrying out Health and Safety duties on behalf of the University, directors/chairs/heads are required to:

- Appoint competent supervisors
- Provide for information, instruction, supervision and training to enable students, faculty and staff to safely perform their tasks
- Establish and maintain measures to identify, monitor, assess and control risks and hazards according to the Health and Safety Program; including Job Hazard Analysis, Standard Operating, Inspection and Incident Investigation Procedures
- Maintain appropriate records to demonstrate compliance with their duties and obligations
- Take corrective action, including discipline, where a member of the campus community is found or reported to be in an unsafe condition
- Review with the assistance of the Health and Safety Manager, all relevant safety procedures and training requirements

## 2.8 Researchers, faculty and supervisors

Every person in a supervisory position is responsible to their line of authority for:

- Taking every reasonable precaution to protect and promote the health, safety and environment of those persons reporting directly and indirectly to them
- Ensuring that persons work in an appropriate manner, and with the equipment, protective devices, measures and procedures required
- Advising persons of the existence of potential or actual danger to their health or safety
- Fulfilling the requirements of Laurentian's Health, Safety and Environment Program
- Ensuring that required job-specific training in areas and operations under their control is identified through a hazard assessment which is and provided to all the affected employees and that records of training are maintained
- Promptly investigating and reporting all workplace incidents and taking any appropriate corrective action
- Ensuring their work area is inspected on a monthly basis

- Completing mandatory supervisory Health and Safety training

## 2.9 Supervisors of contractors and sub-contractors

Any employee of the University who is responsible for hiring or overseeing a contractor or subcontractor to perform work within the University must ensure that:

- Contract documents incorporate the applicable requirements under Laurentian's Health and Safety Policy and Program;
- Relevant information relating to Laurentian's workplace hazards are communicated to the contractor
- Compliance with the Laurentian's Health and Safety Policy and Program is monitored and enforced

## 2.10 Workers, students and other persons

All persons on University premises, whether for monetary compensation or for educational or other purposes, are responsible for:

- Complying with Health and Safety legislation and Laurentian's Health and Safety Policy and Program
- Using or wearing the appropriate equipment, protective devices or clothing
- Reporting promptly any hazardous condition or injury to their supervisor
- Refraining from any activity that may endanger the health and safety of themselves or of any other person
- Completing all training that applies to their job. Workers may be required to demonstrate their level of understanding of training through the completion of tests, quizzes and/or task observation

## 2.11 Health and Safety Office

The Health and Safety Office serves as an Health and Safety resource to assist members of the University community in meeting their obligations to provide a safe, healthy work and educational environment. In particular, the Health and Safety Office:

- Develops and reviews Laurentian's Health and Safety programs
- Provides advice, assists faculty/departamental health and safety coordinators/committees
- Administers serves on or is a resource to Laurentian's Health and Safety committees
- Monitors the Joint Health and Safety Committee (JHSC) inspections
- Follows up on incidents where appropriate and monitors preventive and corrective actions
- Acts a resource for the provision of training for all employees, and is responsible for determining training needs at least annually, providing training or train-the-trainer sessions as required, and retaining all Health and Safety training records

## 2.12 The Health and Safety Manager is responsible for

- Directing the effective, efficient, and comprehensive delivery of assigned health and safety program services to support the achievement of the University's strategic goals, facilitate successful endeavours by all members of the University community and ensure that persons accountable for University operations are informed of risks and compliance requirements
- Preparing reports on Laurentian's Health and Safety Programs
- Duly informing officers and department directors/chairs/heads of their accountability and responsibility under the Occupational Health & Safety Act and regulations, and the Health and Safety Policy.
- Informing and advising the Vice President, Administration on any instances where pursuant to the legislation:
  - Ministry or regulatory agency issues an order and there is not full compliance within the specified time
  - Employee(s) refuse(s) to work for the reason of danger to their health or safety
  - The decision is taken to not implement a recommendation of a Joint Health and Safety Committee
  - Circumstances require the Board of Governors to be informed so they may carry out responsibilities pursuant to applicable legislation.

## 3.0 Related Documents

3.1 Occupational Health and Safety Act, R.S.O. 1990

3.2 Laurentian University Health and Safety Policy

3.3 Laurentian University Lab Safety Policy

3.4 Laurentian University Facility Safety Policy