



Bishop's University Safety Policy

1.01 General policy with regards to occupational health and safety

Adopted by the Human Resources Committee on November 27th, 2015

1. Preamble

Bishop's University believes that the health and safety of its employees and its students is of the utmost importance. By adopting this policy, Bishop's University clearly reaffirms its interest in the present matter. We are committed to establishing a healthy and safe working environment. Our goal is the elimination, at its source, of any threat to the health, safety and physical well-being of our academic community.

In order to attain such a goal, we must ensure that every party is engaged, and that there is a close collaboration among our personnel, our students and any other person who has business on campus, whether for personal or professional reasons.

Furthermore, we must all act with judgement, care, caution and determination to minimise risks to health and safety.

2. Objectives

The policy aims to ensure the health and safety of not only our constituencies but also of our visitors by pursuing the following objectives:

- Promoting occupational health and safety by ensuring compliance with laws and regulations ;
- Developing internal management standards of occupational safety and health ;
- Communicating useful information about the known risks inherent in the workplace ;
- Communicating safe techniques for the handling of equipment ;
- Intervening in situations of risk or potential risks;
- Implementing a program to promote health at work ;
- Implementing accident prevention programs ;

- Establishing programs and procedures required for a healthy and safe working environment;
- Coordinating the efforts of various units to enable the reduction and, when possible, the elimination of accidents and occupational diseases.

3. Scope

General policy and procedures with regard to occupational health and safety apply to all constituencies of Bishop's University, in accordance with the rights and obligations set out in **An Act respecting Occupational health and safety LRQ c. S-2.1** and in **An Act respecting industrial accidents and occupational diseases LRQ c. A-3.001**.

4. Definitions

- 4.1. Accident** : a sudden and unforeseen event, attributable to any cause, which happens to a person, arising out of or in the course of his or her work and resulting in an employment injury;
- 4.2. Accident Prevention Program** : a series of activities aimed at identifying risks to health and safety and the adoption of measures to reduce or mitigate the risks;
- 4.3. APBU**: Association des professeurs/eures de Bishop's University;
- 4.4. Commission** : means the Commission de la santé et de la sécurité du travail established pursuant to section 137 of the Act;
- 4.5. Employer** : a person who, under a contract of employment or a contract of apprenticeship, with or without remuneration, retains the services of a worker; an educational institution is deemed to be the employer of a student in cases where, under a regulation, the student is deemed to be a worker or a construction worker ;
- 4.6. Occupational disease** : a disease contracted out of or in the course of work and characteristic of that work or directly related to risks specific to that work;
- 4.7. Program to promote health at work** : a series of activities to promote health through the implementation of programs to support employees in the adoption of personal and work habits conducive to health ;
- 4.8. Employee** : a person, including a student where provided by regulation, who carries out work for an employer, whether under a contract of employment or a contract of apprenticeship, and with or without remuneration;

4.9. Workplace : Any place in or at which a person is required to be present out of or in the course of work, including an establishment and a construction site.

5. Joint Health and Safety Committee (JHSC)

5.1. Terms & Conditions

The Joint Health and Safety Committee is a stand-alone, parity committee.

Where no agreement is reached by the Health and Safety Committee on matters that exceed the standards set out in the Act Respecting Occupational Health and Safety, LRQ c. S2.1 (hereinafter, 'the Act'), such matters shall be referred to the senior administration for resolution.

5.2. Mandate

As stipulated in the Act, the Joint Health and Safety Committee shall meet regularly to discuss health and safety concerns at both the Sherbrooke and Knowlton campuses. It shall provide oversight for the development of, and monitor, policies and procedures in matters of health and safety in order to eliminate dangers to the health, safety, and physical well-being of University employees, students, and other users of our campus.

5.3. Duties and responsibilities

The committee shall, among other things, and in a timely fashion:

- Receive copies of notices of accidents and incidents that have caused, or could have caused an accident, or an occupational disease; it shall inquire into them and take appropriate actions.
- Receive suggestions and complaints from employees, students, users, certified association, and the employer relating to occupational health and safety, and examine, record, and address these suggestions and complaints.
- Introduce, receive, study, and organize reports of inspections made on the two Bishop's campuses.
- Select individual protective devices and equipment best adapted to the needs of employees, students, and users at the two Bishop's campuses.
- Participate in the identification and assessment of the risks connected with particular jobs and certain kinds of work, and the identification of contaminants and dangerous substances connected with particular jobs.
- Keep registers of work accidents, occupational diseases, and incidents that could have caused them.

- Name resource persons in the following areas to coordinate working groups when or where necessary for topics below:

Human Resources

- Occupational health/safety training/programmes
- Lab safety / Biosafety / Hazardous materials
- Accident/incident prevention investigation/inspections
- Emergency procedures
- Compliance inspections/audits
- Employee wellness programmes & activities

Security

- Campus / student safety
- Emergency procedures
- Fire prevention

Campus Health Services

- General health awareness issues
- Student health issues
- Public health issues

5.4. Composition of the JHSC

The committee shall consist of no more than ten (10) voting members. The JHSC is composed as follows:

- For the employees:
 - One (1) member of the Faculty & Librarians (named by the APBU)
 - One (1) member of Staff (named by the APBU)
 - One (1) representative from the Division of Arts & Sciences
 - One (1) Champlain College employee (named by Champlain)
 - One (1) Bishop's University student (named by the SRC)
 - One (1) Champlain College student (named by Champlain SRC)

- For the employer:
 - One management position from Buildings & Grounds
 - One management position from Human Resources
 - One management position from Student Services
 - The Manager of Security (ex officio)
- Resource Members:
 - The Health and Safety Coordinator (ex officio)
 - The Administrative Assistant for Buildings and Grounds

The employees and students together and the employer's representatives together are each entitled to one vote, respectively, on the committee.

The Committee Chair, as a member of the Committee, shall be elected by the members of the Committee for a two (2) year mandate. The Committee Secretary shall be elected by the members of the Committee.

General roles of the Health and Safety Coordinator:

- develop recommendations or procedures to improve overall health and safety operations;
- assist department supervisors to develop safe work practices;
- collect and disseminate health and safety information including legal requirements;
- coordinate interdepartmental health and safety activities;
- conduct or coordinate risk management, audits & incident investigations;
- coordinate or provide health and safety training.

5.5. Meetings and Quorum

- The committee shall meet regularly and the quorum at any meeting of the Health and Safety committee shall be three (3) employee members, and three (3) Corporation members.
- Any two members may call an emergency meeting on short but reasonable notice, if he/she considers that an emergency situation exists. Otherwise, meetings shall be called, and agendas circulated, with at least ten (10) days prior notice.

- Observers or guests will be permitted to attend meetings at the discretion of the Committee.

6. Rights and obligations of each party

6.1. Employer

6.1.1. Rights

- Bishop's University has the right to take the necessary measures to enforce the guidelines of the occupational health and safety policy, or Act.

6.1.2. Obligations

- Ensure that facilities under its authority are equipped and laid out so as to ensure the protection of the worker ;
- Designate members of University personnel to be responsible for health and safety matters, and post their names in a conspicuous place easily accessible to the community, such as on the webpage ;
- Ensure that the organization of work and working procedures and techniques do not adversely affect the safety or health of employees;
- Supervise the maintenance of the workplace, provide sanitary installations, drinking water, adequate lighting, ventilation and heating, and provide sanitary quarters where meals are eaten at the workplace ;
- Use methods and techniques intended for the identification, control and elimination of risks to the safety or health of the worker ;
- Take the fire prevention measures prescribed by regulation ;
- Supply safety equipment and see that it is kept in good condition ;
- See that no contaminant emitted or dangerous substance used adversely affects the health or safety of any person at a workplace ;
- Give employees adequate information about the risks connected with their work and provide them with the appropriate training, assistance or supervision to ensure that they possess the skills and knowledge required to safely perform the work assigned to them;

- Post up on the website all information transmitted by the Commission and put that information at the disposal of the employees, the health and safety committee and of the certified association ;
- Provide the worker, free of charge, with all the individual protective health and safety devices or equipment selected by the health and safety committee in accordance with paragraph 4 of section 78 or, as the case may be, the individual or common protective devices or equipment determined by regulation, and require that the worker use these devices and equipment in the course of work ;
- Give, to the employees, the Joint Health and Safety committee, the certified association, the public health director and the Commission, the list of the dangerous substances used in the establishment and of the contaminants that may be emitted ;
- Cooperate with the Joint Health and Safety committee and with any person responsible for the application of this Act and the regulations and provide them with all necessary information ;
- Put at the disposal of the Joint Health and Safety committee the equipment, premises and clerical personnel necessary for the carrying out of its functions.

6.2. Employees

6.2.1. Rights

- To benefit from working conditions that have proper regard for employee health, safety and physical well-being ;
- To training, information and counselling services in matters of occupational health and safety, especially in relation to the employee's work and work environment, and to receive appropriate instruction, training and supervision ;
- To refuse to perform particular work if the employee has reasonable grounds to believe that the performance of the work would expose him or her to danger to health, safety or physical well-being, or would expose another person to a similar danger ;

6.2.2. Obligations

- To respect the rules, guidelines, standards and procedures for health and safety ;
- To follow the various guidelines issued by the Joint Health and Safety committee ;
- To take the necessary measures to ensure his health, safety or physical well-being;

- To take all necessary reasonable and appropriate measures to ensure that he or she does not endanger the health, safety or physical well-being of other persons at or near the workplace ;
- To participate in the identification and elimination of risks of work accidents or occupational diseases at his workplace ;
- To cooperate with the Joint Health and Safety Committee ;

6.3. Students

6.3.1. Rights

- To conditions of study, living and engagement in extra-curricular activities that have proper regard for health, safety and physical well-being ;
- To information, training, supervision and consulting services in relation to any risks to their health and safety that their studies may expose them to.

6.3.2. Obligations

- To respect the rules, guidelines, standards and procedures for health and safety ;
- To take the necessary, reasonable and appropriate measures to ensure their health, safety or physical well-being ;
- To see that they do not endanger the health, safety or physical well-being of other persons at or near their workplace ;
- To participate in the identification and elimination of risks of work accidents or occupational diseases at the workplace ;
- To cooperate with the Joint Health and Safety committee and with any relevant subcommittee.

7. Functional structure

Bishop's University, through the Joint Health and Safety Committee is responsible for the implementation of this policy in collaboration with the Health and Safety Coordinator as well as the Directors and Managers of Service units.

8. Entry into force

This policy will come into force on the day that it is approved by the Board of Governors.

It will be reviewed every two years, and may be revised if circumstances warrant.

Policy reviewed and recommended by:

JOINT HEALTH & SAFETY COMMITTEE, OCTOBER 29TH 2015.

Policy adopted by:

HUMAN RESOURCES COMMITTEE, NOVEMBER 27TH, 2015.