

## 4.G-2023 Health & Safety Policy

### 1. Purpose

- 1.1 St. Mary's University (the university) is committed to providing a healthy and safe learning, teaching, research, and work environment for all individuals working, or acting as volunteers at or for the University.
- 1.2 Helping to ensure that current information and guidance are in place is integral to the health, safety, and wellbeing of its community.
- 1.3 To define and outline the key roles and responsibilities and identify the domains of accountability of the members of the University Community.
- 1.4 Comply with the *Occupational Health and Safety (OHS) Act*, and all other applicable laws and legislation.
- 1.5 This policy applies to all members of the university on campus or any portion of the lands, buildings and rooms that are owned, leased, or operated by the university, for any university-sponsored event or activity (on or off campus), and to university volunteers, contractors, and visitors to the campus.

### 2. Policy

- 2.1 The university will strive to provide a healthy, injury-free campus environment.
- 2.2 The university will establish and maintain all health and safety (H&S) material that meets or exceeds applicable standards and legislative requirements.
- 2.3 Environment, health, and safety considerations will be incorporated into daily job duties and business decisions as appropriate.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
President's Council	Human Resources	May 24, 2023	

- 2.4 Individuals, corporations, contractors, and other entities subject to this policy will comply with all components of this policy based on the *OHS Act* or other applicable legislated items related to the *Act*.
- 2.5 The university community shall be made aware of and understand the legislative requirements, industry standards and universities policies and procedures that apply to their campus areas.
- 2.6 The university commits to reviewing the health and safety manual a minimum of every three years or as circumstances require revision.

### **3. Responsibilities**

#### **3.1 The Employer is required to:**

- establish, oversee, and maintain health and safety policies consistent with the *OHS Act*, and all other applicable laws, and this Policy.
- oversee systems in place to protect the environment, health, and safety of the university community.
- describe the responsibilities of employees (i.e., faculty and administrative staff), contractors, students, visitors, and volunteers under other applicable laws.
- ensure the health, safety, and welfare of other persons at or near the campus who may be affected by hazards originating from campus.
- ensure the university community members have the skills and training needed to do their jobs in a healthy and safe manner.
- inform the university community members of all the health and safety hazards at the campus.
- Inform the university community members of their OHS duties and rights.
- create safe work practices and ensure these practices are followed.

- provide safety equipment and training.
- investigate serious injuries and incidents and potentially serious incidents (PSI).
- consult and cooperate with the Joint Health and Safety Committee (JHSC).

**3.2 Leaders will:**

- Know and understand the components of health and safety management that apply to their areas of responsibility.
- Understand and enforce all aspects of this policy based on the *OHS Act* or other legislated items related to the Act.
- Communicate and reinforce all health and safety policies that apply to their area of responsibility.
- Ensure supervised workers operate in a healthy and safe manner according to the *OHS Act*, the Regulation, and all other applicable laws, and this policy.
- Report to the university any concerns about unsafe campus acts or conditions that exist to [Safety@stmu.ca](mailto:Safety@stmu.ca).
- Advise workers of all known or reasonably foreseeable hazards.
- Participate in site inspections that pertain to their area of responsibility.
- Participate in the investigation of an incident if it pertains to their area of responsibility.

**3.3 All Employees are required to:**

- Know and understand their obligations to ensure the health and safety of themselves and others.

- Take reasonable care to protect their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Report any unsafe act or condition including all accidents that caused a personal injury as soon as practicable or as identified in any specific hazard assessment or reporting procedure.
- Cooperate with the university and direct Leader for the purposes of health and safety.
- Use all appropriate safety devices and wear proper personal protective equipment (PPE).
- Report unsafe or unhealthy conditions as well as any incidents or near misses.
- Refrain from causing or participating in violence or harassment.
- Respond to emergencies in accordance with their training.
- Know and understand their obligations under this policy based on the *OHS Act* or other legislated items related to the *Act*.
- Inspect all tools and equipment before use and report any issues to the facilities management team.

**3.4 The Joint Health and Safety Committee (JHSC) will:**

- Develop, implement, and comply with the health and safety of the university's obligations under applicable laws and legislation.
- Monitor, determine compliance, and execute procedures related to:
  - i. hazard identification and control
  - ii. workplace inspections
  - iii. incident investigations

- Provide training on matters relating to health and safety.
- Promote awareness of the policy based on the *OHS Act* or other legislated items in relation to the *Act*.
- Act as a resource to the university community on matters relating to health and safety.
- Conduct regular meetings, record minutes of these meetings, and record attendance.

**3.5 Contractors, Self-Employed Persons, Service Providers, and workers from a temporary staffing agency are required to:**

- Know and understand their obligations under the university health and safety policy.
- Know and understand their obligations under this policy based on the *OHS Act* or other legislated items related to the *Act*.
- Report campus-related incidents, hazardous conditions, or near misses to the University.
- Take reasonable care to protect the health and safety of themselves and those around them who might be affected by their campus activities.
- Refrain from causing or participating in campus harassment or violence.

**4. Procedures for Reviewing and Revisiting the Health & Safety Policy**

- 4.1 The university is committed to reviewing and revisiting the Health and Safety policy a minimum of once every three years unless one of the following events occurs:
- i. new risks are identified in the existing spaces.
  - ii. an addition of new spaces on campus that may present new hazards.
  - iii. upon the recommendation of the JHSC committee.

- iv. significant amendments are made to the *OHS Act*.

The review of the Health and Safety policy will occur through the combined efforts of Facilities, Human Resources, and the JHSC committee.

## **5. Support**

### **5.1 On-Campus Support Resources:**

- Human Resources – [HR@stmu.ca](mailto:HR@stmu.ca)
- Health & Safety Officer – [Safety@stmu.ca](mailto:Safety@stmu.ca)
- Health & Safety Committee – [Safety.Committee@stmu.ca](mailto:Safety.Committee@stmu.ca)

### **5.2 Off-Campus Support Resources:**

- Emergency Services – 911
- Calgary Police non-emergency services – 403-266-1234
- [Alberta Health and Safety Act](#)
- [Alberta Occupational Health and Safety Code](#)
- [Occupational Health and Safety Concerns and Incidents](#)

## **6. Definitions**

6.1 **The university** – St. Mary's University

6.2 **University Community** – all employees, post-doctoral fellows, volunteers, or other individuals who work, study, conduct research or otherwise carry on the business of the University.

6.3 **Employer** – a person who employs or engages one or more workers, including workers from a temporary staffing agency, a person designated to represent an employer, or a person responsible for overseeing workers' health and safety within an organization. Here it means the University.

6.4 **Contractor** – an individual, corporation, or other entity who agrees to furnish materials to, or perform services for, the University.

- 6.5 **Employee** – an individual who is a worker as defined under the Occupational Health and Safety (OHS) Act. See item 6.8 for definition of Worker.
- 6.6 **Leader** – a person authorized by the University to oversee or direct the work of an employee, contractor, or student.
- 6.7 **Visitor** – any member of the public or students that are present on the campus.
- 6.8 **Worker** – any person that engages in campus activities for the employer including those who do work for no monetary compensation (ex. volunteers) but not including students.
- 6.9 **Students** – a person who is studying at the University.
- 6.10 **Self-Employed Persons** – a person who is engaged in an occupation but is not in the service of an employer for that occupation.
- 6.11 **Service Providers** – a person who provides training, consulting, testing, program development or other services in respect of any occupation, project, or campus.
- 6.12 **OHS Act** – the Occupational Health and Safety Act of Alberta (as amended from time to time).
- 6.13 **Health and Safety** – physical, psychological, and social wellbeing.