

OCCUPATIONAL HEALTH & SAFETY POLICY

POLICY NO.	310-006
SCOPE	This Policy will apply to NSCAD University and all of its locations.
APPROVAL	President
ORIGINAL DATE	December, 2007
LAST REVISION	October, 2013
NEXT REVISION	September, 2014
CONTACT	Director, Human Resources

NSCAD is committed to providing a healthy and safe environment for every member of the NSCAD University Community. NSCAD is responsible for protecting and promoting the health and safety of the university community, and to take every precaution, reasonable in the circumstances, to ensure that the university environment is safe and healthy for faculty, staff, students, and the general public.

Health and Safety is a shared responsibility. Every member of the NSCAD University community is responsible and accountable to work safely at all times; to identify and report hazards; to take whatever measures, necessary and reasonable in the circumstances, to protect and promote health and safety.

Each department is responsible for implementing and complying with this policy in all areas of departmental operations. Each level of departmental management is responsible for the provision of a safe and healthy work environment for the faculty, staff, and students in the department and the achievement of the objectives of this policy. Without limiting the responsibility levels of departmental management, it is the responsibility of Chairs, Directors and Heads of Departments to implement and comply with the NSCAD University Occupational Health and Safety Policy. This responsibility would include an obligation to take immediate action upon any report or suspicion of unsafe or hazardous conditions or situations.

All faculty, staff, and students are responsible for safe working practices and procedures so as to safeguard their own individual health and well-being as well as that of other members of the NSCAD University community. Active participation, involvement and full co-operation with those exercising responsibilities in health and safety are key ingredients in effective health and safety programs. This includes a duty to identify hazards and to offer suggestions or ideas to further the goal of providing a safe and healthy environment.

The Occupational Health and Safety Committee is a key mechanism for the collaborative, cooperative initiation, maintenance, and support of health and safety programs.

Daniel O'Brien _____ Date _____
President, NSCAD University

1 NSCAD UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

(Amended November 2, 2006, December 7, 2006, October 6, 2008, December 3, 2009, June, 2011, September, 2012, October, 2013)

a. Membership

The members of the committee are to be determined by the group they represent, or designated by the union that they represent. The membership is as follows:

1. FUNSCAD Unit I – one member
2. FUNSCAD Unit II – two members
3. Non-Unionized Staff – one member
4. NSGEU – one member
5. SUNSCAD – one member
6. Director, Facilities Management
7. Director, Human Resources

Members at Large (non-voting):

1. Office of Finance and Administration – Vice-President, Finance and Administration
2. Provost and Office of Academic Affairs and Research - one member

b. Terms of Reference

The Occupational Health and Safety Committee, as a President's Committee, shall:

1. Recommend policies and procedures for all aspects of health and safety within the University.
2. Recommend such alterations to physical facilities or work practices as it deems necessary or advisable.
3. Respond to health and safety concerns, complaints or work refusals raised by members of the University.
4. Participate in and/or receive incident and accident reports.
5. Conduct investigations as outlined in the Serious Accident Investigation Policy.
6. Participate in and/or receive reports of audits, inspections and workplace testing and orders issued by Labour Department officers.
7. Evaluate and make recommendations on the training that faculty, staff and students require relating to Health and Safety.
8. Annually review Occupational Health and Safety Policy and Program providing recommendations for changes where appropriate.
9. With the support of the Executive Assistant to the Vice President Finance and Administration, maintain minutes of meetings and records of correspondence and activities.

10. Develop procedures necessary to carry out the Committee's functions, taking into account the requirements of the Occupational Health and Safety Act and Regulations.

c. Membership Term

All members will normally be appointed for a one-year term. Members may be reappointed to serve subsequent terms. Should they choose to do so, employee groups and the University may name alternates who, in the absence of the appointed member, may fully participate in Committee activities.

d. Committee Chairs

The Committee will be co-chaired by an employee representative and an employer representative. These co-chairs will serve a one year term beginning in September of each year.

e. Meetings

The Committee will meet four times during the academic year and other times as the chairs may consider necessary. The schedule for the year will be established each September and as much notice as is practical will be provided in the event that other meetings are required.

- September - Policy and Program Review
- October - Fire Safety Month
- January - Crisis and Risk Management
- March - First Aid and WHMIS / Alcohol Policy

f. Agenda

Any member may place items on the agenda for discussion at a Committee meeting. When possible, members should advise the Chairs in advance of the meeting to allow relevant papers to be circulated and to allow members adequate time for preparation.

g. Administrative Support

Arrangements for the meetings, recording of notes, preparation of agenda and other administrative support will be provided by the Executive Assistant to the Vice President Finance and Administration.

h. Conduct of Meetings

Meetings will be conducted by one of the chairs on a schedule agreed to between the chairs.

i. Quorum

At regular meetings, a quorum will be one half plus one of the appointed members provided that this number includes at least two members appointed by both the employee groups and the University. In the absence of a quorum, a Committee meeting will continue except that no formal votes may be conducted.

j. Voting

The Committee will normally seek to operate by consensus without the need for formal votes. When a member requests a formal vote and when a sufficient number of members are present to establish a quorum, a motion will be carried when supported by one half plus one of the members present.

k. Sub-Committees

As required, the Committee will form sub-committees to carry out tasks on behalf of the Committee.

Upon learning of a serious incident or accident, the Occupational Health and Safety Committee shall immediately form a sub-committee comprised of the Co-Chair (Employer), Co-Chair (Employee), the Director, Facilities Management and one other member. The sub-committee will consist of at least two people and convene in person if possible (or by telephone or email if it is not possible to meet in person), and is empowered to make decisions on behalf of the Occupational Health and Safety Committee in order to address urgent matters. Such decisions may include, but are not limited to, requesting the employer to close a facility or work area, contact technical services in order to conduct repairs, and/or contact the Crisis Management Committee. With serious accident or injury the Director, Communications will be asked to join the sub-committee.

l. Responding to Work Refusals

As described in Section 43 the Occupational Health and Safety Act, the Committee may be asked to consider a work refusal raised by an employee of the University who believes that the concerns which prompted the refusal have not been adequately addressed by the employee's supervisor.

Procedure:

- i. Upon learning of a work refusal requiring a Committee response, a member of the Committee will immediately notify the Chairs and the Director, Facilities Management.
- ii. The Chairs, in cooperation with the Director, Facilities Management, will schedule a special meeting providing as much notice to members as is possible in the circumstances.
- iii. Those members able to attend the special meeting will constitute the Committee as described by Sections 17 (2), 43 (1) of the Occupational Health and Safety Act.
- iv. Having considered the information provided by the person exercising the right to refuse, and such other information as the Committee considers appropriate, the Committee may either:
 1. unanimously advise the employee to return to work, or
 2. make such other recommendations to the employee or the University as the Committee feels appropriate.

m. Responding to Serious Accidents

Should a serious accident occur, the Director, Facilities Management will immediately inform the chair persons and will initiate an accident investigation as set out in the Serious Accident Investigation Policy of NSCAD University. The following are serious accidents:

- i. all injury which results in hospitalization or medically required absences for two or more days;
- ii. all fires or explosions;
- iii. all major spills or releases of chemicals;
- iv. any accident or series of accidents that the Occupational Health and Safety Committee wishes investigated.

A written report of any serious accident must be provided to the Director, Occupational Health and Safety within 24 hours of its occurrence.

n. Responding to suspected Mental Health Concerns

Should you suspect a person is having a mental health crisis you should seek professional advice by calling a mental health crisis hotline (1-888-429-8167) or by calling 911.

o. NSCAD University Occupational Health and Safety Committee 2013-14

Thierry Delva	FUNSCAD Unit I	444-7205
Jacob Mailman	FUNSCAD Unit II	494-8179

Doug Bamford	FUNSCAD Unit II	494-8180
Terry Bailey	Non-Unionized Staff	494-8188
Ken Rice	NSGEU (Local 82)	494-8187
Vacant	SUNSCAD	494-8132
Randall Turple	Director of Facilities Management	494-8215
Keera Buchanan	Director, Human Resources	494-8131

2 NSCAD UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY PROGRAM

a. Program

The Board of Governors, through the President, is responsible for the health and safety of its faculty, staff and students as well as that of all colleagues and members of the NSCAD community. NSCAD will make every effort to provide a healthy and safe working environment. Our objective is to eliminate the possibility of injury and illness.

Chairs, Directors and Administrative Heads of Departments have the responsibility for implementing the Occupational Health and Safety Policy and Program in accordance with the Nova Scotia Occupational Health and Safety Act and Regulations.

All faculty, staff and students are responsible for safe working practices and procedures so as to safeguard their own individual health and well being as well as that of all colleagues and members of the NSCAD University community.

In all cases of any hazardous conditions discovered or potential incidents, injury, accident or illness related to the workplace, the following procedures are to be followed:

1. Faculty, Staff and students are to report the situation or the potential situation to the responsible manager as soon as possible.
2. The responsible manager is to ensure that an incident report form is completed and that all pertinent details are listed.
3. Should the supervisor or responsible manager be able to eliminate the hazard or treat the injury without medical assistance, no further physical action is required. However all incident reports are to be delivered to the Director, Facilities Management as soon as possible.
4. The Director, Facilities Management will review all incident reports and inspect the area(s) of the campus where the injury, accident or illness related to the workplace was reported as soon as possible.
5. The Director, Facilities Management will take immediate actions required to eliminate any and all hazardous conditions and will follow up any and all cases of injury, accident, or illness related to the workplace.

6. All incident reports will be kept on file in the Director, Facilities Management office and all incident reports not previously presented to the Occupational Health and Safety Committee will be presented at the next Occupational Health and Safety Committee meeting.
7. The Occupational Health and Safety Committee will decide if further action is required concerning all situations of hazardous conditions, injury, accident or illness related to the workplace.
8. The Nova Scotia Occupational Health and Safety Act requires that the Occupational Health and Safety Division of the Nova Scotia Department of Labour be notified of: (a) an accident in the workplace that occasions bodily injury to an employee, (b) an accidental explosion in the workplace whether any person is injured or not and (c) an accident in the workplace in which a person is killed from any cause or is injured in such a manner likely to prove fatal.

In the event of any such accident, the Director, Facilities Management must be notified immediately and in turn will be responsible for notifying the Nova Scotia Department of Labour.

b. Workplace Accidents

i. Responding to a Workplace Accident

Every member of the University community has the following obligations in responding to a workplace accident:

1. Administer First Aid

If required as a result of a workplace accident, administering first aid should be the first priority. This will be done by a first aid attendant if present, or by any of the persons present at the scene of an accident if not. Depending on the severity of the injury, this may require a 911 call to obtain an ambulance or for arranging the worker to be transported to the closest outpatient facility.

2. Preserve the Accident Scene

Subject to concern for the injured person, the second priority will be to take steps to properly preserve the scene of the accident. The Director, Facilities Management must be contacted immediately, and the accident scene should not be disturbed in any way.

ii. Serious Accident Investigation Procedures

Should a serious accident occur, the Director of Facilities Management will immediately inform the chair persons and will initiate an accident investigation as set out below. The following are serious accidents:

1. all injury which results in hospitalization or medically required absences for two or more days;
2. all fires or explosions;
3. all major spills or releases of chemicals;
4. any accident or series of accidents that the Occupational Health and Safety Committee wishes investigated.

Upon receiving notification of an accident, the Director, Facilities Management will ask two members, at least one of whom represents an employee group, to investigate the accident and, where appropriate, to make recommendations to prevent re-occurrences. Normally, the Director will not ask a member to investigate an accident that has occurred in the member's department. On occasion, it may be necessary to enlist another member of the University whose particular expertise would assist in the investigation.

It is expected that the responsible manager, the person involved in the accident and all other members of the University will co-operate with the investigation.

The report on the investigation will be forwarded to the Chair, Director or Administrative Head of the Department, and the Occupational Health and Safety Committee.

A written report of any serious accident must be provided to the Provincial Director of Occupational Health and Safety within 24 hours of its occurrence.

3 NSCAD UNIVERSITY ST. JOHN'S AMBULANCE EMERGENCY FIRST AID POLICY

NSCAD will provide and maintain first aid supplies, services and first aid attendants required by the Occupational Health and Safety First Aid Regulations pursuant to the Occupational Health and Safety Act.

NSCAD will pay for all courses, upgrading, and re-certification in first aid training. St. John's Ambulance First Aid Training will be provided to:

- i. every employee who regularly works alone
- ii. employees in Facilities Management
- iii. employees in technical support roles, and
- iv. any other employees recommended by the Occupational Health and Safety Committee

The Director, Human Resources will be responsible for:

- i. maintaining records of employees trained in First Aid
- ii. scheduling training and upgrading for employees in First Aid
- iii. ensuring that employees trained in First Aid are re-certified prior to the expiration of their certification

4 NSCAD UNIVERSITY WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) POLICY

NSCAD will handle controlled products in accordance with Workplace Hazardous Materials Information System (WHMIS) Regulations pursuant to the Occupational Health and Safety Act.

NSCAD will pay for all courses and upgrading related to WHMIS. Training in WHMIS will be provided to:

- i. every employee who works with a controlled product or in proximity to a controlled product
- ii. employees in Facilities Management
- iii. employees in technical support roles, and
- iv. any other employee recommended by the Occupational Health and Safety Committee

In consultation with the Occupational Health and Safety Committee, NSCAD will review at least annually, or more frequently if required by a change in work conditions or available hazard information, the instruction and training provided to employees concerning controlled products. The Occupational Health and Safety Committee will establish and implement procedures and schedules for regular inspections of the hazardous materials identification system.

The Director, Human Resources will be responsible for:

- i. maintaining records of employees trained in WHMIS
- ii. scheduling training and upgrading for employees in WHMIS

All forms are to remain on file in the Office of the Director, Facilities Management.

Submit this form to the Director, Facilities Management

Date of Incident: _____ Time of Incident: _____

Reported by: _____

Dept.: _____ Dept. Head: _____

Near Miss Safety Issue Accident

Name of Individual: _____

Nature of Incident:

Witness(es) Name(s): _____

Witness Statement (use separate page if necessary): _____

Location of Incident: _____ Room No. _____

Time of Incident: _____ Condition of Area: _____

Employee's Account of Incident: _____

Medical Attention Required: Yes No Work days Lost: Yes No

Length of time prior to seeking medical attention: _____

Nature of Medical Attention:

Was Person Taken to Hospital? Yes No How? _____

Which Hospital? _____ Accompanied? _____

Photograph of area or diagram of incident site:

Hazardous Conditions Present - describe?

Safety Rules Applied? Yes No

Recommendations for Prevention: _____

Date: _____ Time _____ Signed: _____

Actions Taken by Facilities Management:

Date: _____ Time _____ By Whom _____

Date Presented to Occupational Health and Safety:

Further Action Required? Yes _____ No _____

Nature of Further Action Required:

Completion Date: _____ By Whom _____

Cc Director of Human Resources

Chair/Director/VP of area