

<b>University of Prince Edward Island Policy</b>	<b>Policy No.</b> admhrdohs0001	<b>Revision No.</b> 4
<b>Policy Title:</b> Health and Safety Policy		<b>Page</b> 1 of 9
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<b>Authority:</b> Board of Governors	<b>Review Date:</b> March 24, 2012	
<b>Responsibility:</b> President	<b>Access:</b> W	

**1. Purpose**

To facilitate the necessary standards to provide for a safe and healthy place to work, study, and visit.

**2. Scope**

All management, faculty, staff, students, and visitors of the University of Prince Edward Island (UPEI).

**3. Policy**

- 3.1 The University of Prince Edward Island (UPEI) is committed to fostering the importance of safety on campus, and to providing the guidance, tools, and training necessary to perform activities and duties safely. The University will endeavour to be an appropriate role model for faculty, staff, students, and the public in the establishment and maintenance of the highest standards of current and long-term health and safety.
- 3.2 UPEI recognizes the *Occupational Health and Safety Act and Regulations* as minimum standards in the Province of Prince Edward Island. UPEI intends to exceed these standards where opportunities are available and warranted.
- 3.3 The goal of UPEI is to create and maintain a healthy and safe environment in which to work and study. The objectives to reach this goal are to increase the awareness and control of health and safety issues throughout the University community; to develop and maintain an efficient health and safety program; and to maintain the Health and Safety Steering Committee and local health and safety committees. UPEI will co-operate with employees in pursuing goals and objectives stated here.
- 3.4 The President, Vice-Presidents, Deans, Chairpersons of Academic Departments, Directors and Managers of Units, and Supervisors are responsible and accountable for health and safety within their respective areas. They have shared responsibility for the implementation of this policy, and for ensuring that their area and equipment are in compliance with the standards set out as a result of this policy.

**Supervisor:** For the purposes of this policy, a supervisor is anyone (V-P, Director, Dean, Manager, Chair, Supervisor, Faculty, or Staff) who instructs, directs, or supervises faculty, staff, or students. Supervisors are responsible for the safety of the workers or students under their direction.

**Area Leader:** An Area Leader is the person most closely responsible for the day-to-day direction of work of the people in a given area.

An Area Leader may be a Chair, as in Chemistry; a Foreman, as in Facilities Management; or a Director, as in the Sports Centre. An Area Leader may be another person given this responsibility with enough authority to implement change and controls in his/her area of responsibility.

- 3.5 The University Health and Safety Steering Committee is a key factor in the collaborative and co-operative initiation, maintenance, and support of health and safety on campus. All levels of management within the University will co-operate with the Health and Safety Steering Committee to create and maintain a healthy and safe work environment.
- 3.6 The four local health and safety committees include the following:
- AVC Health and Safety Advisory Committee
  - Facilities Management Health and Safety Committee
  - Main Campus Health and Safety Committee
  - Faculty of Science Health and Safety Committee

Local health and safety committees have been established in order to keep groups with common or similar concerns and processes around one discussion table. They are to address specific hazards and challenges within their areas. They will advise the Dean, Vice-President, or Director to whom they report, with respect to day-to-day health and safety issues. The local health and safety committees will send recommendations to the Health and Safety Steering Committee for review and program enhancement, and they will report directly to the Health and Safety Steering Committee with respect to global safety issues, or those issues with the potential to have broader consequences. The local committees will notify the Steering Committee of any interactions with the Occupational Health and Safety Division. The four local health and safety committees, as well as the UPEI Health and Safety Steering Committee are all joint occupational health and safety committees, in accordance with the PEI Occupational Health and Safety Act, and as such, must be constituted and operate in accordance with the Act.

- 3.7 All management, faculty, staff, and students are responsible for sharing a positive attitude and safe work practices, so as to safeguard their own protection as well as that of colleagues and other members of the UPEI community. All are required to support the University's health and safety initiatives by co-operating with the local health and safety committees, and the Health and Safety Steering

Committee, and with others exercising authority under applicable standards. It is the duty of each person to report to the appropriate supervisor or manager, as soon as possible, any hazardous conditions, injury, incident, or illness. All incidents are to be reported using the *UPEI Incident Report and Investigation Form* which is available at:

[http://www.upei.ca/humanres/files/humanres/Incident%20report.1%20pager.feb%2018.10\\_1.pdf](http://www.upei.ca/humanres/files/humanres/Incident%20report.1%20pager.feb%2018.10_1.pdf).

- 3.8 All personnel will eliminate hazards, where possible. If hazards cannot be eliminated through engineered changes to the workplace or through alternative procedures, an attempt may be made to reduce risk to acceptable levels through the use of safety equipment, clothing, devices, and materials for personal protection. If the risk cannot be reduced to an acceptable level through the employment of personal protective equipment, the work may not proceed.
- 3.9 UPEI recognizes the employee's duty to identify hazards, and supports and encourages employees to play an active role in identifying hazards, and offer suggestions or ideas to improve the health and safety program.
- 3.10 **Policy Compliance and Enforcement**  
Compliance is essential in order to ensure a healthy and safe environment. This is achieved through education, compliance and enforcement of safety policies and procedures. While the goal is to be corrective rather than punitive, there must be consequences when safe behaviours are not followed.
- 3.10.1 Supervisors have the authority and responsibility to point out and correct inappropriate behaviours and actions. In cases where this does not result in corrective action being taken, discipline may be required to ensure that due diligence is occurring. This supports the requirement of the *Occupation Health and Safety Act*, Section 12.(1) (c), "*An employer shall ensure that such information, instruction, training, supervision and facilities are provided as are necessary to ensure the occupational health and safety of the workers*".
- 3.10.2 An infraction refers to a health and/or safety-related violation. Some examples include not following outlined safe practices or procedures; not wearing appropriate personal protective equipment; refusing to take required training; or putting yourself or others in danger.
- 3.10.3 Based on the principles of progressive discipline, the degree of discipline required should be based on the degree of severity of the infraction, and on the frequency of occurrence. This applies to all employees and students. In the case where an unsafe incident or a pattern of behaviour involving an

union member or student has occurred that could lead to discipline, this must be carried out in accordance with the applicable collective agreement or the Student Code of Conduct. However, this does not prevent a supervisor from taking immediate intervention and action for the protection of the member and others.

3.10.4 Supervisors must report incidences of safety non-compliance to the proper unit authority (e.g., Chair, Dean, Director) and must document the action taken at the time the incident occurred (name, date, description of infraction and any immediate corrective actions taken, such as counseling, discussion, retraining, etc.). See *Appendix "A" for a Record of Safety Infraction* form that can be used. The unit authority must follow-up to ensure that corrective actions are followed including and up to imposing progressive discipline, if and as warranted.

3.11 **Workplace Hazardous Materials Information System (WHMIS) Training.**

All employees of the University are required to complete and pass WHMIS training. All employees are required to complete WHMIS refresher course every 2 years thereafter. All Supervisors are required to pass a WHMIS course for supervisors and to refresh it every 2 years afterwards.

3.12 All employees have the **right to refuse unsafe work** as identified within Section 28 of the *PEI Occupational Health and Safety Act*. "A worker may refuse to do an act at the worker's workplace where the worker has reasonable grounds for believing that the act is likely to endanger the worker's occupational health and safety or the occupational health and safety of another worker." The Act at the following website outlines the way such a refusal should be handled:

[http://www.gov.pe.ca/law/statutes/pdf/o-01\\_01.pdf](http://www.gov.pe.ca/law/statutes/pdf/o-01_01.pdf) , page 18).

#### 4. Responsibility

The President of UPEI, through the office of the Vice-President, Finance and Facilities, is responsible for the development and ongoing review of this policy, in consultation with the University's Health and Safety Steering Committee.

In some circumstances, there may be multiple levels of supervision for a worker. For example, a faculty member and a head lab technician may both have a level of responsibility with supervising a graduate student. For these types of situations, management/supervisors in each area will identify who is responsible for individuals not mentioned specifically in this policy.

The specific responsibilities under this commitment are:

**4.1 Board of Governors and President**

The Board of Governors and President receive and review reports on health and safety issues, and approve policies on health and safety issues as necessary to implement the health and safety program.

**4.2 President and Senior Management Group**

The President and Senior Management Group are ultimately responsible for the health and safety management at the University. They will provide the leadership and guidance to implement and monitor an effective health and safety program. In carrying out these responsibilities, they will hold accountable all subordinates reporting to them.

**4.3 Vice-President, Finance and Facilities shall:**

4.3.1 Report to the President and Senior Management Group on health and safety issues using the Health and Safety Steering Committee as a source of information.

4.3.2 Be responsible, through the office of the Director of Facilities Management, to ensure, as much as is reasonable in the circumstances, that contractors and lessees follow applicable standards.

**4.4 Vice-Presidents, Deans, and Directors shall:**

4.4.1 Develop and support the health and safety culture towards achieving positive attitudes.

4.4.2 Establish and implement the health and safety program.

4.4.3 Develop and maintain local health and safety committees to deal with specific issues in their areas.

4.4.4 Review, monitor, and approve incident investigation reports as they become available for their areas of responsibility. This would include authorizing necessary corrective actions that are identified in the reports.

4.4.5 Review minutes and recommendations supplied by the appropriate local health and safety committee, and the Health and Safety Steering Committee. Take necessary action as required.

4.4.6 Keep chairs, faculty, and supervisors under their responsibility accountable for their requirements under the health and safety program.

- 4.4.7 Establish procedures and practices to ensure consistent standards are met.
- 4.4.8 Implement rules and procedures developed under the health and safety program.
- 4.4.9 Ensure compliance of all aspects of the policy.

4.5 **Chairs, Faculty, Managers, Directors and Supervisors shall:**

- 4.5.1 Develop and support the health and safety culture towards achieving positive attitudes.
- 4.5.2 Set a good example for people they supervise and instruct.
- 4.5.3 Administer the health and safety program as it applies to their operations.
- 4.5.4 Identify and assess the hazards in their areas and ensure appropriate controls are implemented, and persons in the area are aware of the hazards and controls.
- 4.5.5 Orient new employees, faculty, and students in the standard work practices and job procedures pertaining to the particular operations that employees or students are to perform. Complete the Human Resources Checklist as well as WHMIS training. Facilitate ongoing communication with people to keep current with standards and to accept their feedback and suggestions. Encourage employees to attend relevant training. Document training.
- 4.5.6 Inspect worksites and facilities, and implement corrective actions where warranted. Report findings to the appropriate local health and safety committee and appropriate supervisory authority.
- 4.5.7 Ensure incidents and near misses are reported using the *UPEI Incident Report and Investigation Form*, as well as WCB forms. Investigate the reported incidents in their areas, and implement corrective actions where warranted. Report to the appropriate supervisory authority and to the Health and Safety Advisor.
- 4.5.8 Ensure that standard operating procedures and safe work practices are developed and maintained for critical tasks in their areas.
- 4.5.9 Co-operate with the appropriate health and safety committee for their area, as well as anyone exercising authority under the health and safety mandate.

- 4.5.10 Encourage and support continuing training opportunities.
- 4.5.11 Ensure compliance of the policy and other university policies, procedures and regulatory requirements as relevant to their area of responsibility.
- 4.5.12 Supervise employees and students and ensure compliance.
- 4.5.13 Ensure standards used in the work area are known and examined periodically.
- 4.5.14 Follow-up on health and safety concerns from employees and students.
- 4.5.15 Ensure health and safety communication is effective through the area. Have regular meetings where safety is on the agenda & document.

4.6 **Area Leaders:**

Aside from the responsibilities outlined in Sections 4.4 and 4.5 above, they are also responsible for the following:

- 4.6.1 Assist appropriate safety committee members as campus inspections are being performed. Review, monitor, and approve inspection reports as they become available for their areas of responsibility. This would include identifying and authorizing corrective actions identified in the reports.
- 4.6.2 Ensure WHMIS requirements are being met as per section 3.11.

4.7 **Staff and Students shall:**

- 4.7.1 Develop and support the health and safety culture towards achieving positive attitudes.
- 4.7.2 Observe and follow the standard work practices, procedures, training, rules and standards.
- 4.7.3 Use all necessary protective devices and safety equipment required for the job.
- 4.7.4 Report sub-standard conditions, practices, and other hazards to the supervisor or faculty member.
- 4.7.5 Report all incidents and injuries to the supervisor or faculty member.

4.7.6 Assist in the developing of or develop standard operating procedures and safe work practices.

4.8 **Human Resources Department shall through the Health and Safety Advisor:**

4.8.1 Be a resource and provide support to the University community on Health and Safety initiatives.

4.8.2 Attend and/or receive reports from local Health and Safety Committees, Health and Safety Steering Committee, Biosafety Committee, Animal Care Committee and Radiation Safety Committee meetings, as warranted.

4.8.3 Provide technical advice to the various committees.

4.8.4 Advise the President, Vice-Presidents, Deans, Directors, and Unit Managers on system implementation techniques, and assist in carrying out initiatives.

4.8.5 Provide regular reports to the Health and Safety Steering Committee and advise on system improvement opportunities.

4.8.6 Co-ordinate and organize general health and safety training as prescribed by the health and safety program and applicable regulations.

4.8.7 Facilitate between the local health and safety committees, and the Health and Safety Steering Committee.

4.8.8 Provide liaison between the University and outside agencies.

4.8.9 Co-ordinate the delivery of information to the University community through notices and maintenance of the Health and Safety Website.

4.8.10 Monitor incident and injury reports and investigate root causes.

4.8.11 Maintain records and present statistics for health and safety system maintenance.

## 5. References

Prince Edward Island *Occupational Health and Safety Act*, R.S.P.E.I. 1988, Cap.O-1.01.

[http://www.gov.pe.ca/law/statutes/pdf/o-01\\_01.pdf](http://www.gov.pe.ca/law/statutes/pdf/o-01_01.pdf)

UPEI *Incident Report and Investigation Form*:

[http://www.upei.ca/humanres/files/humanres/Incident%20report.1%20pager.feb%2018.10\\_1.pdf](http://www.upei.ca/humanres/files/humanres/Incident%20report.1%20pager.feb%2018.10_1.pdf)

UPEI *List of Area Leaders*: <http://www.upei.ca/humanres/safety/supervision>

UPEI *Student Code of Conduct*: [http://www.upei.ca/policy/adm/ss\\_/gnl/0001](http://www.upei.ca/policy/adm/ss_/gnl/0001)

## 6. Review

This policy will be reviewed annually.

## APPENDIX "A": Record of Safety Infraction

Employee's/Student's Name: \_\_\_\_\_  
Title of Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Location of Infraction (as applicable): \_\_\_\_\_

Type of Infraction\* (please check one):

- First Infraction (verbal warning)
- Second Infraction
- Third Infraction
- Serious Infraction

Description of Infraction (details, time, place, event, witnesses, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Constructive Action Taken/Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

- Supervisor keeps form.
- Forward copy to individual cited for infraction

Employee/Student Signature: \_\_\_\_\_ (not required for a first infraction)  
(When a written warning is issued, it is helpful to have the employee sign and date the warning. He/she does not have to agree with it. It just indicates that he/she was made aware.)

Other Supervisory Signature: \_\_\_\_\_ (For serious infraction)

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\*An infraction refers to a health and/or safety violation.

**First Infraction:** is dealt with by the supervisor giving a verbal reprimand, retraining (if necessary) and counseling. Each different initial offence is treated as a first infraction. The supervisor must document the infraction.

**Second Infraction:** is a repeated incident of a similar first offence. A second infraction is dealt with by giving a written warning, counseling and training by the supervisor.

**Third Infraction:** is considered to be a serious infraction due to multiple repeated infractions. A third infraction is dealt with by giving a written warning, counseling and training by the supervisor. Further corrective action may vary depending on the severity of the infraction.

**Serious Infraction:** There may be cases where any infraction is serious. For example, if there is negligence or an intentional harmful act, violence or multiple infractions, they can be treated as serious infractions. In all cases, there needs to be a written record of the infraction and the action taken to respond. A serious infraction involves a discussion with the supervisor and manager, as applicable. Consequences may vary depending on the severity of the infraction and the guidelines with collective agreements or the Student Code of Conduct will be followed, as necessary.