



**HUNTINGTON  
UNIVERSITY**

## **HEALTH AND SAFETY POLICY**

### **PURPOSE**

The purpose of this document is to set out Huntington University's health and safety policy and the roles and responsibilities of employers, workers and supervisors under the *Occupational Health and Safety Act* (the “Act”).

### **INTRODUCTION**

Huntington is committed to providing and maintaining a safe and healthy work environment. Both the employer and all employees share the responsibility for health and safety in the workplace.

### **OCCUPATIONAL HEALTH AND SAFETY ACT**

#### **Who is covered?**

The *Ontario Occupational Health and Safety Act* and its Regulations establishes the minimum standards for safe working conditions and practices for all employees and for all Huntington activities being carried out either on or off campus. The Act and its Regulations apply to all Huntington employees. This includes students who receive remuneration for work performed on campus. The Act places specific responsibilities upon the following groups:

- Employer: Huntington University;
- Supervisors: persons who direct and are responsible for the activities of workers;
- Workers: faculty, staff and students who receive remuneration from the employer for performing designated duties, and unpaid placement students.

Each faculty member, staff member, student, and 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 Huntington 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.

References to the *Occupational Health and Safety Act* or other legislation are provided herein for convenience purposes only. For accurate reference, individuals are directed to the actual legislation (the link can be found on the University website). Copies of the Act and its Regulations are available for reference from the Joint Health and Safety Committee. Employees are encouraged to read over and become familiar with the various sections of the Act and its Regulations.

### **Joint Health and Safety Committee**

Section 9 of the Occupational Health and Safety Act requires the Employer to establish a Joint Health and Safety Committee in the workplace.

For an updated list of Joint Health and Safety Committee members, please visit the University website.

## **INTERNAL RESPONSIBILITY SYSTEM**

The Internal Responsibility System is based on the principle that the workplace parties themselves are in the best position to identify health and safety problems and to develop solutions.

### **Duties and Responsibilities:**

The Occupational Health and Safety Act provides the basic framework for making Ontario's workplaces safe and healthy, sets out the legal duties and responsibilities for the employer, supervisor, and employee.

Under the terms of the Act, employees have the responsibility to report to their Supervisor the existence of hazardous conditions contrary to good health and safety practices or which contravene any requirements of the Act. It is the Supervisor's responsibility to ensure that corrective action is taken at once.

The following is a summary of duties and responsibilities according to the Act (please refer to the Act for specific wording):

### **The Employer Must:**

- prepare and review at least annually a written occupational health and safety policy, and develop and maintain a program to implement that policy;
- ensure that the equipment, materials, and protective devices provided by the employer are in good condition;
- provide information, instruction, and supervision to a worker to protect the health or safety of the worker;

- appoint a competent supervisor;
- acquaint a worker or a person in authority over a worker, with any hazard in the work;
- take every reasonable precaution to protect the worker.

**The Supervisor Must:**

- advise the worker of any potential or actual danger to the health and safety of the worker;
- provide the worker with written instructions about measures and procedures for the protection of workers,
- ensure a worker works in a manner required by the Act and with the proper protective devices;
- ensure a worker uses or wears the equipment, protective devices, or clothing required;
- address any health and safety concerns/hazards of which they are aware;
- take every reasonable precaution to protect the worker.

**The Worker Must:**

- work in compliance of the Act and regulations;
- report any hazards or contravention of this Act to the supervisor;
- wear any equipment, protective devices, or clothing that the employer requires;
- report any defect in protective gear that may endanger himself/herself or someone else to the supervisor;
- not remove or alter any protective device;
- not operate or use any equipment in such a manner as to endanger himself/herself or someone else.

**Worker Rights:**

It is the unconditional right of all members of the Huntington community to bring, without prejudice, health and safety concerns to their Supervisors or to the Joint Health and Safety Committee. The Supervisor, in every case, must be informed of a concern before a complaint is taken elsewhere.

**Right to Participate:** Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns through worker membership on the Joint Health and Safety Committee or through the worker health and safety representative.

**Right to Know:** Workers have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances (i.e. WHMIS).

**Right to Refuse Work:** Under the provisions of the Act, workers have the right to refuse to perform work which they believe may endanger the health or safety of themselves or another Worker. There are strict guidelines to be followed in this instance by the Worker, the Supervisor, and other interested parties.

**Right to Stop Work:** Certain members of the Joint Health and Safety Committee, who have been certified under the provisions of the Act and who believe that dangerous circumstances exist, may request that a Supervisor and, subsequently, another certified member investigate. Under certain circumstances, and following specific guidelines, the certified members may bilaterally issue a stop work direction.

## **REPORTING PROBLEMS (HAZARDS) IN THE WORKPLACE**

The *Occupational Health and Safety Act* outlines the specific duties and responsibilities of the Employer and Supervisor. The Act also requires the Worker to work in compliance with the Act and its Regulations, to use or wear protective equipment or clothing required by the Employer, and to report to the Employer or Supervisor the absence of, or defect in, any equipment or protective device of which he or she is aware.

In order for the “internal responsibility system” to function properly, normal lines of communication should be maintained as much as possible. If a Worker notices a health or safety hazard in the workplace, the proper steps to take are:

1. correct the problem, if it can be done, easily, quickly, and safely;
2. advise her/his Immediate Supervisor of the problem right away. At this stage, the majority of all problems should be resolved. If the matter is still not resolved; then
3. advise a member of the Joint Health and Safety Committee and repeat steps (1) and (2).
4. If the matter cannot be resolved, then other members of the Health and Safety Committee may be called upon for their assistance. Finally, if still unresolved, the Ministry of Labour may be contacted.

### **In the Event of an Emergency**

Of course, in the event of a life-threatening situation, or if a very serious safety hazard is noted, then the employee should take immediate steps to notify her/his Supervisor or the Chair of the Joint Health & Safety Committee. Other employees or passers-by in the area should be warned of the hazard and, if possible, a person left to guard the area until someone comes to correct the problem or to take charge of the situation.

## **REPORTING ACCIDENTS OR INJURIES**

Every accident, whether or not it results in injury or is a “near-miss” occurrence, must be reported to your Supervisor immediately. The Supervisor must then immediately advise the Chair of the Joint Health and Safety Committee of the accident, to provide, when applicable, details for completion of a Form 7 to the Workplace Safety and Insurance Board. In those circumstances where the employee has no immediate Supervisor, or the Supervisor is absent, then the employee must initiate this contact with the Chair of the Joint Health & Safety Committee.

The Supervisor, with the cooperation of the employee, will also be required to complete an Accident Report Form. These forms are examined by the Joint Health and Safety Committee and, if appropriate, corrective action may be recommended to make the workplace or job safer, and the employee more safety conscious. All names are kept strictly confidential within the Committee. Remember, every accident or “near-miss” must be reported.

### **During Normal Working Hours**

#### **Critical Injury**

If, during normal working hours, the Worker has sustained a “critical injury,” dial 911, as quickly as possible, and request ambulance assistance.. To assist ambulance personnel in locating the patient/victim, please notify Security by dialing 705-673-6562.

#### **Definition of Critical Injury**

The *Occupational Health and Safety Act* defines “critical injury” as follows:

For the purpose of the Act and its Regulations 'critically injured' means an injury of a serious nature that,

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in a substantial loss of blood;
- (d) involves the fracture of a leg or arm, but not a finger or toe;
- (e) involves the amputation of a leg, arm, hand or foot, but not a finger or toe;
- (f) consists of lacerations to a major portion of the body; or
- (g) causes the loss of sight in an eye.”

#### **Notification of Critical Injury**

The *Occupational Health and Safety Act* requires the Employer “to notify the Ministry of Labour Inspector, Health and Safety Representative, Joint Health and Safety Committee, trade union, if any, immediately of the occurrence involving a critical injury, and within 48 hours of the occurrence send to a Ministry of Labour Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe including the names and addresses of injured parties, witnesses, and physicians or surgeons involved.

Therefore, it is important that the [*Health and Safety Manager*] be advised of the critical injury as quickly as possible so that they may comply with this requirement. As indicated previously, this would normally be done by the supervisor or department head, but in some circumstances could also be done by the employee, a co-worker, or some other person.

#### **Preserving the Accident Scene**

It is important to fully protect the scene of any critical accident. In this regard, the *Occupational Health and Safety Act* states as follows:

Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of,

- (a) saving life or relieving human suffering;
- (b) maintaining an essential public utility service or a public transportation system; or

(c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of, or connected with, the occurrence until permission so to do has been given by a Ministry of Labour Inspector.

### **Non-Critical Injury**

In case of a non-critical injury during normal working hours, whether it requires treatment or not, the employee shall inform her/his immediate Supervisor, and report directly to Health and Wellness Services located on Student Street in the Single Student Residence. The Nurse and/or Doctor on duty will provide any required first-aid treatment and will give the Worker an Incident Report outlining the treatment given. The employee will then take the Incident Report to the Doctor of her/his choice if further treatment is required, or if directed to return to work will give the Incident Report to her/his Supervisor upon return to the workplace. The employee must report to Health and Wellness Services before leaving campus to see a Doctor or going home. If the office of Health and Wellness Services is closed, the employee should contact Security.

### **After Normal Working Hours**

#### **Critical Injury**

In case of a “critical injury” after normal working hours, dial 911 to request ambulance assistance as quickly as possible.. To assist the ambulance personnel in locating the patient/victim on campus, please notify Security by dialing 705-673-6562.

The employee must notify her/his immediate Supervisor of the incident as soon as possible. Please remember that the employer has an obligation under the Occupational Health and Safety Act to report to the Ministry of Labour, and others, any critical injury suffered by an employee on campus, regardless of the time of occurrence. (See “Notification of Critical Injury” section above.)

#### **Non-Critical Injury**

Employees who require medical treatment for a non-critical injury after normal working hours, should proceed to the Emergency Department of the nearest hospital offering this service, after first having notified Security.

#### **Security Emergency Number**

Any injury occurring after normal working hours, whether requiring treatment or not must be reported to Security as soon as possible. The Security emergency telephone number is 705-673-6562

### **Workplace Safety and Insurance Board Reports**

#### **Reporting Accidents**

The *Workplace Safety and Insurance Act* requires that “the employer shall notify the Board within three days after learning of an accident to a worker employed by her or him or if the accident necessitates health care or results in the worker not being able to earn MI wages.”

Huntington has an obligation to report every injury involving medical aid or absence from work (lost time injury) to the Workplace Safety and Insurance Board within a specified period. Consequently, it is imperative that the accident reporting procedure, as outlined in Section 1, be complied with as quickly as possible.

### **Modified Work Program**

Huntington has a Return to Work Program in accordance with the *Workplace Safety and Insurance Act*. This program is intended to assist with early and safe return to work for individuals who have suffered a work-related injury.

### **Failure to Comply**

Failure to follow the above-noted procedures may jeopardize the earnings and/or affect any subsequent claim of the employee for Workplace Safety and Insurance benefits. If you have any questions regarding any of the foregoing items, please contact the *Health and Safety Manager*, or your representative on the Joint Health and Safety Committee.

## **EMERGENCY PROCEDURES**

Emergencies in the workplace can occur in various forms, such as fire, explosion, gas leak, chemical spill, power outage, bomb threats and violence. Your supervisor will discuss emergency procedures specific to your work area.

### **Security Services**

A Security Officer is available 24 hours per day, seven days a week. For assistance or information, please call 705-673-6562.

### **Health and Wellness Services**

Health and Wellness Services is on campus to serve your needs. They have the personnel and expertise to treat you promptly and effectively and the means to quickly arrange for ambulance service or any other specialized treatment that may be required. They can be reached by calling 705-675-1151 ext. 1067.

### **First Aid Station**

The first aid kit and assisted external defibrillation are located in Room 101.

### **Fire Safety Procedures**

**First Response:** If you should be the first person to notice a fire, DO NOT attempt to extinguish it unless you are confident it can be done in a prompt and safe manner utilizing a hand-held fire extinguisher. The first thing to do is to proceed to the nearest fire-pull station and pull the alarm. Then, if it can be done safely, telephone the local Fire Department by dialing 911. If possible, close your window, make sure the room is evacuated, close the office corridor door, and briskly exit the building following instructions of the Fire Warden(s).

Fire Alarm Testing: The fire alarm systems are tested on a regular basis and this test should not be confused with an actual alarm condition. During test, the fire bells may ring for periods ranging from 10 to 20 seconds; however, during an actual alarm, the bells will ring for a minimum period of five minutes or until silenced by qualified personnel. Ask your Supervisor to inquire about dates and times for fire bell testing.

## **HEALTH AND SAFETY POLICIES AND PROGRAMS**

### **Policy on Smoking**

A Policy on Smoking is in effect on campus which complies with the Smoke-Free Ontario Act.

Smoking is prohibited within all University buildings, vehicles, enclosed public places and enclosed workplaces (areas covered by a roof). Until August 31, 2018, smoking is prohibited within nine metres (30 feet) of any University owned building. Effective September 1, 2018, smoking will be prohibited in all outdoor areas on the University's campuses except Designated Smoking Areas.

### **Policy on Workplace Harassment and Violence Prevention**

The goal of this policy is to promote a safe and healthy workplace free from actual, attempted or threatened violence and harassment. The University recognizes that workplace violence is a safety and security issue and will take reasonable precautions to prevent workplace violence and to protect employees at the workplace. You can obtain a copy of the policy from the University website.

## **EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

Huntington has an excellent Employee and Family Assistance Program (EFAP) in place which is available to all members of the Huntington community and is equipped to deal with problems ranging from drug and alcohol abuse to social, emotional, family, and health problems. For further information, please contact 1-844-880-9142.

## **IDENTIFICATION AND INSTRUCTION ON SPECIFIC WORKPLACE HAZARDS**

The identification of hazards in your workplace is key to preventing accidents. Hazards can be classified in six main groups:

- Physical Hazards will be present in most workplaces at one time or another. Examples of physical hazards include electrical hazards, unguarded machinery, loud noise and exposure to extreme heat or cold.

- Chemical Hazards are present when a worker may be exposed to any chemical in the workplace in any form. The Workplace Hazardous Materials Information System (WHMIS) is designed to make sure workers have the information they need to evaluate the hazards and take action to protect themselves.
- Biological Hazards derive from working with animals, people or infectious plant materials. Training for those working with products such as blood, fungi, bacteria, viruses is required.
- Ergonomic hazards occur when the type of work, body position and working conditions put strain on the body. Ergonomic hazards may include poor posture, repetition, force, improperly adjusted chairs to name a few.
- Safety hazards include risks involved when working with tools, machinery, materials, handling, tractors, welding, etc. Also covered are prevention of slips, trips and falls, as well as driving tips and working safely with compressed air.
- Psychosocial hazards are any hazards that affect the mental well-being or mental health of the worker and may have physical effects by overwhelming the individual coping mechanisms and impacting the workers ability to work in a healthy and safe manner. Some examples include bullying, harassment, and workplace violence.

### Dealing with Hazards

RACE is a commonly used process for dealing with hazards. RACE stands for Recognize, Assess, Control and Evaluate. These steps, when done in order, help the workplace identify and control hazards.

**Recognize** where there are potential hazards in the workplace.

**Assess** the hazard. You need to understand how likely it is that a worker will get hurt or made sick by the hazard.

**Control** the hazards by looking for ways to get rid of the hazard or to make the job safer.

**Evaluate** how well the hazard controls are working.

Your supervisor will introduce you to any specific workplace hazards, policies, procedures and/or precautionary measures pertaining to your work area. Some of these policies/procedures can include, but are not limited to:

Asbestos Management Program

Biosafety Policy and related Program

Lab Safety Program

Confined Space Procedures

Radiation Safety Policy and related Program

Working at Heights Procedures

## **WHMIS Regulation**

The Workplace Hazardous Materials Information System (WHMIS) is a Regulation under the *Occupational Health and Safety Act*. WHMIS places responsibilities on the Employer to;

1. ensure that all containers of hazardous materials brought into the workplace have a WHMIS Label attached; as well as a Workplace Label for containers originating from within the workplace;
2. obtain from suppliers a Safety Data Sheet (SDS) for any products brought into the workplace which fall under the hazard criteria set out in the Controlled Products Regulations under the federal Hazardous Products Act and to make these *SDSs* available to all workers within the workplace; and
3. to set up a Worker Education System to make workers aware of the legislation and to instruct them about the content and significance of labels and *SDSs*: how to work safely with hazardous materials; the proper procedures for disposal of hazardous wastes, the use and care of personal protection equipment (PPE); and what to do in the event of an emergency such as a fire or chemical spill within the workplace.

## **OCCUPATIONAL HEALTH AND SAFETY TRAINING**

### **Mandatory Health and Safety Training**

All full-time and part-time employees (staff, faculty, teaching assistants, etc.), regardless of the level in the organization, must receive the following mandatory health and safety training:

#### Health and Safety Awareness

The purpose of this course is to introduce employees to Huntington's health and safety policies, to introduce employees to their roles and responsibilities under the Ontario Occupational Health and Safety Act and Regulations, to prevent accidents and injuries through education, and to communicate responsibilities for handling health and safety concerns in the workplace, including appropriate consultation and input, approval and administration of all safety procedures.

Supervisors must ensure that employees under their direction, who are new, promoted, transferred or returning from an extended absence, attend Health and Safety Awareness training as soon as possible.

#### Workplace Hazardous Material Information System (WHMIS)

The purpose of this course is to ensure that all employees are educated in how WHMIS works and the potential risks associated with hazardous products.

#### Integrated Session on Workplace Harassment and Workplace Violence

The purpose of this course is to introduce employees to the Policy on a Respectful Workplace and Learning Environment and on the Policy on Workplace Violence Prevention. It will also educate employees on the programs associated with these policies.

## **TELEPHONE NUMBERS**

### **Chair, Joint Health & Safety Committee: 705-673-4126 ext. 215**

Information or assistance on matters relating to employee health and safety in the workplace; to report an accidental injury or industrial disease; and to complete a Workplace Safety and Insurance Board accident claim form.

### **Campus Security: 705-675-1151 ext. 6562**

Information on fire safety and fire regulations, and emergency planning; lost and found items; and regular campus security items. Information and assistance on matters relating to accidental injury to students, volunteers or visitors (Student Accident & Volunteer Accident Insurance) and due diligence with contractors, event planning or foreign travel.

### **After Hours Emergency: 705-673-6562 (direct line) or 705-675-1151 extx 6562**

Medical or other assistance

### **Health and Wellness Services: 705-675-1151 ext. 1067**

Medical assistance, services or information. Doctor and Nurses are on duty during normal working hours.

### **Employee and Family Assistance Program (EFAP): 1-844-880-9142**

### **Facility Services: 705-673-4126 ext. 202**

To report regular maintenance items; electrical, mechanical, heating or ventilation problems; day janitorial services.

### **Police / Fire / Ambulance Emergencies: 911**

## **ONTARIO'S HEALTH AND SAFETY SYSTEM PARTNERS**

### **Ministry of Labour - [www.labour.gov.on.ca](http://www.labour.gov.on.ca) 1-877-202-0008**

Develops, communicates and enforces occupational health and safety requirements and employment standards.

### **Workplace Safety Insurance Board - [www.wsib.on.ca](http://www.wsib.on.ca) 1-800-387-0750**

Administers Ontario's no-fault insurance for employers and their workers.

### **Public Services Health and Safety Association - [www.ipslisa.ca](http://www.ipslisa.ca) 1-877-730-7821**

Provides sector specific consulting, training, products and services. Serves health, education and municipal sectors.

### **Occupational Health Clinics for Ontario Workers - [www.ohcow.on.ca](http://www.ohcow.on.ca) 705-523-2330**

Dedicated to the identification and prevention of work-related illnesses and injuries.

### **Workers Health and Safety Centre - [www.whsc.on.ca](http://www.whsc.on.ca) 705-522-8200**

Provides the highest quality training to workplaces of every size and sector.