



Health & Safety Policy

Policy #:	5001
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Office of Accountability:	Director, Risk Management
Approver(s):	Board of Governors

1) Purpose:

Management Commitment: The Board of Governors and President, together with the academic and administrative management of OCAD University ("OCAD U" or "The University"), consider health and safety to be a top priority as well as an important component of the teaching process and is committed to providing a safe and healthy working and learning environment for all members of the University community.

Legislative Compliance: In order to meet this commitment, the U follows a set of principles, expectations and requirements consistent with legislation and appropriate practices relating to health and safety.

2) Scope:

Assigned responsibilities: All individuals in the workplace – faculty, staff, contract workers, volunteers, students and visitors – share the responsibility for ensuring a safe working and learning environment.

a) Employees

All employees (faculty, staff and student monitors) are required to follow safe working practices, to comply with legislative and University safety requirements, and to take an active role in protecting the health and safety of all others, including students and visitors.

b) Supervisors

University faculty and staff Supervisors (for the purposes of the Policy defined as persons who are in charge of a workplace or have authority over anyone at any given time) are responsible and accountable for the safety of employees, students and visitors within their areas of jurisdiction. They have a special obligation to keep themselves informed, to be able to demonstrate competence in health and safety matters, and to inform others in their area about health and safety hazards as well as safe operating standards and procedures.

c) Contractors

As per the University's policy – Health & Safety Requirements for Contractors, all contractors, subcontractors and their workers are required to meet or exceed all legislated as well as University health and safety requirements while on University premises.

d) Students

All students are required by the Policy to comply with all applicable health and safety legislation as well as all University health and safety requirements.

3) Policy:

Communications

- a) Training
It is the responsibility of all staff, faculty and students to be informed of the possible health and safety hazards associated with their particular disciplines. Faculty and staff who are Supervisors or who are working with or in proximity to hazardous chemicals must be trained in WHMIS and other relevant health and safety legislation, as appropriate. For this purpose they must participate in relevant training sessions as required by the Director, Risk Management.
- b) Reporting problems
All staff, faculty and students must report any hazardous situation to a workplace Supervisor, Security, a member of the Joint Health & Safety Committee, to the Director, Risk Management.
- c) Reporting emergencies or serious situations
All staff, faculty and students must report emergencies or serious situations to Security without delay.
- d) Safety signage
Safety procedures will be posted in all shops and studios, and must be enforced by all workplace Supervisors.
- e) Health and safety as an instructional requirement
It is the responsibility of every faculty member to ensure that his/her students are trained to avoid accidents and occupationally-caused disease by establishing, enforcing and personally modeling safe and healthy procedures and work habits related to all aspects of producing art and design.
- f) Closure of facilities
Following OCAD U's Work Refusal Procedures policy, all Supervisors have the duty and authority to immediately close any University workplace which he or she deems to be unsafe, and to report such closure immediately to Security as well as to the Director, Risk Management and a member of the Joint Health & Safety Committee. The situation will be jointly investigated by the Supervisor, Director Risk Management and the Joint Health & Safety Committee member, and the hazard corrected or confirmation provided that the facility must be kept closed until the situation is corrected.

Standards

- a) Minimum standards
The minimum acceptable standards for occupational health and safety at OCAD U are those established by legislation, as well as by addition University health and safety standards, rules and procedures developed where necessary.
- b) Compliance and accountability
Staff, faculty and students must familiarize themselves with the University's minimum acceptable health and safety standards and comply with them at all times, since they will be held personally accountable for health and safety performance.

c) Disciplinary action

Any person (staff, faculty or student) who is deemed by the President or a Vice-President to be acting in a manner not in compliance with the University's minimum acceptable standards for occupational health and safety may be subject to disciplinary action.

Sara Diamond
President, OCAD University

Date: March 28, 2011

Robert Montgomery
Chair of Board of Governors

Date: March 28, 2011