



OFFICIAL COLLEGE POLICY

Health and Safety
(7120-8)

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HEALTH AND SAFETY (7120-8)

Division or Sector: Administrative Services

Responsibility: Coordinator, Purchasing and Auxiliary Services

Approved by Management Executive Committee: May 5, 2015.

Approved by the Vanier College Board of Directors: June, 2015.

TABLE OF CONTENTS

Purpose 1
Scope of Application 1
Definitions 1
Policy Statements 2
Roles and Responsibilities 3
Authority..... 4
Effective Date..... 4

1. Purpose

The purpose of the Vanier College Health and Safety Policy is to convey the commitment of the College towards providing a safe and healthy learning and work environment to all members of its community.

2. Scope of Application

This policy applies to all Vanier College employees, students, contractors and volunteers.

3. Definitions

Employee: An individual who works for the College part-time or full-time under a contract of employment, whether oral or written, expressed or implied.

Contractor: A person, partnership or group of persons who, through a contract, agreement or ownership, directs the activities of one or more employees involved in work within the College premises.

Legal Obligations: Any responsibility or duty set by Provincial or Federal Acts or Regulations and pertaining to the Health and Safety of the College Community members.

This includes, among others, obligations set by:

- the Act Respecting Occupational Health and Safety and its Regulations
- the Act Respecting Industrial Accidents and Occupational Diseases
- the Criminal Code
- the Civil Code
- the Act Respecting Labour Standards
- the Act Respecting Safety in Public Buildings
- the Safety Code for the Construction Industry

Principal (Prime) Contractor: the College or any other person who, on a construction site, is responsible for the carrying out of all the work, including ensuring the compliance to health and safety laws and regulations.

Student: Person registered in a course at Vanier College, whether on the main campus or Field Station, in the course of their College-related activities.

Volunteer: Person who performs an unpaid service for the College.

4. Policy Statements

4.01 Vanier College (“the College”) is committed to providing and maintaining a safe and healthy work and learning environment, in accordance with its legal and ethical obligations¹.

¹ Notwithstanding the wording of the policy, the College recognizes that the rules, rights and obligations provided for by the Health and Safety Policy must be enforced in compliance with all laws and regulations, in addition to the College’s collective agreements.

- 4.02 The College strives to prevent and/or eliminate any foreseeable hazard which may result in accidents, property damage or personal injury or illness.
- 4.03 The College will reinforce health and safety prevention in all aspects of its planning and day-to-day operations.
- 4.04 Regular inspections of equipment and work areas will be conducted to ensure a safe and proper work environment and to verify that safety procedures are understood and followed. All work areas must be inspected a minimum of once a year.
- 4.05 Health and Safety concerns are to be investigated and hazards controlled in a timely manner.
- 4.06 The College expects employees, students, contractors and volunteers to be actively involved in making health and safety a priority and in fulfilling their responsibilities and legal obligations regarding health and safety.
- 4.07 The College will not put its employees, students, contractors and volunteers at risk and will ensure adequate protective measures, procedures and equipment are provided, as required, in order to protect their health and safety at all times while on campus or on college duties.
- 4.08 All employees, students, contractors and volunteers are responsible and accountable for acting in a manner which will not put themselves or others at risk.

If they have reasons to believe they are exposed or are exposing others to a serious risk to their health or safety, they have the right and duty to inform their manager or appropriate authority that they refuse to proceed until the risk is evaluated and controlled adequately, as provided by the Act Respecting Occupational Health and Safety.

- 4.09 All employees, students, contractors and volunteers must inform the College (Security 7575) of hazardous situations, risks to the health and safety of others, and accidents involving themselves or to which they have been witness, in order to allow preventive or corrective actions to be taken in a timely manner.
- 4.10 Employees, students, and volunteers will be informed, involved and/or trained in order to be able to recognize health and safety issues and to respond to potential safety risks.
- 4.11 Health and Safety is to be included in academic curriculum whenever appropriate.

5. Roles and responsibilities

- 5.01 All members of the College community share the responsibility of preventing accidents. Individuals that become aware of a hazard have a responsibility to correct the situation or report it to the appropriate authority promptly.

5.02 Rights and obligations of the College

- The College reserves the rights to:
 - o Adopt any regulations or guidelines deemed necessary to the application of the policy.
 - o To take any appropriate measure to ensure that the policy and all deriving regulations, processes and guidelines are respected.
 - o Use appropriate measures to prevent abusive use of any aspect of this policy, as outlined in the Code of Conduct, applicable Collective Agreement or contractual agreement.
- The obligations of the College:
 - o To ensure health and safety concerns are taken into account when planning new activities and in day-to-day operations, in a prevention perspective.
 - o To receive and investigate hazards and health and safety complaints, and implementing corrective or preventive measures when appropriate.
 - o To ensure all areas of the College are inspected a minimum of once a year for health and safety hazards.
 - o To ensure the availability of necessary personal protection equipment for employees.
 - o To provide information and/or training on health and safety risks present in the College to individuals that may be exposed to them in the course of their duties.
 - o To ensure the respect of regulations and guidelines derived from this policy.

5.03 Rights and obligations of employees and students

- Rights:
 - o To have a safe working and learning environment.
 - o To be informed, trained and advised of risks that are inherent to their activities.
 - o To have access to personal protection equipment required to ensure their health and safety.
 - o To refuse to accomplish a task that, in undue manner, would present a serious risk to their health and safety or that would have the effect of exposing a third party to a similar risk.
- Obligations:
 - o To respect the policy and all associated regulations and guidelines.
 - o To take the necessary actions to ensure their health and safety.
 - o To see that they do not endanger the health, safety or physical well-being of other persons at or near their working or learning area.
 - o To participate and collaborate actively in the identification and elimination of the risk of accidents or occupational diseases within the College.
 - o To ensure they do not use this policy in an abusive manner or in bad faith.

5.04 Rights and obligations of associations, contractors and other organizations

- Rights:
 - o The College recognizes the rights and obligations conferred by law to all associations or organizations present on College premises.
- Obligations:
 - o To respect the present policy and its supporting regulations, procedures and guidelines.

 - o Take the necessary measures to preserve the health and safety of all persons present on College premises, as well as to ensure the integrity of College property and environment.

6. Authority

6.01 This Policy is under the authority of the Coordinator of Procurement and Auxiliary Services.

7. Effective Date

7.01 This policy will become effective upon adoption by the Board of Directors

8. Related Policies and Procedures

Name	Identification number
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