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Introduction

The Carleton University Academic Staff Association is committed to providing a safe work environment and maintaining a safe and healthy workplace as required by the Occupational Health and Safety Act (the “Act”). This document supplements the Association policy entitled “Health and Safety” and outlines the responsibilities associated with this policy.

Definitions

“Act” is defined as the *Occupational Health and Safety Act*, R.S.O. 1990, as amended.

The definition of “Employee” shall be the same as the definition of Worker under the Act.

“Volunteer” is defined as an Officer of the Association (as outlined in the Association Constitution) or any non-Employee working on behalf of the Association in an official capacity.

“Workplace” is defined as the Association’s offices as well as any location where the business of the Association is being or is to be conducted.

Application

This program applies to all members and staff of the Association as well as visitors, contractors, students and volunteers.

Polices, Standards and Legislation

1. The Association's workplace health and safety policy states: “The Carleton University Academic Staff Association is committed to the health and safety of its employees, volunteers and members while in the workplace. Protection of all individuals in the workplace from injury or occupational disease as well as the

promotion of a culture of safe and healthy workplace that facilitates the

awareness of risk and the prevention of injury and illness is a major continuing objective. We will make every effort to provide a safe, healthy work environment.”

2. The Act requires all employers to take every precaution reasonable in the circumstances to protect employee’s health and safety.

Responsibilities

Council

Prepare a health and safety policy and ensure that it is reviewed annually; and,

Develop a program to implement the health and safety policy. Presidential Officers

Ensure that equipment, materials and protective devices are provided and maintained in good condition;

Provide resources so supervisors, employees, members and volunteers can carry out safe and healthy work;

Ensure that adequate and suitable planning is done to provide safe and healthy workplaces;

Review accident reports and respond where necessary;

Ensure that the employees, members and volunteers understand their health and safety responsibilities;

Ensure employees, members and volunteers are trained to safely complete the work and deal with hazards. Ensure that the training is current and regularly reviewed;

Be aware of applicable legislation and ensure compliance;

Ensure there is an effective mechanism for co-operative problem solving amongst workers and supervisors;

Respond appropriately to reports of problems and to Health and Safety Representative recommendations; and,

Conduct a formal inspection of a job site once a month with the Health and Safety Representative.

Supervisors

Establish procedures and practices to ensure that workers can carry out safe and healthy work;

Ensure that employees, members and volunteers comply with the Act, applicable regulations and the Association’s policy and program;

Ensure that employees, members and volunteers are aware of potential hazards and have dealt with, or are dealing with, the actual hazards in the workplace;

Provide health and safety orientation to new employees and volunteers;

Conduct accident or incident investigations with the Health and Safety Representative;

Encourage workers to report health and safety problems;

Respond quickly and appropriately to worker concerns and cooperate in their correction;

Report safety problems to Presidential Officers; and,

Set an example by being consistently safety conscious, and insisting on the safe performance of work.

Employees, Members and Volunteers

Work safely in accordance with the Association's health and safety policy and program, and with the Act and applicable regulations;

Do not remove, displace or interfere with the use of any safeguards;

Report unsafe conditions to the supervisor, after taking appropriate immediate action;

Report all accidents, injuries and near-misses immediately to the supervisor;

Work in a way that will not endanger yourself or others;

Advise other workers of unsafe conditions or work practices;

Participate in solving health and safety problems; and,

Provide recommendations to the Presidential Officers to improve health and safety.

Hazard Assessment, Analysis and Control

Purpose

The purpose of hazard reporting is to try to stop accidents before they occur. Employees, volunteers and members in the workplace must be aware of their surroundings to prevent injury if possible.

Objective

The Association's objective is to eliminate the possibility of injury due to hazards that have not been identified. The workplace needs to be a safe environment, and individuals need to be able to report any danger that may cause risk to health and safety.

Standard

It is in everyone's best interest to make sure that our employees, members and volunteers are able to recognize and assess any dangerous or hazardous situations.

Individuals are to report any problem areas immediately. If areas of concern pose a threat to the health and safety of an individual, that individual must report immediately to a Presidential Officer.

The Presidential Officer will assess the situation and take necessary steps to correct the problem. If the situation requires a great deal of attention, then action must be taken.

Individuals in the workplace must:

Inspect the workplace regularly before performing work.

Record any hazardous conditions on the job site.

Any hazards that are detected must be reported immediately to a Presidential Officer. The Presidential Officer will then assess the degree of hazard and act accordingly.

The employee must always be aware of his/her surroundings. It is the responsibility of the worker to report anything that he/she deems as hazardous.

Common sense is a key factor in preventing a hazardous situation.

Training, Orientation and Communications

Training

The Association is responsible for ensuring all employees are properly trained. It is committed to providing adequate time and resources to train all personnel to perform their duties in an efficient and safe manner.

The Workers Health and Safety Centre “Basic Certification” training (or equivalent) will be provided to all full-time employees. WHSC “Certification Part II – Office & Professional” training (or equivalent) will be provided to the employee Health and Safety Representative. Incoming Presidents-Elect shall receive the WHSC “Supervisor Health and Safety Training” (or equivalent).

Costs for all training shall be borne by the Association.

Orientation

Health and Safety Orientation Requirements

The Association will ensure each new employee and volunteer participates in a health and safety orientation.

This orientation must include, at minimum:

- A review of the health and safety policy.
- Overview of applicable health and safety legislation including employee rights.
- Overview of the Association health and safety program including:
 - Health and safety responsibilities
 - Safety investigations (accident reporting)
 - Workplace Violence and Workplace Discrimination Policies
- Location of posted copies of legislation and policies.
- Location of first aid kit and individuals trained in first aid.
- Name and contact information of health and safety representative.
- Verification to ensure that the information has been understood.

Annual Orientation and Update

To ensure that all employees remain familiar with health and safety requirements, including any legislative changes or safety program updates and revisions, all employees and volunteers will be required to participate in an annual health and safety orientation.

Communication

Association health and safety policies and programs shall be posted on the website, included in the Council Handbook and posted in a publically accessible location in the workplace.

A one page document outlining the Association’s health and safety, harassment and

violence policies shall be distributed and/or posted at all Association events.

The most recent inspection reports shall be posted in a publically accessible location in the workplace. Inspection reports shall be kept on file in the Association office and shall be publically available upon request.

Workplace Inspections

Policy Statement

The Health and Safety Representative and a Presidential Officer will conduct monthly documented workplace inspections for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will cover the Association offices as well as work methods and practices.

Procedure

Review previous inspection records and note any previously reported hazards.

Identify actual or potential problems within the workplace.

Keep a copy of the inspection form.

Where unsafe conditions, practices or procedures are noted:

- Take action immediately to rectify the problem if possible. If not possible, notify the Presidential Officers.
- Record conditions, actions taken and the date as part of the inspection report.

When a worker is noted performing an unsafe act, advise as follows:

- Inform him/her of the unsafe situation.
 - Discuss the unsafe condition with him/her.
 - Advise on how to correct the unsafe condition.
 - Record conditions, actions taken and the date as part of the inspection report.

Accident Investigation and Reporting

Purpose

To investigate all incidents/accidents in order to determine the cause and what corrective actions need to be implemented to prevent a recurrence.

Policy

The following types of incidents/accidents shall be fully investigated:

Accidents that result or have the potential to result in injuries requiring professional medical attention.

All incidents that, by regulation, must be reported to MOL, WSIB or other regulatory agencies.

Responsibilities

All employees, members or volunteers shall report all incidents/accidents to a

Presidential Officer or the Health and Safety Representative.

A Presidential Officer and the Health and Safety Representative shall conduct an initial investigation and shall also determine causes and recommend corrective action.

- They shall also ensure that any legally required reporting is completed.

The Steering Committee shall receive all reports of incidents, determine corrective action to be taken, and ensure that such action is implemented.

First Aid

First aid and medical services must meet the minimum requirements under the applicable regulations. At least one full-time employee shall be certified in Standard First Aid and Level C CPR.

Employees and volunteers must know:

Where to find first aid stations.

How to identify qualified first aiders.

How to record injuries and illness that occur in the workplace.

Health and Safety Representative

The Health and Safety Representative is an employee appointed by the employees under the Collective Agreement. The HSR is responsible for representing the health and safety interests of employees, identifying potential and actual dangers and has other duties and powers under the Act. It is primarily responsible for conducting workplace inspections.

In addition to workplace inspections, Health and Safety Representatives also have the power to:

- identify potential hazards at the project;
- make recommendations or report findings about these hazards to the employer, other workers, and any trade union representing workers;
- inspect the scene of a critical injury or death, and report the findings to a Ministry of Labour Director; and,
- be present during an investigation of a work refusal.

Refusal of Work

Employees and volunteers have the right to refuse unsafe work. Refusals on the basis of unsafe work will be investigated by the Health and Safety Representative and a Presidential Officer.