

TITLE: Occupational Health and Safety Policy

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**Mandatory Review
Date:**
August 18, 2024

Approved By:
☐ Board of Governors
☒ President and Vice
Presidents

1. Purpose

The Sheridan College Institute of Technology and Advanced Learning (Sheridan) is committed to providing a healthy and safe environment for all Workers. This policy demonstrates Sheridan's commitment to comply with the Occupational Health and Safety Act (OHSA) and its regulations, and Sheridan's commitment to the continuous improvement of its Occupational Health and Safety (OHS) program.

2. Scope

This policy applies to all Sheridan Community Members.

3. Definitions

Community Members: Include Workers, Students, contractors, consultants, visitors and volunteers when present at Sheridan Workplace.

Continual improvement: the process of enhancing the OHS Management System to achieve ongoing improvement in overall OHS performance.

Employer: as defined in the OHSA (section 1(1)), refers to a person who employs one or more Workers or contracts for the services of one or more Workers, and includes a contractor or subcontractor who performs work or supplies services and contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Hazard: means anything that has a potential to cause harm, injury or damage to a worker, property or the environment. It is often associated with a condition or activity that, if left uncontrolled, can result in adverse consequences.

Health and Safety Representative (HSR): is a Worker representative selected by the trade union that supports health and safety initiatives/programs through hazard identification and provides recommendations for improvement, where necessary, at Sheridan's Workplaces with less than twenty (20) Workers.

Joint Health and Safety Committee (JHSC): means a group of Worker representatives and Employer representatives in a workplace that supports health and safety initiatives/programs through regular meetings, Workplace inspections, hazard identification, reporting and providing recommendations for improvement where necessary.

Occupational Health and Safety Management System (OHSMS): is part of the overall management of the organization that addresses OHS hazards and risks associated with its activities.

Student: As defined in the Student Code of Conduct, means any individual who is admitted, enrolled or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g., on a vacation, or coop term) are considered to have a continuing Student relationship and are included in the definition of a Student.

Supervisor: as defined in the OHSA (section 1(1)), means a person who has charge of a Workplace (i.e., is responsible for the space) or authority over a Worker (i.e., issues instructions or has authority to hire and discipline Workers).

Worker: as defined in the OHSA (section 1(1)), means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participated inside the institution or facility in a work project or rehabilitation program.

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performed work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an Employer for no monetary compensation.

Workplace: As defined in the OHSA (section 1(1)) means any land, premises, location or thing at, upon, in or near which a Worker works; except where prescribed to be excluded in section 3 of the OHSA.

4. Policy Statement

4.1 Sheridan is committed to protecting and promoting Workers' health and safety by taking every precaution reasonable in the circumstances. Sheridan will demonstrate this commitment through the principles of shared responsibility and continuous improvement.

4.1.1 Shared Responsibility: Everyone in the workplace is responsible for their own health and safety and the health and safety of their co-Workers. When Workers engage in remote work, the Worker is responsible for ensuring that the remote work location is safe with support and guidance provided by the Employer as appropriate.

- Sheridan will take every precaution reasonable to provide a healthy and safe work environment.
- Supervisors shall ensure that they provide and maintain a safe and healthy work environment in their area(s) of responsibility and are required to complete all mandatory health and safety training, and to work in accordance with Occupational Health and Safety legislation and Sheridan's policies and procedures.
- Supervisors must ensure their Workers are provided with safe work procedures and that they are working safely.
- All Workers are required to complete all mandatory health and safety training, and to work in accordance with Occupational Health and Safety legislation and Sheridan's policies and procedures.
- Workers are required to report potential and actual Hazards to a Supervisor.
- Sheridan's JHSC and HSR will support health and safety initiatives/programs through regular workplace inspections, hazard identification, reporting and provide recommendations for improvement where necessary.

4.1.2. Continuous Improvement: To achieve improvements in overall occupational health and safety performance, Sheridan will support the continuous improvement of its OHSMS.

4.2 Responsible Executive/ Office

The Responsible Office shall be the Office of Occupational Health and Safety Services under the Associate Vice President, Human Resources. This Office will interpret and apply the policy and have responsibility to draft and/or approve any associated procedures.

5. Related Documentation (Procedures/Additional Policies/Forms)

[Occupational Health and Safety Policies and related documentation](#)

[Student Code of Conduct](#)

[Code of Professionalism and Civility](#)

[Emergency Management Policy](#)

[Emergency Management Plan](#)

[Return to Work Policy](#)

[Return to Work Procedure](#)

[Student At Risk and Intervention \(SARIT\) Policy](#)

[Threat Assessment Policy](#)

[Threat Assessment Procedure](#)

[Discrimination and Harassment Policy and Procedure](#)

[Use of Facilities for Non Academic Purposes Policy](#)

[Use of Facilities for Non Academic Purposes Procedure](#)

[Sexual Violence Policy](#)

[Sexual Violence Procedure for Employees](#)

Sexual Violence Procedure for Students

Workplace Violence Policy

Workplace Violence Prevention and Control Procedure