

TITLE: Workplace Health & Safety Duties and Responsibilities Policy

Date of Approval: October 15, 2013;
November 17, 2016

Mandatory Review Date:
November 17, 2021

Approved By:
☐ Board of Governors
☒ Executive Committee
☐ Senate

Effective Date: Immediate

1. PURPOSE

To provide clear interpretation of the roles, responsibilities and accountabilities for health and safety at the Sheridan College Institute of Technology and Advanced Learning (Sheridan) and to ensure the hierarchical pattern of authority, responsibility and accountability known as the *Internal Responsibility System (IRS)* assumed in the legislation is well defined.

2. SCOPE

This policy applies to every Worker, as defined below, of Sheridan

3. DEFINITIONS

Where applicable, the definitions below are derived from the *Occupational Health and Safety Act (OHSA), R.S.O. 1990*.

3.1 Authority refers to the responsibility to hire, promote, discipline, dismiss or terminate workers.

3.2 Competent Person means a person who:

- a. is qualified because of knowledge, training and experience to organize work and its performance,
- b. is familiar with the OHSA and the regulations that apply to the work, and
- c. has knowledge of any potential or actual danger to health or safety in the workplace.

3.3 Due diligence means taking all precautions reasonable in the circumstances to protect the health and safety of workers.

3.4 Employer 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 service. Sheridan as the Employer has a Board of Governors that carries out the employer responsibilities through the Office of the President.

- 3.5 Internal Responsibility System:** A system where everyone has direct responsibility for health and safety as an essential part of his or her job. Each person takes initiative on health and safety issues, works to solve problems and make improvements on an ongoing basis.
- 3.6 Joint Health and Safety Committee (JHSC):** A group of workers and supervisors in a workplace that serves to make recommendations to and monitor the employer's health and safety program to improve the health and safety of all workers.
- 3.7 Supervisor** 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 terminate workers). At Sheridan this **includes Vice Presidents, Directors, Deans, Managers, Associate Deans, Supervisors and any other person that has charge of a Workplace or Worker.**
- 3.8 Worker** means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates 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 performs 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. A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an worker for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
 5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.
- 3.9 Workplace** means any land, premises, location or thing at, upon, in or near which a worker works.

3.10 Occupational Health and Safety Management System: A system implemented by the employer to reduce the risk of injury and illness through a continuous cycle of identifying, assessing and controlling hazards and/or potential hazards in all workplace operations.

4. POLICY STATEMENT

Sheridan promotes a strong Internal Responsibility system (IRS) in the workplace where everyone in the workplace has a role to play in keeping workplaces safe and healthy.

4.1 ROLES AND RESPONSIBILITIES

The roles and responsibilities prescribed in the OHSA for the workplace parties are applicable at Sheridan. They include, but are not limited to, the following for Sheridan workplace parties.

4.1.1 Employer

Sheridan will:

1. Develop, implement and review annually a written health and safety program and policy.
2. Post, in a conspicuous place in the workplace, all prescribed health and safety information.
3. Assume overall responsibility for the Occupational Health and Safety Management System.
4. Establish measurable objectives and targets for the purpose of continuous improvement of health and safety performance.
5. Take every precaution reasonable in the circumstances for the protection of a worker.
6. Provide information, instruction and supervision to a worker to protect the health and/or safety of the worker.
7. Ensure that all workers and contractors are made aware of their legislative rights and duties.
8. Inform workers about any hazards in the workplace, and provide information, written instruction, training, coaching and supervision necessary to ensure that safe work procedures are followed.
9. Appoint competent persons as supervisors.
10. Provide and maintain in good condition personal protective equipment.
11. Assist the Joint Health and Safety Committee (JHSC) as legislated and/or required.
12. Keep and maintain accurate health and safety records.
13. Provide the JHSC with the results of any occupational health and safety report, and if written, provide a copy of the relevant parts.
14. Advise workers of the results of such a report, and if written, provide copies of relevant parts upon request.
15. Follow principles of the IRS and due diligence.

4.1.2 Supervisors

Supervisors will:

1. Take every precaution reasonable in the circumstances for the protection of a worker.
2. Ensure that all workers under their direct supervision are made aware of all known reasonable foreseeable health and safety hazards in the workplace.
3. Ensure that specific health and safety procedures and practices are developed, implemented and maintained, to manage the safety risk specific to the activities occurring within their respective areas.
4. Be familiar with the OHSA and regulations that apply to the work performed at Sheridan.
5. Comply with requirements under the OHSA and regulations and any orders.
6. Participate and assist in Sheridan safety training programs and meetings.
7. Advise new staff of safety rules, practices and procedures before beginning work.
8. If prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection.
9. Ensure that any equipment, protective devices or clothing required by the employer is used or worn by the worker.
10. Cooperate with the JHSC.
11. Conduct incident investigations.
12. Correct unsafe acts or conditions.

4.1.3 Workers

Workers will:

1. . Work in compliance with the OHSA and Regulations.
2. Take precautions to protect their health and safety, and that of co-workers who may be affected by the workers acts or omissions.
3. Follow established safe work procedures.
4. Use or wear any equipment, protective devices or clothing required by the employer.
5. Not remove or make ineffective any protective device required by the employer.
6. Report to the employer or supervisor any known missing or defective equipment or protective equipment.
7. Report any known workplace hazard to the employer or supervisor.
8. Report any known infringement of the OHSA or regulations to the employer or supervisor.
9. Not operate any equipment or work in a way that may endanger any worker.

10. Report to their direct supervisor all workplace injuries/illnesses, no matter how minor, and provide updates on any physical/functional restrictions as necessary.
11. Report all accidents and near misses, no matter how minor, whether injury producing or not, to a supervisor (prior to leaving the workplace for treatment and prior to leaving the premises).
12. Cooperate with the JHSC.
13. Not engage in contests, pranks, feats of strength, unnecessary running or rough and boisterous conduct.
14. Stop work if they believe the work poses an imminent danger.

The Responsible Office Shall Be:

Occupational Health and Safety Services

Contact / Support: ohsservices@sheridancollege.ca

5. RELATED DOCUMENTATION (Procedures/Additional Policies/Forms)

[Health and Safety - Posted Materials Procedure](#)

[Health and Safety - Preventative Maintenance Procedure](#)

[Health and Safety - Personal Protective Equipment Procedure](#)

[Health and Safety - Pre-Start Safety Review Procedure](#)