

Health and Safety Roles and Responsibilities Procedure

Date of Issue: May 2023	Last Review Date: May 2023
Written By: Environmental, Health & Safety Manager	
Approved By: Vice President, Human Resources	

PURPOSE	
<p>The purpose of this procedure is to ensure all workplace parties at Trent University are knowledgeable of their legislative roles and responsibilities under the Occupational Health and Safety Act (OHSA). Trent University is committed to ensuring all workplace parties are appropriately trained and held accountable for complying with their Health and Safety roles and responsibilities as outlined in the OHSA and by the University.</p>	
OBJECTIVES	
<p>In accordance with applicable laws, regulations, and Trent policies, responsibilities are herein outlined for:</p> <ul style="list-style-type: none"> • The employer (Board of Governors, President, Vice-Presidents), supervisors, workers (identified as “workers” in the OHSA), joint health and safety committee (JHSC) members, health and safety representative(s) and visitors • Responsibilities resulting from company rules and the health and safety program 	
SCOPE	
<p>This procedure applies to all workplace parties, including the employer, supervisors, workers, joint health and safety committee members, visitors and any others working on behalf of Trent University and reflect the requirements from the Occupational Health and Safety Act (OHSA).</p>	
RELATED DOCUMENTATION	
<p>Internal: Health and Safety Awareness Training (Blackboard), Health and Safety Orientation for Workers (Blackboard)</p> <p>External: Occupational Health and Safety Act</p>	
DEFINITIONS AND ACRONYMS	
Competent Person	<p>Means a person who:</p> <ul style="list-style-type: none"> • Is qualified because of knowledge, training and experience to organize the work and its performance • Is familiar with the OHSA and the regulations that apply to the work, and • has knowledge of any potential or actual danger to health or safety in the workplace
Constructor	<p>Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.</p>

Contractor	Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.
Employer	Means 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 a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.
Owner	Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.
Prescribed	Means: <ul style="list-style-type: none"> prescribed by a regulation made under the Occupational Health and Safety Act to lay down, in writing or otherwise, as a rule or a course of action to be followed
Supervisor	Means a person who has charge of a workplace or authority over a worker.
Student	A person enrolled in one or more courses at Trent University
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: <ul style="list-style-type: none"> A person who performs work or supplies services for monetary compensation. 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. 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, private career college or other post-secondary institution
Workplace	Any place in, on, or near where a worker of Trent University works. It could be a building, an open field, a road, forest, vehicle etc.

ROLES & RESPONSIBILITIES

Internal Responsibility System (IRS)

Health and safety legislation is based on a collaborative model. Every member of a workplace shares the responsibility for their own safety as well as that of their co-workers.

Everyone shares the responsibility for working together to identify and control situations that could cause harm.

Workers have a legal obligation to report hazardous situations to their supervisors or employers. Additionally, supervisors and employers must address these situations and acquaint workers with any hazards in the work that they do.

The objective of IRS is to ensure that everyone understands their role in maintaining a healthy and safe workplace. This system promotes cooperation among workers, supervisors and employers, which is fundamental to maintaining health and safety standards in the workplace ([OHSA](#)).

Employer

Trent University's Board of Governors has delegated the responsibilities of Employer to the President and Vice-Presidents. The OHSA outlines a number of Employer responsibilities, including:

- Ensuring prescribed equipment, materials and protective devices are provided and maintained,
- Ensuring prescribed measures and procedures are carried out in the workplace,
- Ensuring equipment, materials and protective devices are used as prescribed,
- Ensuring buildings and structures are capable of supporting any load applied to it,
- Providing information, instruction, and supervision to a worker to protect the health or safety of the worker,
- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed,
- When appointing a supervisor, appointing a competent person
- Acquainting a worker or any person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent
- Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions
- Prepare and review at least annually a written health and safety policy and a program to implement that policy
- Not knowingly permitting a person who is underage (as prescribed) to be in or about a workplace
- Advise workers of the results of a report concerning health and safety, and
- Taking every precaution reasonable in the circumstances for the protection of a worker.

Supervisors

The OHSA defines supervisor "a person who has charge of a workplace or authority over a worker." Trent University recognizes supervisors as university workers who have a duty and effective power to ensure that one or more workers comply with the [OHSA](#) or safety related policies and procedures. The definition is not subject to factors such as job title, union affiliation or even employment status.

The identification of a supervisor can be difficult as universities have many unique positions that can attract supervisory duties, such as: Associate Vice-Presidents, University Secretary, Deans, Directors, Principals, University Registrar, University Librarian, Managers, Supervisors, Academic Chairs, and Principal Investigators.

Supervisors are responsible for:

- Ensuring that workers:
 - work in the manner and with the protective devices, measures and procedures required by the OHS Act and the regulations,
 - use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn,
- Advising workers of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware,
- Providing workers with written instructions as to the measures and procedures to be taken for protection of the worker (where required by regulation), and
- Taking every precaution reasonable in the circumstances for the protection of a worker(s).

Workers are responsible for:

- Working in compliance with the provisions of the Act and the regulations
- Using or wearing the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Reporting to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker
- Reporting to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.
- Attending mandatory training to learn, know, understand and follow established health and safety rules, safe work practices and procedures,
- Promptly reporting to their supervisor any incident, injury, or occupational illness that may arise.

Workers are prohibited from:

- Removing or making ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately
- Using or operating any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker
- Engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Any worker responsible for a contract between the University and an independent contractor is responsible for:

- Ascertaining and addressing H&S requirements that apply to the work,

- Recognizing and advising the contractor of workplace hazards,
- Assessing the contractor's health and safety program; ensuring contractor's practices comply with legal requirements,
- Maintaining communication and co-ordination of work, and
- Monitoring the contractor's work to ensure compliance.

Where work involves one or more sub-contractors these duties also apply to the sub-contractors.

Where work involves construction, the Constructor will be named in the contract and will be deemed the Employer.

Any worker responsible for the lease or allocation of University space to a tenant or group is responsible for

- Advising the tenant or group of relevant University H&S procedures, practices and expectations,
- Providing information required to be provided under the Occupational Health and Safety Act and Regulations,
- Resolving any related concerns that may arise.

Any worker who plans or organizes an experiential learning experience is responsible for:

- Determining if participants will be *workers* or *supervisors* as defined by the Occupational Health and Safety Act, and
- Ensuring OHSA and related requirements are addressed, as required.

Any worker who agrees to host a volunteer assumes supervisory responsibilities for that volunteer with respect to health and safety.

Joint Health and Safety Committee is responsible for:

- Identifying situations that may be a source of danger or hazard to workers.
- Making recommendations to the employer and the workers for the improvement of the health and safety of workers.
- Recommending to the employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers.
- Obtaining information from the employer respecting, the identification of potential or existing hazards of materials, processes or equipment.
- Obtaining information from the employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety.
- Having a designated member representing workers be present at the beginning of testing.

- Meet at least once every 3 months and maintain and keep minutes of its proceeding.
- A worker Member of the JHSC will perform workplace inspections of the entire facility monthly to identify situations that may be a source of danger or hazard to workers. Inspections will be completed using the Monthly Workplace Inspection Form and will be forwarded to management for review and response. A schedule for Planned Workplace Inspections will be written, posted and followed.
- Investigating cases where a worker is killed or critically injured at a workplace.

Visitors are responsible for:

- Following all workplace rules, policies, procedures as well as relevant legislation will on company property.

COMMUNICATION

- All new staff will receive information on H&S Roles and Responsibilities during orientation and new worker training
- Periodic reminders will be communicated by the Joint Health and Safety Committee via email and posted on Workplace Health and Safety Boards

TRAINING AND ORIENTATION

New workers should be provided with an H&S Orientation session as soon as possible after they begin work. Department orientation is normally provided by the supervisor, but may be provided by someone else, as determined by the Department.

The minimum H&S training required by every University worker is:

- H&S Awareness training (*Worker Health and Safety Awareness in 4 Steps; Supervisor Health and Safety Awareness in 5 Steps* if you are a supervisor) and
- Workplace Violence and Harassment
- Health and Safety Orientation for Workers

You must also complete Workplace Hazardous Materials Information System (WHMIS) training if you work with or near hazardous materials.

All four courses are available online on Blackboard.

Education & Training

- Management will ensure that all newly hired, promoted staff and supplied labor will receive education and training on workplace party responsibilities at orientation
- The contracts administrator will ensure contractors will be trained on their roles and responsibilities as per the Contractor Safety Standard
- All members of management will also receive Health and Safety Awareness for Supervisors and Health and Safety Awareness for Workers
- All workers will also receive Health and Safety Awareness for workers

- Training records will be maintained by Trent University and maintained within the worker's file as per training record retention policy and procedures.

EVALUATION

- The program will be reviewed regularly by senior management in consultation with the JHSC
- Managers and supervisors are responsible to observe, monitor and evaluate compliance with health and safety practices as part of the performance evaluation
- Human resources, in consultation with management, will determine the success of training procedures. To evaluate the program, quality indicators will be identified and monitored on a regular basis (e.g. % of new hires completing orientation training, % of persons completing safety talks, % of staff passing quiz, worker compliance performance)
- Any gaps will be identified and quality improvements will be made by senior management in consultation with JHSC and stakeholders
- Any changes will be communicated to all workplace parties prior or during implementation.
- The organization will recognize success in a variety of ways (e.g.) quality report sharing, performance evaluation, annual safety program review.

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED