
Occupational Health and Safety Policy

Department Policy Number

170 001

Effective Date

January 12, 2006
January 1, 2002

Purpose

The purpose of this policy is to state the University's commitment to the occupational health and safety of the university community and to outline the responsibilities of executive group, managers/supervisors, employees, and the Occupational Health and Safety Committee regarding health and safety matters.

Definitions

Executive Group	A senior management group consisting of the President and Vice-Presidents.
Employees	All individuals directly employed by Athabasca University.
Students	All individuals enrolled in Athabasca University courses who are in or on Athabasca University facilities.
Visitors	All individuals visiting in or on Athabasca University facilities.
Contractors	All individuals/companies who provide contract services to Athabasca University in or on Athabasca University facilities.
University work site/campus	All facilities, buildings and physical environment within the university campus proper, specifically, Athabasca Main Campus, ELC, CLC, CIM and TBC.
Occupational Health and Safety Coordinator	An individual employed by Athabasca University, to provide occupational health and safety services.



Policy

The following guiding principles govern environmental and occupational health and safety at Athabasca University.

As a minimum, the University will ensure that all occupational health and safety regulations, legislation and collective agreement requirements are complied with. While on a University work site/campus, all employees are required to comply with occupational health and safety practices and procedures, as all who work for Athabasca University will benefit from a safe and healthy working environment.

Athabasca University strives to assume a leadership role in establishing occupational health and safety processes beyond the minimum provincial standard.

Environmental considerations form part of the overall health and safety of the workplace and inform policy development and implementation.

Athabasca University is actively committed to providing a safe and healthy environment for the university community. It is, therefore, the responsibility of the University to:

1. As a minimum, comply with all relevant statutes, regulations, standards of regulatory authorities, and collective agreements representing occupational health and safety.
2. Conduct hazard assessments and implement controls to protect all employees, students, visitors, and contractors against identified hazards on the University work site/campus.
3. Implement policies to protect all employees against occupational health and safety hazards encountered in the process of performing their duties for the University.
4. Formulate, implement, and promote safe and healthy working practices and awareness through training, education, and the implementation of health and safety processes.
5. Support the investigation and implementation of environmentally responsible approaches to health and safety.

Regulation

N/A

Procedure

Executive Group provides overall management and leadership to the University's health and safety systems and is responsible for:

- a. ensuring the University is in compliance with all occupational health and safety regulatory, legislative, and collective agreement requirements



- b. providing a leadership role in occupational health and safety
- c. establishing and supporting an Occupational Health and Safety Committee
- d. approving and providing management support to environmental and occupational health and safety policies, programs, and initiatives
- e. providing the financial and human resources required to establish and maintain an effective environmental and occupational health and safety management system.

Directors, Managers, Centre Chairs and Supervisors are responsible for:

- a. ensuring all employees are trained in safe working practices and follow all applicable health, safety, and environmental policies and procedures while on a campus work site.
- b. conducting regular campus site inspections, regular safety meetings, and accident/incident investigations.
- c. implementing corrective actions.

Employees are responsible for:

- a. observing and following safe work practices and all safety rules and procedures
- b. promptly reporting hazardous or unsafe equipment, conditions, procedures or behaviours to the appropriate supervisor
- c. immediately reporting to the appropriate supervisor all work-related hazards, incidents, or injuries.

The Occupational Health and Safety Coordinator is responsible for:

- a. informing the University about current occupational and environmental health and safety regulations and legislative and collective agreement requirements
- b. providing direction to the University to meet occupational and environmental health and safety regulations and collective agreement requirements
- c. identifying whether functions of the University are in compliance with all occupational health and safety regulatory requirements
- d. producing and maintaining an occupational health and safety manual for the University
- e. promoting environmental and occupational health and safety practices within the University
- f. liaising with government, other organizations and health and safety associations



- g. working with the Occupational Health and Safety Committee in all aspects of its mandate
- h. communicating occupational health and safety issues, policies and procedures to all employees

The Director, Facilities and Services is responsible for:

- a. ensuring proper maintenance is completed on University owned vehicles
- b. investigating any vehicle-related incidents on the University work site/campus or involving university vehicles
- c. managing the facility fire safety and fire warden system for AU Central and Tim Byrne Centre
- d. ensuring the availability of first aid centre supplies and facilitating legislative compliance for first aid
- e. managing health and safety matters related to buildings and grounds at AU Central and Tim Byrne Centre, including maintenance, renovation, and construction
- f. working with facility managers at ELC, CLC and CIM on health and safety matters
- g. developing and implementing general waste management policies for AU Central and Tim Byrne Centre
- h. site security

The Director, Human Resources is responsible for:

- a. providing communication between Executive Group and the Occupational Health and Safety Committee
- b. forwarding Committee recommendations to Executive Group
- c. providing coaching and guidance to the Committee as needed
- d. including Occupational Health and Safety Committee operational plans and budget requirements in the overall Human Resources submission.



The Occupational Health and Safety Committee provides a forum for the discussion of matters affecting the health and safety of employees, students, visitors, and contractors. Working with the Occupational Health and Safety Coordinator, the committee is responsible for:

- a. identifying whether the University is in compliance with all occupational health and safety regulatory requirements, whether provincial or federal, as well as applicable collective agreement occupational health and safety requirements
- b. assisting with the development of site specific health and safety manuals in the various work units
- c. developing and maintaining a health and safety plan that will address the health and safety needs for the University
- d. promoting occupational health and safety issues within the University, including work practices, construction/maintenance procedures and materials, and general environmental concerns, by reviewing and bringing forward recommendations for Executive Group consideration
- e. providing standard guidelines/format for conducting and recording occupational health and safety related committees
- f. reviewing and documenting accidents/incidents and tracking any trends that are occurring
- g. preparing an annual operational plan and budget to feed into the University's budget and planning process
- h. preparing an annual report
- i. operating in accordance with the following procedures:

Reporting

The Occupational Health and Safety Committee reports to the Director, Human Resources.

Committee Composition

Membership shall consist of the following:

Voting Members

Two employee representatives elected by AUPE

Two employee representatives elected by AUFA

Two employee representatives elected by CUPE



One employee representative appointed by Calgary Learning Centre staff

One employee representative appointed by Edmonton Learning Centre staff (or one employee representative from both Learning Centres)

One employee representative appointed by Centre for Innovative Management staff

One employee representative appointed by Tim Byrne Centre staff

Director, Facilities and Services

One employee representative appointed by the Centre for Science

Non-Voting Members

OH&S Advisor, Human Resources

Director, Human Resources

Occupational Health and Safety Coordinator

Appointment of each employee group representative must be reviewed at least once every two years by their appointing constituency. The OHSC recommends that the employee representative appointment be rotated among the appointing constituency membership every two terms.

The Committee will be chaired by a member of the Occupational Health and Safety committee. The Chair to be appointed by the committee on an annual basis.

Subcommittees

In reviewing all the various issues that may come before the Occupational Health and Safety Committee, advisory subcommittees may be formed with each such subcommittee to be chaired by a member of the Occupational Health and Safety Committee.

Committee Procedures

The OHSC will meet once per month, normally on the third Thursday of the month. For voting purposes, a quorum is one more than half of the voting members. Minutes of the meeting will be distributed to all OHSC members prior to the next scheduled meeting. The approved minutes will be posted on the OHSC website. The OHSC may establish additional procedures as it sees fit.

Approved by

Executive Group



Amended Date/Motion No.

January 12, 2006

Related References, Policies, and Procedures

[Code of Conduct for Members of the University Committee](#)
[CUPE/The Governors of Athabasca University \(the Board\) Collective Agreement](#)
[AUPE/The Governors of Athabasca University \(the Board\) Collective Agreement](#)
[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

Applicable Legislation/Regulation

[Alberta Fire Code](#)
[Alberta Building Code](#)
[Workplace Hazardous Materials Information System](#)
[Transportation of Dangerous Goods](#)
[Alberta Occupational Health and Safety Statutes and Regulations](#)
[Highway Traffic Act](#)
[Motor Vehicle Administration Act](#)
[Alberta Freedom of Information and Protection of Privacy Act](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources and the Occupational Health and Safety Committee. Contact the committee at <http://www1.athabascau.ca/hr/ohs/index.html> or the Co-ordinator, Staff Relations and Development at <http://www.athabascau.ca/html/depts/staffrec/general.htm>.

Keywords

Occupational Health and Safety
OH&S
Environmental