



<b>UNIVERSITY OF ST. MICHAEL'S COLLEGE STATEMENT of POLICY and PROCEDURE</b>			
Manual:	Governance	SPP No.	RM-001G
Section:	Risk Management	Issued:	March 31, 1992
Subject:	Health & Safety	Effective:	March 31, 1992
Issue to:	All Manual Holders	Replaces:	1989
Issued by:	Office of the Bursar	Dated:	February, 2020

## **1 POLICY**

- 1.01 It is the policy of the University that, as far as possible, the University will be a safe and healthy place to work and study.

## **2 PURPOSE**

- 2.01 It is the intention of this policy to make the University a safe workplace. To achieve this, the University will endeavour to communicate this policy and the programs and procedures that are developed under it to as many members of the University as possible and to all supervisors who will be responsible for its implementation. It is expected that both staff and students will take an active part and conduct themselves in a manner that is consistent with safe practices. Employees who are responsible for managing and supervising others have a special obligation to keep themselves informed and to inform others about health and safety hazards and standards, to assist in implementing this policy, and to advise their supervisors promptly of any adverse situation which comes to their attention.

## **3 SCOPE**

- 3.01 To carry out this policy, the University will endeavour to establish and maintain programs designed to:
- Identify and appropriately control workplace hazards to human health and safety caused by the operations of the University;
  - Ensure that all applicable federal and provincial legislation and municipal by-laws relating to health and safety are obeyed.

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#### **4 PROCEDURES**

4.01 In addition, the University will from time to time, where appropriate:

- Develop and adopt its own standards or procedures as it considers necessary, where relevant laws or regulations may not be adequately protective or do not exist;
- Participate actively with both the public and private sectors to develop reasonable standards and regulation applicable to any known hazards in the operations of the University;
- Conduct accident prevention and occupational health programs to reduce the risks of injury or health hazards to members of the University while participating in the affairs of the University;
- Modify or discontinue any operation if its continuance will pose unacceptable risks to health and safety.

4.02 Supervisors are responsible for taking every reasonable precaution to maintain a safe and healthy environment for their staff and students.

4.03 Each department shall, to the extent practical, identify the hazards in its workplaces and develop and document appropriate programs to control them.

4.04 Departments are responsible for ensuring that staff and students are informed of the hazards associated with their work and are given sufficient information, training, facilities, and protective equipment to enable them to work safely.

4.05 The St. Michael's College Health and Safety Committee will provide services to departments in setting up and evaluating their programs.

4.06 As a minimum standard all applicable regulations and standards shall be met.

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- 4.07 The risk to staff and students from environmental hazards shall be reduced to as low a level as is reasonably achievable, economic and social factors being taken into account.
- 4.08 All accidents shall be investigated by the department involved and reported to the St. Michael's College Health and Safety Committee. Serious accidents, resulting in, or with the potential to result in fatalities, permanent disabilities, or significant property damage, shall be investigated in conjunction with the Ministry of Labour and be reviewed by the appropriate Health and Safety Chairperson.

Reviewed and renewed on November 19, 2024.

  
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 Effie Slapnicar  
 Bursar & Chief Administrative Officer

February 20, 2025  
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 Date