Occupational Health and Safety Policy

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| **Occupational Health and Safety Policy** | **Class: A** |
| **Approved By:**  | Board of Directors |
| **Approval****Date:** | 2018 11 23 | **Effective Date:** | 2009 04 08 | **Review Date:** | 2018 11 22 |
| **Responsible Portfolio/Unit/****Committee:**  | Facilities Services Unit and Human Resources Unit |
| **Responsible Officer(s):** | Dean – Chief Executive Officer, Chief Operating Officer, Director, Finance and Director, Human Resources |

1. **Policy Statement/Rationale**

The purpose of this policy is to demonstrate the organization’s commitment to workplace health and safety, and to comply with the requirements of the Occupational Health & Safety Act (OHSA). Part 3, Section 25 of the Act requires the employer (NOSM) to “prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.” The Act also requires the employer to “post at a conspicuous location in the workplace a copy of the occupational health and safety policy.”

The Northern Ontario School of Medicine (NOSM) is committed to providing and maintaining a safe and healthy working environment and has an ongoing objective of protecting its employees from injury or occupational disease while working, studying, or visiting within its facilities at all campus locations and affiliated teaching sites.

NOSM, as the Employer, will make every effort to comply with and enforce the requirements of the Occupational Health and Safety Act and its Regulations, and all other statutes, policies, protocol, procedures and instructions as may be issued by NOSM and its host universities.

NOSM and its employees share joint responsibility to comply with legislation, and to take reasonable precautions and actions to prevent accidents, occupational illnesses, and injuries in the workplace.

It is a requirement of every individual on NOSM premises to practice health and safety in every function and activity. Contravention of the NOSM Occupational Health and Safety Policy, or the Occupational Health and Safety Act, and Regulations, or other relevant legislation may result in disciplinary action.

A written workplace health and safety program is an integral part of this policy and shall be implemented, reviewed and evaluated annually.

1. **Applicability**

This policy applies to all employees of NOSM.

1. **Responsibilities**
	1. NOSM as Employer is ultimately responsible, through its Board of Directors, for employee health and safety, and is committed to the provision of funds sufficient to carry out these responsibilities. NOSM has specific duties as Employer under the OHSA including references to certain provisions of regulations (codes) under other Acts.
	2. The Dean - CEO, Vice Dean Academic, Chief Operating Officer, Associate Deans, Division Heads, Directors, Managers and Supervisors are responsible for the health and safety of employees (workers) under their supervision, and shall take every precaution reasonable for the protection of their health and safety. Precautions include advising workers of potential or actual danger; providing workers with written safety training, instructions and procedures; ensuring that any prescribed personal protective equipment is used or worn by the workers.
	3. Employees (workers) have duties under the OHSA, and responsibilities under this policy to protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by NOSM, its host universities, and affiliated institutions. Employees shall immediately report hazards, accidents and near-misses to supervisory staff.
	4. Third party service providers, contractors and sub-contractors working within NOSM premises shall comply with legislation requirements, and NOSM health and safety program requirements.
	5. The Joint Health and Safety Committees (NOSM at Laurentian University and NOSM at Lakehead University) have specific functions, duties, rights and authority under the Act to identify, assess and recommend action to control health and safety hazards
2. **Authority**

This policy delegates to the Director of Finance and to the Director of Human Resources the authority to jointly administer the Occupational Health and Safety Program in accordance with this policy and related legislation

* 1. Specific steps/guidelines if outlined as part of the policy.
1. **Definitions**

**Employer:** The Northern Ontario School of Medicine (NOSM) as represented by the Chair of the Board of Directors.

**Employee:** A person engaged under contract with, and paid by NOSM, including Full-time/part-time Faculty and Staff; Consultants, Teaching Assistants, Stipendiary Clinicians, and other individuals receiving remuneration for services provided to NOSM.

**Supervisor:** A person who has charge of a workplace or authority over a worker.

**Worker:** As defined by the OH&S Act is “a person who performs work or supplies services for monetary compensation”.

**Workplace:** As defined by the OH&S Act means “any land, premises, location or thing at, upon, in or near which a worker works.”

 **Related Documents**

* + Laurentian University: Policy on Occupational Health and Safety
	+ Lakehead University: Health and Safety Policy
	+ Occupational Health and Safety Act (R.S.O. 1990, c. o.1)
	+ NOSM Occupational Health and Safety Program
1. **Getting Help**

Queries regarding interpretations of this document should be directed to:

Director of Finance

Northern Ontario School of Medicine

(807) 766-7307

and/or

Director of Human Resources

Northern Ontario School of Medicine

(705) 662-7270

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| **DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT** |
| **Version** | **Date** | **Authors/Comments** |
| 1.0 | 2009 04 09 | Original Version |
|  |  2010 12 03 | Revised – Annual Approval |
|  |  2012 03 07 | Revised – Annual Approval |
|  |  2014 03 19 | Revised – Annual Approval |
|  |  2015 03 18 | Revised – Annual Approval |
|  |  2015 11 27 | Revised – Addition of Director of Finance, formatting, Section 1.2 add Deputy Dean |
|  |  2016 11 25 | Revisions – Approved at Board Meeting |
|  |  2017 03 22 | Updated Revisions – Additional Changes |
|  |  2018 11 22 | Revised – new policy format; remove Deputy Dean, add Vice Dean Academic, edit CAO to COO |