

ENVIRONMENTAL HEALTH AND SAFETY POLICY

University Policy No: SS9200
Classification: Safety and Security
Approving authority: Board of Governors
Effective date: March, 2012
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Last Editorial Change:
Mandated review: 2019

Associated Guidelines:

[EHS Management System Guidelines](#)

PURPOSE

- 1.00 The purpose of this policy is to convey the university's commitment to a safe and healthy environment for work and study. The university is committed to excellence in environmental health and safety stewardship through a university-wide EHS Management System. The purposes of the policy are to:
- (a) enhance the health and safety of the members of the university community;
 - (b) identify responsibilities for senior management, department heads, supervisors and individuals;
 - (c) ensure the effective response to emergencies and continuity of operations;
 - (d) ensure the accountability of individuals and departments through effective auditing of EHS Management System performance;
 - (e) establish mechanisms to accomplish the above purposes.

DEFINITIONS

For the purposes of this policy:

- 2.00 **Administrative Authority** means individuals with administrative responsibility for Units including but not limited to, Deans, Chairs, Executive Directors, Directors and other Unit heads.
- 3.00 **EHS Management System** means Environmental Health and Safety Management System, an integrated system of procedures which outline responsibilities, activities and assessment of performance with respect to health, safety and environmental goals.
- 4.00 **Student** means a Student registered, enrolled or participating in any course or program offered by the university.
- 5.00 **Unit** means academic, research or administrative areas at the university, including but not limited to: faculties, divisions, departments, schools, offices, centres and the university's libraries.

6.00 **Activity** includes any activity that is directly related to or arising out of the operations of the university at any location.

7.00 **University Community** includes:

- all current employees and Students of the university;
- any person holding a university appointment whether or not that person is an employee;
- post-doctoral fellows;
- organizations and individuals required by contract to comply with university policies;
- members of the Board of Governors;
- visitors; and
- anyone residing on campus.

JURISDICTION/SCOPE

8.00 This policy applies to members of the University Community including faculty, staff and students participating in an Activity as well as separately incorporated organizations conducting Activities on campus and others who participate in Activities.

POLICY

9.00 The university is committed to meeting and, where practical, exceeding the requirements of applicable environmental health and safety statutes and regulations by controlling risk and preventing harm.

10.00 The university is committed to the integration of environmental health and safety planning, implementation, auditing and reporting into core university management activities and into existing cycles of academic and service planning.

11.00 Environmental health and safety is the responsibility of every member of the University Community and members of separately incorporated organizations conducting Activities on campus and others who participate in Activities.

12.00 The President, Vice-Presidents and Associate Vice-Presidents are responsible within their areas of responsibility for the implementation of this policy and procedures. They may delegate responsibilities to the appropriate Administrative Authority.

13.00 The Administrative Authority shall require Units to undertake action consistent with the requirements of the EHS Management System.

14.00 The Vice President Finance and Operations is responsible for the development and maintenance of university-wide environmental health and safety guidelines to support this policy.

AUTHORITIES AND OFFICERS

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: President
- iii) Procedural Authority: Vice-President Finance and Operations
- iv) Procedural Officer: Associate Vice-President Human Resources

RELEVANT LEGISLATION

Federal legislation

- Canada Labour Code
- Canada Shipping Act and Regulations
- Canadian Biosafety Standards and Guidelines
- Canadian Environmental Protection Act and Regulations
- Chemical Weapons Convention Implementation Act and Declaration Regulations
- Criminal Code Part (Part 217.1 from Bill C-45)
- Department of Health Act and Human Pathogens Importation Regulations
- Hazardous Materials Information Review Act
- Hazardous Products Act and Controlled Products Regulations
- Health Canada Safety Codes
- Human Pathogens and Toxins Act
- Nuclear Safety and Control Act and Regulations
- Pest Control Products Act
- Radiation Emitting Devices Act
- Transportation of Dangerous Goods Act and Regulations

Provincial

- BC Spill Reporting Regulation
- Emergency Program Act and Management Regulation
- Environmental Management Act and Hazardous Waste Regulation
- Fire Services Act and BC Fire Code Regulation
- Integrated Pest Management Act and Regulation
- Public Health Act and Regulations
- Safety Standards Act and Regulations
- Workers Compensation Act and OHS Regulation

Regional

- CRD Clean Air Bylaw
- CRD Sewer Use Bylaw and related Codes of Practice
- Hartland Landfill Regulation Bylaw

RELATED POLICIES AND DOCUMENTS

- GV0225 Risk Management Policy
- University Strategic Plan
- CSA Z1000-06 Occupational Health and Safety Management
- University of Victoria EHS Management System Guidelines
- University of Victoria Emergency Response Plan
- Individual Unit operating procedures

EHS MANAGEMENT SYSTEM GUIDELINES

Approving authority: Vice-President Finance and Operations

Effective date: March, 2012

Supersedes:

Last Editorial Change:

Next review: 2019

[Parent Policy: Environmental Health and Safety Policy \(SS9200\)](#)

INTRODUCTION TO EHS MANAGEMENT SYSTEM AND INTERNAL RESPONSIBILITY SYSTEM

- 1.00 The Environmental Health and Safety Management System is an integrated system of procedures which outline responsibilities, activities and assessment of performance with respect to health, safety and environmental goals. It is part of the overall management of the university that addresses hazards and risks associated with its activities.
- 2.00 The guiding principles are found in the CSA Standard Z1000-06 Occupational Health and Safety Management, available at <http://legislation.ccohs.ca/legislation/documents/stds/csa/cocsm06e.htm>
- 3.00 The system is based on continuous improvement cycle, where the steps are outlined as shown below:



Figure 1
Model of an occupational health and safety management system

- 4.00 The university is committed to excellence in environmental health and safety stewardship through a university-wide EHS Management System to ensure that faculty, staff and students have a safe and healthy environment for work and study. The goals are to:
- (a) meet or exceed requirements of health and safety statutes and regulations;
 - (b) enhance the health and safety of the members of the university community;
 - (c) identify responsibilities for individuals, supervisors, department heads and senior management;
 - (d) ensure the effective response to emergencies and continuity of operations;
 - (e) support effective programs through safety committees with clear mandates;
 - (f) enhance effective communication on health, safety and environmental issues and emergency communication capabilities;
 - (g) ensure that accountability measures are in place as required by the EHS Management System through effective auditing;
 - (h) provide consultancy to assist departments in both compliance and achievement of best practices.
- 5.00 A fundamental principle is that of an internal responsibility system, a system based on the principle that every individual has a direct responsibility for health and safety as an essential part of their work, taking initiative on health and safety issues and working to solve problems and make improvements on a continuous basis. In addition to the direct responsibility of individuals, there is a contributive responsibility by committees such as research safety committees, local safety committees, the University Safety Committee, the Risk Management Committee and joint safety committees, as well as a contributive responsibility by the Occupational Health, Safety and Environment department. It is a joint partnership among all members of the University community.

RESPONSIBILITIES AND ACCOUNTABILITIES

- 6.00 All members of the university community have responsibilities to ensure that hazards are identified and risks are mitigated. Specific responsibilities are outlined for each group.
- 7.00 Executive
- (a) The President is the Designated Executive Officer for the Health and Safety Policy.
 - (b) The Vice President Finance and Operations is responsible for the development and maintenance of university-wide health and safety auditing measures, risk management, standards and guidelines to support the policy.
 - (c) The Executive Officers of the university are responsible for the implementation of this policy and procedures within their areas of responsibility. They shall:

- (i) delegate responsibilities to the appropriate program or unit and program officer; and
- (ii) require program units to prepare plans and undertake action consistent with the requirements of the EHS Management System.

8.00 Deans and Directors

Deans and Directors are responsible for the following under the policy:

- i) ensuring that Chairs, Managers and Supervisors fulfill their responsibilities;
- ii) incorporating adequate provisions for safe working practices and conditions in operational policies and procedures, and in programs and projects;
- iii) conducting management safety meetings as appropriate to review safety program plans and performance and to determine necessary courses of action;
- iv) monitoring, evaluating, reporting and recommending to the appropriate Vice- President on safety performance in accordance with the University's safety policies and procedures;
- v) assisting as required in the investigation of accidents; and
- vi) developing safety priorities in time to include any budget requirements in the regular budgetary process.

9.00 Chairs, Managers, Supervisors and Principal Investigators

Chairs, Managers, Supervisors and Principal Investigators are responsible for the following under the policy:

- (i) providing safe working conditions and practices;
- (ii) complying with the University's safety policies and procedures, as well as federal, provincial and local regulations;
- (iii) orienting employees to the safety and first aid requirements and resources related to the job;
- (iv) arranging training sessions and conducting meetings as required with immediate staff in order to communicate safety information, concerns, work habits, policies and procedures, and to promote safety consciousness on the job;
- (v) reporting immediately any work-related accident, injury or near miss to the Occupational Health, Safety and Environment department through the appropriate administrative channels;
- (vi) conducting inspections at appropriate intervals to ensure the existence of safe working conditions, methods, practices, procedures, equipment and tools;
- (vii) taking immediate action to correct any unsafe working condition, method, practice, procedure, equipment or tool contrary to the

- University's safety policies and procedures, and federal, provincial and local regulations;
- (viii) assessing the safety performance of their employees through both formal and informal reviews as a part of their regular performance appraisal process;
- (ix) consulting with employees to assess the safety-related knowledge and skills required to ensure safe performance of employees on the job, arranging training as appropriate, and taking necessary corrective action; and
- (x) cooperating with the University Occupational Health, Safety and Environment department and the appropriate Safety Committees of the University.

10.00 Occupational Health, Safety and Environment Department

The Occupational Health, Safety and Environment Department is responsible for the following under the policy:

- i) providing consultation on health, safety and environmental, and emergency management issues;
- ii) interpreting health, safety and environmental legislation and regulations;
- iii) developing and implementing core health and safety programs;
- iv) providing key services such as training in collaboration with departments;
- v) acting as the university's representative with regulatory agencies; and
- vi) auditing the university's health, safety and environmental performance with respect to regulatory compliance and best practices.

11.00 Faculty and Staff

Faculty and Staff are responsible for the following under the policy:

- i) complying with the University's safety policies and procedures, and federal, provincial and local regulations;
- ii) seeking guidance from their immediate supervisor concerning safety-related knowledge and skills required to ensure safe performance on the job;
- iii) attending safety training programs and meetings as assigned;
- iv) immediately reporting to their supervisor any work-related accident, injury or near accident; immediately report to their supervisor any hazardous work practice or work condition;
- v) cooperating with the University Occupational Health, Safety and Environment department and the appropriate Safety Committees of the University;
- vi) complying with the health and safety policies and procedures of other institutions when they are engaged in University-related activities in these other institutions; and

- vii) arranging for the instruction and supervision of students in the safety aspects of classes or laboratories for which the faculty or staff member has responsibility.

12.00 Students

Students are responsible for the following under the policy:

- i) complying with the University's safety policies and procedures, and departmental regulations associated with all of their University-related activities;
- ii) seeking guidance from their instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance in their University-related activities;
- iii) attending safety training programs and meetings as instructed;
- iv) immediately reporting to their instructor or supervisor any accident, near accident, hazardous practice or condition with respect to their University-related activities; and
- v) complying with the health and safety policies and procedures of other institutions when they are engaged in University-related activities in these other institutions.

13.00 Visitors

Visitors to the university are responsible for the following under the policy:

- i) complying with the University's safety policies and procedures and all other pertinent departmental regulations.

14.00 Contractors

Contractors hired by the university are responsible for the following under the policy:

- i) ensuring that they have a complete and regulatorily compliant safety program; and
- ii) complying with the university's safety policies and procedures and all other pertinent departmental regulations.

COMMITTEES

15.00 Risk Management Committee

The purposes of the Steering Committee are to:

- (a) follow a continuous process to understand and communicate risk from an university-wide perspective;
- (b) provide a university-wide opportunity to discuss risk issues, including:
 - i) regular reports and issues beyond their terms of reference from the committees,
 - ii) due diligence reports for the Board of Governors, and
 - iii) other issues brought forward through the offices of the Vice-Presidents; and
- (c) provide advice to the Vice-President Finance and Operations.

16.00 University Safety Committee

The University Safety Committee (USC) is the joint union-management safety committee which meets the mandate of WorkSafeBC (Workers' Compensation Board)

17.00 Research Safety Committees

Research Safety Committees provide oversight on specific research activities and include:

- Biosafety Committee
- Marine Safety Committee
- Laboratory Safety Committee
- Radiation Safety Committee

18.00 Local Safety Committees

Local safety committees assist in promoting a healthy and safe working environment for all building occupants with a specific focus on building emergency safety, including evacuation planning, fire safety and earthquake preparedness

19.00 Departmental Safety Committees

Departments may create their own specific committees to focus on departmental safety issues.

20.00 Union-Management Safety Committees

Union-management safety committees have those responsibilities as specified in their respective collective agreements.

Appendix 1 – University Health and Safety Orientation

The University of Victoria has developed an orientation document that provides information and guidance for university wide health, safety and environmental programs. It is mandatory for new faculty and staff to review this document and be familiar with the programs, in consultation with their supervisors. (An electronic version is available at <http://ohs.uvic.ca/orientation/handbook.pdf>)

Appendix 2 – Safety Plans and Procedures

Each department is responsible to develop appropriate safety plans and standard operating procedures based on their local activities and the associated risks. Departments must also adhere to any university safety plans or programs for those activities that relevance and impact on the wider university community.

The following is a list of safety plans departments are required to develop, maintain or implement, including resources to assist in meeting the requirements.

BUILDING EMERGENCY INFORMATION

- Local Safety Committees (LSC) are responsible to develop building plans based on a template provided by the Emergency Planner. Individual building plans are available at the OHSE Sharepoint site, and are managed by the LSC Chair or Building Emergency Coordinator (BEC) for the building in which the department resides. The plan needs to be updated by the BEC on an annual basis and should be distributed to all departments in the building.
 - o Plan template:
http://ohs.uvic.ca/emergency_management/evacuations.php
 - o Assembly points for all buildings are located in the drop down list at:
http://ohs.uvic.ca/emergency_management/evacuations.php

UNIVERSITY SAFETY PLANS

- A variety of university-wide safety plans have been developed to ensure regulatory compliance and consistent approach to safety management, including the following program areas:
 - o WHMIS
 - o Biosafety
 - o Radiation Safety
 - o Lab Inspections
 - o Hearing Protection
 - o Respirator Safety

- o Hazardous Waste Management
 - o Working Alone or in Isolation
- Please refer to the OHSE website at <http://ohs.uvic.ca> for a complete list of university-wide programs and related procedures that departments are required to implement, where appropriate.

DEPARTMENTAL SAFETY PLANS

- Departments involved in moderate to higher risk activities are required to develop written plans to minimize the risk of injury and ensure all employees have been informed of the hazards associated with their work.
- Safety plans may include formal Standard Operating Procedures, a department safety manual or an activity-specific safe work procedure.

RESOURCES

- UVic Health and Safety Orientation
 - o A copy of the Handbook is available at <http://ohs.uvic.ca/orientation/handbook.pdf>
 - o All new faculty and staff are required to review the Handbook
 - o Departments should include safety orientation as part of their regular employee orientation process.

- Inspection Checklists
 - o Each department has a responsibility to conduct inspections under the following guidelines: <http://ohs.uvic.ca/committees/inspguide.pdf>
 - o The following checklists are available on the OHSE website:
 - Lab inspection http://ohs.uvic.ca/research_safety/labinspectchecklist.pdf
 - Building inspection for common areas
<http://ohs.uvic.ca/committees/commonareas.pdf>

- OHSE Department
 - o OHSE Consultants are the first point of contact for providing health and safety advice to departments, and can assist with the development of safety plans.
 - o Current departmental assignments can be found at: <http://ohs.uvic.ca/contacts.pdf>
 - o Information about emergency management, training and other health and safety services can be found at ohs.uvic.ca