

 <b>BRANDON UNIVERSITY</b>	<b>Safety and Health Policy</b>	<b>First Approved:</b> <i>February 23, 1995</i>
		<b>Updated:</b> <i>February 23, 2013</i>
<b>Board of Governors Policy</b>	<b>Approved by</b> <i>Board of Governors</i> <b>Administered by</b> <i>Vice-President (Administration and Finance)</i>	<b>Reviewed:</b> <i>January 26, 2019</i>

The health and safety of all members of the University community, including faculty, staff, students and visitors, is of paramount importance to the University.

### Scope

This policy applies to all members of the University community (including employees, students, visitors plus contractors and their employees).

### Policy

The University shall:

- a) Provide a safe and healthy campus environment in which to work, study and participate in educational, social and recreational activities on campus as far as is reasonable and practicable;
- b) Comply with all federal, provincial and municipal requirements pertaining to safety and health in the workplace;
- c) Facilitate effective safety and health programs necessary to the daily operations of the University;
- d) Support the operation of a joint employer/employee Workplace Safety and Health Committee; and
- e) Ensure a safe work environment is a priority in the planning, direction and implementation of University activities.

*This document is available in PDF format from the Brandon University website and can be obtained in alternate formats from the Office of the President, Room 116, Clark Hall.*

**Responsibilities:**

All members of the University community (including employees, students, visitors plus contractors and their employees) shall:

- a) Be familiar with the emergency procedures at Brandon University in order to be adequately prepared in the event of an emergency;
- b) Observe all safety requirements established by federal, provincial and municipal authorities, and by Brandon University or its authorized officials or agents;
- c) Demonstrate safe work habits through the planning, evaluation and implementation of activities ensuring compliance of the Safety and Health policy;
- d) Incorporate safety and health provisions and practices in all University practices, operational policies, procedures, programs and projects to ensure a safe and healthy work environment.
- e) Report unsafe or hazardous equipment, conditions, procedures or behaviour promptly to a supervisor and, as appropriate, suggest corrective action or measures to improve the working environment and conditions. When a supervisor is not available and the situation warrants corrective action, or after repeated unsuccessful and unsatisfactory dealings with the supervisor, report to another appropriate University authority. The employee will make every possible attempt to resolve the issue;
- f) Report all work-related accidents and near-accidents to the employee's supervisor and Safety and Health Officer immediately; and
- g) Properly use and maintain personal protective equipment provided by Brandon University.

In addition to these responsibilities:

1. The President and Vice-Presidents of the University shall:

- a) Provide the organizational leadership and support necessary to implement and administer this policy and all relevant federal, provincial and municipal requirements and statutes within the University; and

*This document is available in PDF format from the Brandon University website and can be obtained in alternate formats from the Office of the President, Room 116, Clark Hall.*

- b) Ensure the necessary resources are incorporated into operational planning and budgeting for the provision of safety and health programming and a safe working environment.
2. Deans, Department Chairs, Directors and Managers of Administrative Units of the University shall:
- a) Provide the managerial support necessary to implement this policy and ensure safe work procedures are accessible and utilized by all employees within their respective areas of responsibility; and
  - b) Ensure employees and students are trained in the safe work procedures and personal protective equipment used in the course of their work duties.
3. Laboratory Instructors, Faculty and Supervisory Staff shall:
- a) Provide direction and training to students and student demonstrators to ensure they are adequately prepared to conduct their study and/or work without undue risk; and
  - b) Inspect work areas at regular intervals to prevent the development of an unsafe work environment, conditions and practices. Forward inspection reports to the University Safety and Health Officer.
4. University Safety and Health Officer shall:
- a) Develop, institute and maintain safety programs, policies and procedures to ensure compliance with occupational health and safety standards in conformity with both University policy and statutory requirements;
  - b) Review and provide assistance to departments and areas to ensure that effective safety programs and safety committees are maintained;
  - c) Consider suggestions from the work force and recommend implementation where warranted;
  - d) Conduct inspections of University facilities at appropriate intervals to identify potential hazards and determining that procedures, equipment and facilities meet acceptable occupational health and safety standards;
  - e) Investigate all accidents and near accidents, provide recommendations and take action as appropriate to prevent recurrence;

*This document is available in PDF format from the Brandon University website and can be obtained in alternate formats from the Office of the President, Room 116, Clark Hall.*

- f) Advise the Worker's Compensation Board of all reportable incidents; and
- g) Train or arrange training on campus wide safety initiatives.

## References

### a) Sources

Province of Manitoba. (2016). Workplace Health and Safety Act and Regulation. Retrieved on February 5, 2018 from

[http://www.gov.mb.ca/labour/safety/pdf/1\\_2016\\_wsh\\_ar\\_oc.pdf](http://www.gov.mb.ca/labour/safety/pdf/1_2016_wsh_ar_oc.pdf)

Safework Manitoba <https://www.safemanitoba.com/Pages/default.aspx>

### b) Related Documents

- Administrative Policies and Procedures <https://www.brandonu.ca/vp-finance/policies/>
  - o Emergency Procedures Manual
  - o Working Alone Policy
  - o Workplace Hazard Identification & Control, Critical Job Inventory (under review)
- Workplace Safety & Health Policies and Procedures
  - o Hazard Identification and Control
  - o Accident Investigation Procedures and Policy
  - o Personal Protection Equipment (PPE)
  - o Working Alone Procedures
  - o Working in Confined Spaces Procedures
  - o Work Refusal Procedures
- Campus Safety <https://www.brandonu.ca/safety/>
- Hazard Reporting <https://www.brandonu.ca/safety/hazard-reporting/>
- Incident Reporting <https://www.brandonu.ca/safety/incident-reporting/>

*This document is available in PDF format from the Brandon University website and can be obtained in alternate formats from the Office of the President, Room 116, Clark Hall.*