

| | |
|-----------------------------|--|
| Name: | Saint Mary's University Safety Policy |
| Policy Number: | 6-2007 |
| Approving Authority: | President and Vice-Chancellor |
| Approved: | 1997 |
| Responsible Office: | People & Culture |
| Responsibility: | Associate Vice-President, People & Culture |
| Revision Dates: | November, 2021, November, 2020, November, 2019 |
| Effective Date: | May 17, 2023 |
| Supersedes: | N/A |
| Next Review Date: | October 17, 2023 |

1. Purpose

1.1 Saint Mary's University is committed to providing and maintaining a safe and healthy work environment for faculty, staff, students, and visitors; to fostering awareness of the importance of safety; and to providing the education to perform activities or duties safely.

2. Jurisdiction/Scope

2.1 This Policy applies to all members of the University community, contractors and consultants hired by the University, and to those individuals and organizations who the University invites to campus.

3. Policy

3.1 Saint Mary's University complies with the Occupational Health and Safety Act and accompanying Regulations of the Province of Nova Scotia, together with all applicable legal and other regulatory requirements to support this Policy.

Saint Mary's University will support and cooperate with employees in pursuing occupational health and safety.

Chairpersons of Departments, Senior Directors of Divisions, and Administrative Department Heads are responsible for health and safety within their respective areas. They also have responsibility for implementing this Policy and for ensuring that their areas comply with the Nova Scotia Occupational Health and Safety Act and Regulations, and other laws of application within their respective areas.

All University faculty, staff, and students have a responsibility for their own health and safety, and for the health and safety of others. Everyone has a duty to report, as soon as possible, all hazardous conditions, workplace violence or threatening behaviour, injuries, illness, and near misses related to the workplace. Everyone is encouraged to offer suggestions or ideas to improve health and safety.

Safety is a shared responsibility of management, faculty, staff, and students.

The University Joint Occupational Health and Safety Committee and its sub-committees are key components in the collaborative and cooperative initiation, maintenance and support of health and safety programs.

The HR Officer (OHS & Wellness) liaises with all university departments, the Joint University Occupational Health and Safety Committee, and its sub-committees to ensure compliance with legislation and guidelines related to safety in the workplace and to assist individuals and departments on issues of health and safety.