

TYPE:	Administrative
TITLE:	Occupational Health and Safety
NO.:	ADMIN-301
RESPONSIBILITY:	Chief Administrative Officer
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	May 2020
REVISED DATE(S):	
REVIEW DATE:	May 2021

1. Introduction

Health and safety legislation requires employers to have a health and safety program in their workplace. The Occupational Health and Safety Act requires employers to prepare and review at least annually a written policy.

2. Purpose

Durham College is committed to providing a safe and healthy working and learning environment to our community. The health and safety of our environment is a shared responsibility of all members of the community, including employees, students, visitors and contractors. All employees, executives, managers, supervisors and directors share a legal duty and responsibility to take any action required for the protection of all workers. Every effort will be made to integrate health and safety into all workplace practices and provide a safe, healthy work and learning environment.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. As the employer, Durham College will exercise due diligence and good industry practices as a minimum through compliance with the Ontario Occupational Health & Safety Act and all other relevant standards and guidelines.
- 4.2. All supervisors and employees must be dedicated to the continuing objective of reducing the risk of occupational injury and illness and the protection of the wellbeing of all persons at the workplace.
- 4.3. Supervisors will be held accountable for the health and safety of employees under their supervision, while ensuring the equipment and environment is safe.
- 4.4. Supervisors will ensure that their employees work in compliance with legislation and established safe work procedures and are given the training necessary to protect their health and safety and those around them.

- 4.5. All employees will be responsible for the protection of their own health and safety and for compliance with legislation and established safe work practices and policies.
- 4.6. Durham College's commitment to its health and safety program will be reflected by encouraging the promotion and support of joint education, awareness and cooperative resolutions to control or eliminate workplace hazards.

5. Procedure

- 5.1. Employees should make their immediate supervisor aware of any health and safety concerns.
- 5.2. Policies and procedures addressing specific health and safety concerns can be found on ICE.

6. Roles and responsibilities

- 6.1. It is the responsibility of all Durham College staff and students to promote a safe and healthy work environment. Senior executives and managers maintain overall responsibility for the Health and Safety program.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

- 8.1. Failure to comply with the OHSA, its regulations and all other relevant standards and guidelines could result in injury, impairment or loss of life. If convicted of an offense under the OHSA, significant fines, individual and corporate, could result.
- 8.2. Under the Workplace Safety and Insurance Board disability insurance plan, significant surcharges could be levied on the College for poor safety performance (high frequency and/or severity of employee injuries).

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added

10. Related forms, legislation or external resources

- Accident, injury incident report

- Hazard report
- Ontario Occupational Health and Safety Act and Regulations
- Workplace inspection checklists
- WSIB Regulations