

University of Prince Edward Island	Policy No. admhrdohs0001	Revision No. 7
Policy Title: Health, Safety and Environment Policy		Page 1 of 5
Creation Date: April 29, 2002	Version Date: March 25, 2025	Review Date: March, 2030
Policy Approval Authority: Board of Governors	Designated Executive Officer(s): Vice-President, Administration and Finance	WWW Access: Yes

1. Introduction

- 1.1. This Policy is issued in accordance with PEI Occupational Health and Safety Act ('PEI OHS Act') and its Regulations.
- 1.2. The purpose of the PEI OHS Act is to secure workers and self-employed persons from risks to their safety, health and physical or psychological well-being arising out of, or in connection with, activities in their workplaces.
- 1.3. The University of Prince Edward Island (The University, UPEI) is committed to providing a safe working and learning environment to all its members.
- 1.4. All University Members have responsibilities for ensuring a healthy and safe environment at UPEI.

2. Purpose

- 2.1. This Policy reflects the University's commitment to follow its obligations under the PEI Occupational Health and Safety OHS Act and its Regulations (PEI OHS Act and its Regulations).

3. Scope

- 3.1. This Policy applies to all University Members at all UPEI Campuses.

4. Definitions

In this Policy and in accordance with the PEI OHS Act and its Regulations:

- 4.1. **Supervisor** means a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker who meets this description, whether or not they have the supervisor title.
- 4.2. **University Members** include:
 - 4.2.1. all current employees, students and post-doctoral fellows
 - 4.2.2. any person holding a University appointment whether or not that person is an employee

Policy Title: Health, Safety and Environment Policy	Policy No. Page 2 of 5
---	---

- 4.2.3. separately incorporated organizations operating on campus who voluntarily agree to submit to the process under this Policy
- 4.2.4. organizations and individuals required by contract to comply with University policies
- 4.2.5. members of the Board of Governors of the University
- 4.2.6. anyone residing on University campuses
- 4.2.7. visitors, volunteers and guests
- 4.2.8. anyone using University facilities.

4.3. **Worker** means:

- 4.3.1. a person employed in a workplace; or
- 4.3.2. a person in a workplace for any purpose in connection therewith.

4.4. **Workplace** means a place where a worker is or is likely to be engaged in an occupation and includes a vehicle, fishing vessel or mobile equipment used or likely to be used by a worker in an occupation.

5. Responsibilities

- 5.1. This Policy is authorized by the Board of Governors.
- 5.2. The Vice-President, Administration and Finance has responsibility for the administration of programs and procedures to implement this Policy.
- 5.3. The Health, Safety and Environment Manager has responsibility for operational matters relating to health, safety and environment, including the development and implementation of programs, procedures, initiatives, manuals and guidelines, ensuring compliance with legislation, and facilitating communication between those individuals, groups and organizations with responsibilities for health, safety and environment.
- 5.4. The University and all University Members at every level of its organizational structure have legal and organizational responsibilities to comply with occupational health and safety laws and with internal health and safety policies, programs, procedures and directives.

Policy Title: Health, Safety and Environment Policy	Policy No. Page 3 of 5
---	---

5.5. Supervisors:

- 5.5.1. are responsible for the safety of workers within their areas of responsibility.
- 5.5.2. shall ensure that workers directed by them understand and comply with prescribed safety regulations and established standard operating procedures, protocols and work practices; and
- 5.5.3. shall investigate all hazards and unsafe work conditions of which they become aware and shall take appropriate corrective action.

5.6. Workers:

Workers are responsible for their own safety and that of fellow workers.

Workers shall:

- 5.6.1. work safely;
- 5.6.2. abide by the legislation, rules and established SOPs, protocols and safe work practices that govern safety;
- 5.6.3. participate in education and training in respect of health and safety;
- 5.6.4. integrate health and safety practices into their daily activities and
- 5.6.5. report unsafe or unhealthy conditions to their supervisors.

- 5.7. The Joint Occupational Health and Safety Committee (“JOHSC”) shall work collaboratively with the Health, Safety and Environment Manager to monitor compliance with provincial legislation and regulations, recommend policies and procedures, promote awareness of matters pertaining to health and safety, assist in workplace investigations, safety audits and reports, and identify training requirements.

6. Policy

- 6.1. The University is committed to providing and maintaining a safe and healthy work and study environment and will, at a minimum, comply with health and safety legislation, regulations and orders. Where possible and reasonable, the University commits to go beyond minimum legal requirements to ensure a healthy and safe environment at UPEI. The University will meet this commitment by:
 - 6.1.1. complying with the PEI OHS Act and its Regulations and other relevant regulations and standards.

Policy Title: Health, Safety and Environment Policy	Policy No. Page 4 of 5
---	---

- 6.1.2. making health, safety, and environment issues a priority in the planning, budgeting, implementation and ongoing management of University activities.
- 6.1.3. providing training and safety programs appropriate to the daily operation of the University.
- 6.1.4. Identifying and eliminating hazards and reducing occupational health and safety risks, injuries and illnesses.
- 6.1.5. Continually improving the University's organizational health and safety management system, and its health and safety culture.

7. Review

- 7.1. This Policy is to be reviewed annually. The Health, Safety, and Environment Manager shall be responsible for initiating this review.

8. Related Policies and Procedures

- 8.1. [Alcohol and Drug Policy](#)
- 8.2. [Alcohol Safety Policy](#)
- 8.3. [Biosafety Policy](#)
- 8.4. [Communicable Disease Policy](#)
- 8.5. [Emergency Preparedness and Response Policy](#)
- 8.6. [Fair Treatment Policy](#)
- 8.7. [Scent-free Initiative](#)
- 8.8. [Service Animal Policy](#)
- 8.9. [Sexual Violence Policy](#)
- 8.10. [Smoke-free Campus Policy](#)
- 8.11. [UPEI Workers' Compensation \(WCB\) & Incident Reporting & Investigation Policy](#)
- 8.12. [Violence Prevention and Response; Ensuring a Safe Campus Community](#)
- 8.13. Working Alone Procedure

RELEVANT LEGISLATION:

[Occupational Health and Safety Act](#), RSPEI 1988 0-1.01

[Health and Safety Act Fall Protection Regulations](#)

[Occupational Health and Safety Act General Regulations](#)

[Occupational Health and Safety Act Scaffolding Regulations](#)

[Occupational health and Safety Act Workplace Harassment Regulations](#)

[Occupational Health and Safety Act Workplace Hazardous Material Information System Regulations](#)