

University of Prince Edward Island	Policy No: admhrdohs0001	Revision No: 5
Policy Title: Health, Safety and Environment Policy		Page: 1 of 3
Creation Date: April 29, 2002	Version Date: May 18, 2017	Review Date: May 18, 2022
Policy Approval Authority: Board of Governors	Designated Executive Officer: Vice-President, Administration and Finance	Access: W

1. Purpose

- 1.1 The University is committed to providing a safe working and learning environment. This policy reflects this University's commitment to follow its obligations under the *Occupational Health and Safety Act* and regulations.

2. Scope

- 2.1 This policy applies to everyone who works at the University, including all supervisors and workers. It also applies to all contractors of the University.

3. Definitions

- 3.1 In this Policy:

- (a) “**contractor**” means a person, partnership, or corporation who contracts to perform work on behalf of the University or at a University facility.
- (b) “**supervisor**” means a person who has charge of a workplace or authority over a worker.
- (c) “**University**” means the University of Prince Edward Island.
- (d) “**worker**” means
 - (i) a person employed in a Workplace; or
 - (ii) a person in a Workplace for any purpose in connection therewith.
- (e) “**workplace**” means a place where a Worker is or is likely to be engaged in an occupation and includes a vehicle or equipment used or likely to be used by a Worker in an occupation.

4. Policy

- 4.1 The University is committed to providing and maintaining a safe and healthy Workplace. The University will meet this commitment by:
- (a) complying with the *Occupational Health and Safety Act* and other relevant regulations and standards;

- (b) making health and safety issues a priority in the planning, budgeting, implementation and ongoing management of University activities; and
- (c) providing training and safety programs appropriate to the daily operation of the University.

5. Responsibility

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 and Safety Manager has responsibility for operational matters relating to health and safety, including the development and implementation of programs and procedures, ensuring compliance with legislation, and facilitating communication between those individuals, groups and organizations with responsibilities for health and safety.

5.4 Supervisors:

- (a) are responsible for the safety of Workers within their areas of responsibility;
- (b) shall ensure that Workers directed by them understand and comply with prescribed safety regulations and established work practices; and
- (c) shall investigate all hazards and unsafe work conditions of which they become aware and shall take appropriate corrective action.

5.5 Workers are responsible for their own safety and that of fellow Workers. Workers shall:

- (a) work safely;
- (b) abide by the legislation, rules and established safe work practices that govern safety;
- (c) participate in education and training in respect of health and safety;
- (d) integrate health and safety practices into their daily activities; and
- (e) report unsafe or unhealthy conditions to their Supervisors.

5.6 The Health and Safety Department and the Joint Occupational Health and Safety Committee ("JOHSC"), formerly known as the UPEI Health and Safety Steering Committee, play primary roles in the implementation of this Policy. They monitor compliance with provincial legislation and regulations, recommend policies and procedures, promote awareness of matters pertaining to health and safety, conduct workplace investigations and safety audits and produce reports, and identify training requirements.

5.7 The Health and Safety Manager shall, on an ongoing basis, make recommendations to the Vice-President Administration and Finance in respect of the development and implementation of an effective Health and Safety Program.

6. Review

6.1 The Health and Safety Manager shall review this Policy annually.

6.2 The Board of Governors shall review this Policy every five years.