



Name:	Protocol on Occupational Health & Safety
Manual:	Operational Procedures Manual
Policy Number:	2-1001
Origin:	Office of the President
Approved:	December 15, 2014
Issuing Authority:	Office of the President
Responsibility:	President, General Manager
Revision Date:	n/a
Effective Date:	December 15, 2014
Abstract:	The Association has established a written Occupational Health and Safety Protocol in accordance with the Nova Scotia Occupational Health and Safety Act (1996). The goal of this protocol is to inform employees of their rights and responsibilities concerning health and safety in the workplace, as well as information about responding to emergencies.

1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as the "Association") values the health and safety of its employees. It is the objective of this employer to protect and promote employee health and safety and to take every reasonable precaution to ensure that workplaces are safe and healthy for employees, students, volunteers, university staff and faculty.

1.2 The Association values the knowledge and skills of employees with regard to performing their jobs safely and will actively promote a workplace culture where employees are supported and encouraged to contribute to health and safety programs and initiatives.

1.3 The Association commits to working in partnership with individual employees, students and the University by utilizing the Internal

Responsibility System (IRS), to develop and implement measures that will eliminate and/or minimize risk of occupational injury and illness.

- 1.4 Outside contractors are to be informed of the sections of this program that impact them and will be held responsible for implementing those sections. Every reasonable precaution must be taken by the employee to protect their own health and safety and that of other persons at or near the workplace.

2.0 OHS LEGISLATION (NOVA SCOTIA)

2.1 The Nova Scotia Occupational Health and Safety Act and regulations are the laws governing occupational health and safety (OHS) in the province.

2.2 A copy of the OHS Act can be found on the Nova Scotia Government website at: http://nslegislature.ca/legc/statutes/occph_s.htm

2.3 The Act places emphasis on proactive approaches to prevent accidents, injury and disease through an IRS based on the cooperation and involvement of the workplace parties in OHS matters. In addition, the broad duties identified by the Act are further defined by regulations, non-statutory codes of practice and guidelines.

2.4 Copies of all OHS regulations can be found on the Nova Scotia Government website at: <http://novascotia.ca/lae/healthandsafety/pubs.asp#regs>

3.0 OBJECTIVES

3.1 The objectives of this occupational health and safety booklet are to:

- 3.1.1 Help employees understand the rights, responsibilities and duties of those employed by at the Association in accordance with the Occupational Health and Safety Act (Nova Scotia);
- 3.1.2 Help employees understand the role of the Joint Occupational Health and Safety Committee;
- 3.1.3 Help employees understand the Internal Responsibility System;

- 3.1.4 Foster an awareness of the importance of safety and provide the education necessary to perform activities or duties safely;
- 3.1.5 Establish and maintain a written Occupational Health and Safety Program;
- 3.1.6 Introduce employees to the Association's Health and Safety Protocol.

3.2 A physical copy of the Occupational Health and Safety Protocol may be requested from the GENERAL MANAGER by any employee. Digital copies may be obtained online at: www.smusa.ca/ohs

4.0 SAFETY PROCEDURES

- 4.1 Safety procedures embody both a commitment to OHS and continued willingness on the part of the Association to cooperate with employees, students and the University in an effort to meet the goal of maintaining a safe and healthy workplace. It demonstrates that safety is a shared responsibility full-time and part-time staff, students, volunteers, and the University community-at-large.
- 4.2 The Association joins the University in its commitment to providing and maintaining a safe and healthy work environment for all employees, students, volunteers and visitors; to fostering the awareness and importance of safety and to providing the education necessary to perform activities or duties safely.
- 4.3 The Association complies with the OHS Act and accompanying regulations of the Province of Nova Scotia.
- 4.4 The Association will cooperate with employees and volunteers in pursuing OHS.
- 4.5 Supervisors and Chairs are responsible for health and safety within their respective areas and departments.
- 4.6 All employees, volunteers and visitors have a responsibility for their own health and safety, and for the health and safety of others. Everyone shares a

duty to report, as soon as possible, all hazardous conditions, injuries, illness, and near misses related to the workplace. Everyone shall be encouraged to offer suggestions or ideas to improve health and safety.

5.0 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC)

5.1 The Association's JOHSC is composed of representatives from full-time permanent and part-time student staff, as well other advisory members whose presence may be requested from time-to-time. The function of the JOHSC is to involve representatives of employees and the Association in the identification and resolution of health and safety issues in the workplace.

5.2 The JOHSC is chaired by the GENERAL MANAGER and shall meet on a monthly basis from September through June. This duty may be delegated.

5.3 The JOHSC will actively establish sub-committees to encourage the involvement of all employees in the development, implementation and maintenance of an effective occupational health and safety system.

5.4 The membership of the JOHSC shall be updated on an annual basis:

**Saint Mary's University Students' Association
Joint Occupational Health & Safety Committee (JOHSC) Members
(2014-2015)**

MEMBER	DEPARTMENT	PHONE	OFFICE
General Manager (Chair) (Cathie Ross)	Full-Time Staff / Health Plan Office	496-8702	SC 506
Operations Manager (Graeme MacKenzie)	The Gorsebrook Lounge / Information Services / Functions / Husky Patrol / Security	496-8703	SC 508
Communications & Engagement Manager (Stephen MacDougall)	Marketing & Communications / Yearbook / Student Societies	496-8705	SC 507
Student Equity Officer (Katie Glowach)	Volunteers / Levied Societies	496-8132	SC 101

President (James Patriquin)	Executive	496-8701	SC 502
---------------------------------------	-----------	----------	--------

6.0 INTERNAL RESPONSIBILITIES SYSTEM

6.1 Health and safety in the workplace is a shared responsibility. All parties at the Association share responsibility to the extent of their authority and ability to do so. Any individual with concerns about their health and/or safety should first speak to their Supervisor or Chair. If a satisfactory resolution is not found, the concern may be reported to a member of the JOHSC.

6.2 Outside contractors are to ensure that their own employees respect and obey safety initiatives set forth by the Association and the University while working on campus.

6.3 The expectations of employees with respect to health and safety in the workplace include:

- 6.3.1 Take every reasonable precaution to ensure the health and safety of yourself and any other person in the workplace;
- 6.3.2 Follow instructions and safety procedures of the Association, which includes participating in all training required for a given position;
- 6.3.3 Ensure personal protective equipment is worn when required;
- 6.3.4 Cooperate with the JOHSC;
- 6.3.5 Report all health and safety concerns to your supervisor, and if necessary, to a member of the JOHSC.

6.4 The rights of employees with respect to health and safety in the workplace include:

- 6.4.1 **The Right to Participate:** All employees have the right to be represented on a health and safety committee. All employees also have the right to report unsafe conditions and voice their concerns and/or opinions on any issue that affects their health and safety, or the health and safety of anyone at the workplace.

6.4.2 **The Right to Know:** All employees have the right to information on issues that affect their health and safety or that of another employee or any person at the workplace. Employees will be advised about safety procedures or protective equipment required for a task they may need to perform. Employees have the right to know about any hazards they may be exposed to at the workplace.

6.4.3 **The Right to Refuse:** All employees have the right to refuse to do work where there are reasonable grounds for believing that the work is likely to endanger their health or safety or the health and safety of another person at the workplace.

6.4.3.1 Any employee who wishes to exercise the right to refuse unsafe work shall immediately report it to their direct supervisor. Where the matter is not remedied to the employee's satisfaction, the employee may report it to a member of the JOHSC.

6.4.3.2 If the matter is still not remedied to the employee's satisfaction, they may report to the OHS division at the Department of Labour and Advanced Education (DLAE).

6.4.3.3 When an employee exercises the right to refuse unsafe work, that employee has the right to participate in the investigation with the JOHSC or with a DLAE OHS Officer. Legislation also prohibits the employer from taking discriminatory action against an employee who exercises any of these rights.

7.0 REPORTING

7.1 The Association encourages all employees, volunteers and students to report any unsafe situation in the workplace. Reports of dangerous situations should be made to the employee's Supervisor or Chair, any member of the JOHSC, or to the University's Occupational Health and Safety Office (420-5658).

7.2 The Association requires anyone who is involved in an incident, including near misses which could have resulted in an injury or property damage, to report the occurrence. Reporting of these incidents and/or injuries assist the Association in taking corrective action to prevent further incidents and/or injuries.

7.3 Incident/Injury Report Forms should be completed and forwarded to the GENERAL MANAGER. This form can be requested from an employee's Supervisor or Chair, is available from the front desk on the 5th floor of the Student Centre and can be found online at: www.smusa.ca/ohs

8.0 EMERGENCY PREPAREDNESS

8.1 In the event of a medical or other emergency:

- 8.1.1 Call either 911 (Emergency Health Services) or 5000 (University Security Emergency). University Security will ensure an ambulance is dispatched, send University Security staff that are trained in First Aid, cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators (AEDs), and ensure that Emergency Health Services staff are escorted to the scene of an incident.
- 8.1.2 Give as much information as you can, including your name, telephone number, exact location, type of emergency and any other factors that could affect the safety of others.
- 8.1.3 If it is safe to do so, stay with the injured person(s), to await assistance from University Security or Emergency Health Services.
- 8.1.4 If you call 911 and have given them all foregoing particulars, please also call University Security (420-5000) to alert them of the emergency.

8.2 **Violence:** While violent acts are not pervasive at Saint Mary's University, no workplace is immune from such behaviour. The Association acknowledges that physical violence/threatening behaviour in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. The Association views any act of violence or threats of violence as unacceptable. As such, it is committed to working to prevent workplace

violence and to responding in an appropriate manner if it occurs.

8.2.1 To help ensure safety and prevent incidents including violence, the Association and the University have implemented the following protocol:

8.2.1.1 **Security Staff:** All functions involving alcohol on campus are required to have security staff present. The Gorsebrook's security is managed by Association employees (496-8706) and all other areas on campus are managed by University Security (420-5577).

8.2.1.2 **Husky Patrol:** The Association owns and operates two (2) vehicles used as transport shuttles for students traveling to and from campus. This service is offered Sunday through Friday night and can be accessed at the Information Desk (1st floor Student Centre) or via telephone (496-8713).

8.2.1.3 **Bringing in the Bystander ®:** The Association has implemented this program in partnership with the University to combat sexualized violence on campus and in our community. The Bystander program is designed to educate people with skills to intervene and deescalate dangerous situations through "pro-social" intervention strategies. All Association employees are invited to participate in the Bystander program and additional student-centred workshops can be requested from the Association (496-8701).

8.2.1.4 **Lone Worker:** Anyone who is working alone on campus or after normal working hours should advise University Security. Officers will then check on a given location during regular patrols.

8.2.1.5 **Safe Walk:** University Security offers a safe walk program to all members of the University community, including visitors. An officer will provide an escort

anywhere on University property.

8.3 Fire: If fire or smoke is detected, it is important to remain calm and following the instructions of the Fire Warden.

8.3.1 The current Fire Warden is Karla Hodge, Administrative Assistant (SC 5th Floor Office).

8.3.2 To help ensure safety and prevent incidents surrounding fires, the Association and the University have implemented the following protocol:

8.3.2.1 Leave the fire area immediately and close the door;

8.3.2.2 If safe to do so, and you are trained to use a fire extinguisher, use a fire extinguisher to assist evacuation attempts, if required;

8.3.2.3 Pull the nearest fire alarm;

8.3.2.4 Exit the building calmly using the Fire Safety Plan;

8.3.2.5 Do not use elevators;

8.3.2.6 If you encounter smoke, use an alternative exit;

8.3.2.7 Inform the authorities of the location and nature of the fire, the unsafe exits, persons requiring assistance and their location, and other pertinent details;

8.3.2.8 Wait for authorization from emergency personnel before re-entering the building.

8.4 First Aid / CPR: The University provides designated First Aid Attendants in all buildings, including the World Trade Centre. Names are listed on the OHS Bulletin Board in the McNally Main basement. AEDs are located at the University Security Desk in McNally Main Room 016, as well as the Homburg Centre for Health and Wellness.

8.4.1 The Student Health Centre has been designated as the first aid room on campus. It is located on the 4th floor of the Student Centre.

8.4.2 The current First Aid Attendant is Graeme MacKenzie, Operations Manager (SC 503).

8.5 Mass Notification: The University has an emergency mass notification speaker system. In the event of an emergency, a notification will instruct individuals to evacuate the building or seek shelter in place. Once advised to evacuate, individuals must leave the building immediately.

8.6 Lockdown: The most serious message the University Security will issue. It means there is a person on campus actively using a weapon.

8.7 Shelter in Place: Security has received a report that there is a person on campus with a weapon, but is not using the weapon at said time.

8.8 If Lockdown or Shelter in Place warnings have been issued:

- 8.8.1.1 Lock all doors;
- 8.8.1.2 Turn off all lights;
- 8.8.1.3 Turn off all radios and televisions;
- 8.8.1.4 Set all phones to silent;
- 8.8.1.5 Stay quiet and out of sight.

8.9 Evacuation: In case of fire or bomb threat:

- 8.9.1 Move to the nearest exit (in case of fire, check doors for heat before opening);
- 8.9.2 Walk out of the building;
- 8.9.3 Assist others;
- 8.9.4 Move away from the building;
- 8.9.5 Watch for falling items or other hazards;
- 8.9.6 Alert emergency personnel about people that could not be evacuated;
- 8.9.7 Do not re-enter the building until notified by emergency personnel.

9.0 DISCLAIMER

9.1 Although great effort has been made to ensure that the information presented in this document and on the Association's website is accurate, the OHS Act, regulations and any other applicable legislation will govern all departmental administration.

10.0 UPDATE SCHEDULE

Version History (#)	Date Changed	Updated By	Description of Change
1.0	December 15, 2014	Office of the President	Document creation. Approved by President and submitted to Board.

Appendix A: Saint Mary's University Emergency Response Guide

Saint Mary's University
Emergency Response Guide



SAINT MARY'S UNIVERSITY SINCE 1802
One University. One World. Yours.



Police



Fire
911



Ambulance



SMU Security Emergency 420.5000
Non-Emergency 420.5577

GENERAL PRINCIPLES

Remain **CALM**, protect yourself & alert emergency services

WHEN CALLING 420.5000 or 911

- Tell dispatcher your exact location – include building and room number.
- Answer all the dispatcher's questions & **DO NOT** hang up until told to do so.
- Follow all directions given by emergency personnel.

CRIMINAL ACTS / VIOLENCE

Acts IN PROGRESS
Intrusions, thefts, violence/ threats, suspicious activity.

CALL SMU Security 420.5000 or 911 and seek secure shelter.

Acts NOT IN PROGRESS
Vandalism, lost property, Nuisance behaviour.

CALL SMU Security 420.5577

MEDICAL EMERGENCY

CALL 420.5000 or 911.

If *trained* provide **FIRST AID.**

Have someone meet the ambulance crew and direct them to the victim.

FIRE ALARM

Upon discovery of a **FIRE, EVACUATE THE AREA** and pull the nearest Fire Alarm.

Upon hearing a **FIRE ALARM, EVACUATE IMMEDIATELY.**

Know and follow your area's **EVACUATION PLAN.** Exit in an orderly fashion. **Do NOT use the elevators.** Take direction from the fire wardens, security staff, and emergency crews.

Stay 20 meters away from the building and do not return until the **ALL CLEAR** has been given.

INCLEMENT WEATHER, POWER OUTAGES AND OTHER INCIDENTS

Inclement Weather, Power Interruptions and Other Incidents
Hurricanes, Thunderstorms, Blizzards, Power Outages

Watch and Listen
Monitor weather reports and campus closure bulletins. **CLOSURE HOTLINES:** Students 491.6263 and Faculty/ Staff 491.6264

Follow instructions given by University Security

SMU Security Services – 2008