

**Policy Title: Health and Safety**

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	December 21, 2023	Effective date:	December 21, 2023
Policy Sponsor:	Vice President, Administration & Finance	Date last reviewed:	December 21, 2023
Date of Mandatory Review (expiry date):	December 2024 annually	Date of last revision of Procedures:	December 21, 2023

**1. POLICY**

1. CMCC will strive to provide a safe and healthy work and learning environment for all of its community.
2. CMCC will strive to prevent personal injury or illness by:
  - a. Meeting or exceeding all applicable legislative requirements with respect to health and safety, particularly during public health emergencies.
  - b. Identifying and mitigating hazards in the workplace.
  - c. Encouraging effective communication and a co-operative and proactive approach to health and safety performance.
  - d. Establishing a Joint Health and Safety Committee (JHSC) to bring internal responsibility systems into practice.
  - e. Ensuring all relevant policies and commitment statements are reviewed and posted in written form at a conspicuous location in the workplace on a regular basis, as set out in the *Occupational Health and Safety Act* and its regulations.
3. All members of the CMCC community have a duty to be concerned about their own occupational health and safety and to be familiar with and in full compliance with their duties and responsibilities under the *Occupational Health and Safety*

*Act* and its regulations. Members are to report to their manager all unsafe and unhealthy conditions and practices in the workplace of which they are aware.

4. Members who voice or identify a health and safety concern are not to be subject to reprisal or retaliation.
5. Management is to ensure that their direct reports are informed of and fully trained in health and safety rules that apply to their functions. They have a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task.
6. Contractors, sub-contractors and their workers are to comply with all relevant legislation, as well as meet or exceed CMCC's Health and Safety program requirements.
7. The JHSC is to be kept informed of any work-related incidents involving injury, death, or occupational illness. In the event of such incidents CMCC is to provide a copy of all orders or reports issued by the Ministry of Labour to the JHSC.
8. Any person who fails to observe this policy or who violates established workplace safety requirements is to be subject to disciplinary action or consequences that are appropriate in view of their relationship to CMCC.

## **2. PURPOSE**

To promote a safe and healthy work and learning environment for all members of the CMCC community.

## **3. SCOPE**

All members of the CMCC community.

## **4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)**

- Canada Criminal Code
- CMCC Infection Control and Prevention Guidance CMCC Emergency Plan
- CMCC Internal Responsibility System
- Health and Safety Manual
- Ontario Occupational Health and Safety Act (OHSA)

## **5. RELATED POLICIES (not a comprehensive list)**

- Communicable Diseases
- Emergency Management
- Sexual Violence, Assault & Harassment
- Sick Leave and Salary Continuance Benefits

- Working from Home
- Workplace Violence & Harassment

## 6. DEFINITIONS

CMCC community includes employees (including temporary workers, contractors, consultants, unpaid work experience students and volunteers), students, and Board Members.

A Joint Health and Safety Committee (JHSC) is a group composed of both worker and management representatives mutually committed to improving health and safety conditions. The JHSC promotes awareness of safety issues, recognizes and reports workplace hazards and recommends solutions to minimize or eliminate them.

Management means individuals in positions of supervision: in the case of an employee this could be a Director or Manager; in the case of a student this could be a faculty member.

Workplace is any land, premises, location or thing at, upon, in or near which a worker works or student studies. The workplace does not end when the worker leaves the physical space. The workplace extends to remote workspaces.

<b>New Policy Approved (date):</b>	April 29, 2021 - Combination of previous Health and Safety and Joint Health and Safety Committee policies
<b>Policy Revision History (dates):</b>	December 21, 2023

-----**END OF POLICY**-----

## 7. PROCEDURES

**Management is to:**

1. take every precaution reasonable for worker protection if they become aware, or ought reasonably to be aware, that a worker is likely to be exposed to unsafe work practices.
2. investigate any dangerous or hazardous circumstances as soon as they become aware and take reasonable precautions as appropriate.
3. consult with the JHSC and develop, implement, enforce and maintain appropriate health and safety standards in accordance with the provisions of the *Ontario Occupational Health and Safety Act* and applicable regulations.
4. continually promote health and safety awareness and healthy work conditions in their areas of responsibility.

5. maintain machinery and equipment so that it is safe and require that individuals who perform tasks with this machinery and equipment are following accepted safe work practices and procedures, which includes the use or wear of personal protective equipment (PPE) as required.
6. provide adequate training so that tasks assigned can be performed safely.
7. advise of the existence of any potential or actual danger to the health or safety of the worker of which management is aware.

**Members of the CMCC community are to:**

1. be responsible for their own health and safety by working in compliance with accepted safe work practices, policies, procedures and legislated health and safety standards.
2. promote a hazard free workplace and report unsafe or potentially hazardous conditions, without fear of reprisal, to Management or Human Resources.
3. use or wear the appropriate personal protective equipment (PPE) as required.
4. report to management the absence of, or defect in, any machinery or protective equipment of which they are aware, and which may endanger themselves or others.
5. report to management any acts of violence or harassment in the workplace, or any other contravention of the Ontario *Occupational Health and Safety Act* or applicable regulations of which they know.
6. as employees and clinic interns, complete the required health and safety training.

**JHSC is to:**

1. identify situations that may be a source of danger or hazard in the workplace.
2. participate in development and implementation of programs to protect the health and safety of the community.
3. evaluate the hazards and risks that may cause incidents, injuries and illness.
4. respond to complaints and suggestions concerning safety and health.
5. maintain and monitor injury and work hazard records as required.
6. monitor and follow-up on hazard reports and recommend action.
7. promote programs to improve workplace training and education.
8. participate in safety and health inquiries and investigations, as appropriate.

9. consult with professional and technical experts.
10. participate in resolving workplace refusals and work stoppages related to health and safety.
11. make recommendations to management for incident prevention and safety program activities.
12. monitor effectiveness of safety programs and procedures.
13. consult with CMCC in the review and update of the Health and Safety policy, Workplace Violence and Harassment policy, Sexual Violence, Assault and Harassment policy, the Occupational Health and Safety Commitment Statement, and the Workplace Harassment and Sexual Violence Commitment Statement on a regular basis, as set out in the *Occupational Health and Safety Act*.
14. maintain and make accessible the Health and Safety manual for reference to the CMCC community.

The Health and Safety Manual is to include as a minimum standard the following topics:

1. Policies and Terms of Reference.
2. General Safety.
3. Chemical Hazmat.
4. Laboratory Safety.
5. Reporting Hazard / Near-miss / Non-compliance / Accident.

<b>New Procedure Approved (date):</b>	April 29, 2021
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## 8. ATTACHMENTS

None.