

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:	March 28, 2024	Effective date:	March 28, 2024
Policy Sponsor:	Vice President, Administration and Finance	Date last reviewed:	March 28, 2024
Date of Mandatory Review (expiry date):	March 2025 annually	Date of last revision of Procedures:	March 28, 2024

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* of Ontario 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* of Ontario 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, Immigration, Training and Skills Development 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 and Harassment

- Sick Leave and Salary Continuance Benefits
- Working from Home
- Workplace Violence and Harassment

6. DEFINITIONS

CMCC community includes employees (including temporary workers, paid students, contractors, consultants, unpaid work experience students and volunteers), students, and Board Members. While students are not subject to the health and safety legislation applicable to workers, CMCC applies the principles of occupational health and safety legislation to its students.

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 of a workplace. 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.

A 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 the online world.

A workplace illness is a health condition or disorder that is caused by the work environment or related activities. They can be disruptive, disabling, and sometimes fatal. Examples may include: hearing loss from long-term exposure to loud machinery; a skin condition (e.g., dermatitis) from handling chemicals; food poisoning caused by eating contaminated food; developing cancer related to exposure to asbestos in the workplace.

A workplace injury is damage or harm done to the body, usually immediately apparent and resulting from a workplace accident. Examples may include: a head injury from a fall; amputated finger while using an unguarded table saw; burns to the arms while mishandling a hot object.

- This policy considers injuries sustained in remote workplaces to be derived from ergonomic circumstances of the immediate work area (e.g., home office desk) and do not extend to other parts of the home (ex., staircase).

New Policy Approved (date):	April 29, 2021 - Combination of previous Health and Safety and Joint Health and Safety Committee policies.
Policy Revision History (dates):	December 21, 2023 March 28, 2024

-----**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 *Occupational Health and Safety Act* of Ontario 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 to CMCC employees and clinic interns 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 *Occupational Health and Safety Act* of Ontario or applicable regulations of which they know.
6. submit an Incident Report Form to report any workplace illnesses or injuries, so that CMCC can take proper action to respond to, and prevent, such incidents from happening again in the future.

7. as employees and clinic interns, ensure that all necessary occupational health and safety training is completed so that tasks assigned can be adequately performed.

Joint Health and Safety Committee (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* of Ontario.
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.

Incident Reporting:

1. If immediate medical attention is required, first aid can be provided by health professionals (i.e., faculty, students, and/or by CMCC clinic) until emergency services arrive. Call 9-1-1 for emergencies and alert Security.
2. Situations should be reported immediately to management. Students may report to management or a faculty member, who will in turn ensure management is made aware. JHSC is to be informed in all instances.
3. All work-related illnesses or injuries on CMCC property, at a CMCC function, and/or in the vicinity of CMCC must be documented through the Incident Report Form and circulated to all appropriate parties as directed in the form.
 - a. The Incident Report Form can be accessed online or within the CMCC Human Resources office.
 - b. All students involved, including witnesses, who wish to be identified only by their student number, may complete the incident report accordingly and omit their names.

New Procedure Approved (date):	April 29, 2021
Procedure Revision History (dates):	December 21, 2023 March 28, 2024

8. ATTACHMENTS

CMCC Incident Report Form

CONFIDENTIAL**Incident Report – Injury to Persons or Damage to Property**

For internal use only. Not for distribution outside CMCC.

1. This form is to be used to document **the facts** about all incidents on CMCC property, at a CMCC function, and/or in the vicinity of CMCC. **ONLY ONE INCIDENT REPORT SHOULD BE COMPLETED per incident.**
2. All parties who are witnesses to the incident should complete Schedule “A” of this form.
3. If the person completing this form is also the party injured, etc., then #1 and #8 should be filled out with the same name.
4. This report should be completed as soon as possible following the incident and forwarded to the office/individual as indicated on the distribution list on page 4.
5. **If the incident involves sending or transporting the involved party(ies) to hospital, you must refer to the section entitled Immediate Contact on page 4.**
6. If further space is required – add pages, include your name and the date. If handwriting, a subsequent typed copy is to be submitted as soon as possible.
7. **All students involved, including witnesses, who wish to be identified only by their student number, may complete this incident report accordingly and omit their names.**

1. INVOLVED Party(ies) – injured person or property owner

(If a minor is involved, also state the name of the adult companion.)

Name: _____ Phone # _____

Student #: _____

Address: _____

☐ CMCC Student ☐ CMCC Employee ☐ CMCC Patient ☐ Other (describe in space below)

Name: _____ Phone # _____

Student #: _____

Address: _____

☐ CMCC Student ☐ CMCC Employee ☐ CMCC Patient ☐ Other (describe in space below)

Name: _____ Phone # _____

Student #: _____

Address: _____

☐ CMCC Student ☐ CMCC Employee ☐ CMCC Patient ☐ Other (describe in space below)

Name: _____ Phone # _____

Student #: _____

Address: _____

☐ CMCC Student ☐ CMCC Employee ☐ CMCC Patient ☐ Other (describe in space below)

2. THIRD-PARTY Witnesses

Name: _____ Phone # _____

Student #: _____

Address: _____

Name: _____ Phone # _____

Student #: _____

Address: _____

Name: _____ Phone # _____

Student #: _____

Address: _____

Name: _____ Phone # _____

Student #: _____

Address: _____

3. FACTUAL DESCRIPTION OF INCIDENT – include exact location. IF THE LOCATION involves municipal property, ADVISE the President’s office immediately.

Date: _____ Time: _____ ☐ a.m. ☐ p.m.

Description

4. FOR INJURY TO PERSON – fill out the following:

Course of Action Taken

Was first aid given? ☐ Yes ☐ No

What first aid was performed? _____

By whom? _____

When? _____

Where? _____

Was the party transported to hospital? ☐ Yes ☐ No

By whom? _____

When? _____

Where? _____

Any contact name given: _____

5. FOR INCIDENTS INCLUDING DAMAGE TO PROPERTY – fill out the following:

Course of Action Taken

Was third party (fire, security, police, etc.) involvement required? ☐ Yes ☐ No

What action was required? _____

By whom? _____

When? _____

Where? _____

Any contact name of the third party given? (e.g., police officer)

6. IMMEDIATE CONTACT

If a third-party emergency intervention (ambulance, police, fire department) was involved, or the individual was escorted to a hospital, immediately make voice contact with one of the following individuals, if reasonably possible:

- Joint Health & Safety Committee (in all instances)
- Vice President, Administration & Finance (in all instances)
- President (in all instances)
- Dean, Undergraduate and Graduate Education (if related to a student)
- Registrar (if related to a student)
- Dean, Clinics (if related to clinic activity)

7. PERSON COMPLETING THIS FORM

Name: _____ Signature: _____

Student #: _____

Department: _____ Phone # _____

Position: _____

Date of Report: _____

Distribution of the Report: To the following:

President

The original

with a copy to:

Joint Health & Safety Committee

(in all instances)

Vice President, Administration & Finance

(in all instances)

Dean, Undergraduate and Graduate
Education

(if related to a student)

Registrar

(if related to a student)

Dean, Clinics

(if related to clinic activity)

SCHEDULE "A" TO INCIDENT REPORT

WITNESS STATEMENT

Regarding the injured person or property owner _____
(Name)

What was witnessed (a factual summary of what the witness saw, where and when):

Witness Name: _____ Phone # _____

Student #: _____

Address: _____

Witness Signature: _____