

2. RESPONSIBILITIES

Safety is the responsibility of every member of the University community. Specific responsibilities are as follows:

President of the University

- Provide a Statement of Policy with respect to Occupational Health and Safety for the University.
- The Statement shall provide the commitment and philosophy that sets levels of expectations for Occupational Health and Safety throughout the University.
- Responsible to ensure that the Health and Safety Program is developed and implemented throughout the University.

Chairs, Managers and Supervisors

- Provide the necessary resources to ensure that the Occupational Health and Safety Program is developed and implemented throughout the Department.
- Maintain overall control of the University Occupational Health and Safety Program. Ensure that coordinators administer in a fair and consistent manner the Occupational Health and Safety Program.
- Cooperate with the Joint Occupational Health and Safety Committee.
- Provide leadership to ensure that the Nova Scotia Occupational Health and Safety Legislation is met or exceeded throughout the University.

Deans, Directors and Officers

- Implement and maintain the University Occupational Health and Safety Program.
- Cooperate with the Joint Occupational Health and Safety Committee.
- Provide a written response to the Joint Occupational Health and Safety Committee's recommendations.
- Meet with the Joint Occupational Health and Safety Committee with respect to inspection reports when necessary to address safety needs.
- Advise employees on all new developments or regulations under the *Occupational Health and Safety Act*.
- Assure that copies of all legislation and regulations under the legislation are brought to the attention of employees and are posted in the workplace.
- Perform such other functions as required to assist in the administration of the *Occupational Health and Safety Act*.
- Make available to all employees programs and training that will enable staff to comply with the *Occupational Health and Safety Act*.

Professors/Instructors

- Implement and maintain the Safe Work Practices and Work Procedures.
- Ensure hazard assessments are conducted.
- Discuss safety issues at regular department and school meetings.

Cape Breton University
Occupational Health and Safety Manual

- Make observation of health and safety activities on projects.
- Comply with the Nova Scotia Occupational Health and Safety legislation.
- Ensure the safe performance of personnel and equipment in their department.
- Ensure that all workers and students are instructed in the safe work practices and procedures.
- Require employees and students to use the appropriate personal protective equipment for the task performed.
- Take corrective action to ensure the health and safety of the workers and students.
- Undertake the investigation of accidents and incidents.
- Complete the required accident/incident forms on a timely basis.
- Take corrective action to ensure compliance with standards and procedures within our program.
- Provide employees and students with information about hazards on the job site.
- Cooperate with the Joint Occupational Health and Safety Committee.

Safety Officer

- Provide direction and leadership to the Joint Occupational Health and Safety Committee.
- Make available to all committees information, programs and training that will enable staff to comply with the *Occupational Health and Safety Act*.
- Ensure periodic investigations and inspections of all workplaces are conducted.
- Assist in the investigation of fatal or serious incidents and report findings to management committees.
- Make recommendations for changes and improvements in the workplace under the *Occupational Health and Safety Act*.
- Make regular reports to the Occupational Health & Safety Committee of the University.
- Assist in the development and maintenance in the lab safety program that will meet the education and safety needs of the University in light of present information.
- Assist in the yearly maintenance of WHMIS documentation for hazardous chemicals; oversee safe storage, updates of inventories, Material Safety Data Sheets, and worker education as required under WHMIS.
- Recommend safe storage requirements.

Joint Occupational Health and Safety Committee

- Post the names and work numbers of members.
- Meet regularly as required by the *Occupational Health and Safety Act* or as determined by the Committee.
- Keep and distribute written minutes of Committee activities.
- Conduct or coordinate physical inspections of the workplace as required by

Cape Breton University
Occupational Health and Safety Manual

the *Occupational Health and Safety Act*.

- Follow-up on recommendations.
- Identify sources of danger or hazards.
- Make written recommendations for improvements to the University.

Employees

- Carry out work in a manner that will not create a hazard to own health and safety or that of other employees.
- Assist in identifying hazards at workplaces.
- Report all accidents/incidents to supervisor.
- Participate on the Joint Occupational Health and Safety Committee upon election by co-workers.
- Co-operate with the Joint Occupational Health and Safety Committee members.
- Participate in investigation of accidents and incidents.
- Wear appropriate personal protective equipment for the task assigned.
- Ensure that safe work practices and procedures are followed.

Lab Personnel

- Comply with the University's safety policies and procedures, and departmental regulations associated with all University related activities.
- Seek guidance from professors, instructors or deans concerning safety related knowledge and skills required to ensure safe performance in University related activities.
- Attend safety training programs and meetings as required.
- Immediately report to professors, instructors or deans any accident, near accident, hazardous practice or condition with respect to University related activities.
- Generate labels and **provide** Material Safety Data Sheets for controlled substances that are in the University and do not conform to WHMIS standards.
- Develop methods of controlling inventory to ensure that there are no excesses or outdated chemicals in the workplace.

Visitors/Students

- Comply with the University's safety policies and procedures and all other pertinent departmental regulations.
- Meet with the Joint Occupational Health and Safety Committee with respect to inspection reports when necessary to address safety needs.

Cape Breton University
Occupational Health and Safety Manual

Policy implementation date:	2005
Revised:	October 2008 May 2014
Next Review:	May 2017

Cape Breton University
Occupational Health and Safety Manual
