

Cape Breton University – Occupational Health and Safety Manual

Section 5	General Policies and Procedures
Version	May 2015
Authorized:	Gordon MacInnis, Vice President, Finance & Operations.

5. GENERAL POLICIES AND PROCEDURES

5.1 Accident and Incident Reporting

Policy

All accidents and dangerous incidents must be reported.

Procedure:

1. In the event of an accident resulting in death or life threatening injury, the Safety Officer, Manager, Safety and Security, Director of Human Resources, Chair of the Department, appropriate Dean or Director and the President's Office must be notified immediately.
2. All accidents involving any faculty or staff in which any injury occurs, will be reported to the Safety Officer by phone if the matter is urgent or if not urgent, on the Incident Accident Report form that is available from the Health & Safety Officer or the Human Resources Department. See Appendix 2.
3. Copies of these completed forms will be sent to the head of the appropriate department(s) and the accident or incident will be investigated by the Director of Human Resources or Safety Officer. All employee accidents must be reported to Human Resources within five working days in order that appropriate Workers' Compensation forms are completed and submitted. Failure to complete such forms can result in substantial fines for the University.
4. Accidents involving students in which injury occurs must be reported to Student Services. Accidents involving visitors in which injury occurs must be reported to the Finance Office. The Safety Officer may be asked to investigate these accidents if the situation warrants it.
5. Any final recommendations following these investigations will be forwarded to the Dean or manager of the department for any action necessary.
6. In the case of an accident or incident involving an employee, copies of the Accident Incident Report, together with any recommendations made

following any investigations, will also be forwarded to Human Resources.

7. The Nova Scotia *Occupational Health and Safety Act* requires that the Occupational Health and Safety Division of the Nova Scotia Department of Labour must be notified:
 - a) of a fire or accident in the workplace that occasions bodily injury to an employee, within seven (7) days;
 - b) of an accidental explosion in the workplace whether any person is injured or not within seven (7) days;
 - c) where in the workplace a person is killed from any cause or is injured in such a manner that is likely to prove fatal, within twenty-four (24) hours.

In the event of any such situation, the Director of Human Resources or designate must be notified immediately, and will be responsible for notifying the Nova Scotia Department of Labour.

Responsibility - The Deans and Departmental Managers through their faculty and staff.

5.2 **Maintenance Program Policy**

The University will ensure all tools, vehicles and equipment are inspected for defects, faults or damage before use each day by the assigned worker. All tools will be further inspected at the end of each workweek. Tools determined to be not in good working order will be immediately tagged and removed from service. All tools removed from service will be inspected and repaired by qualified personnel.

For more information on maintenance practices, please see the Maintenance Safe Work Manual on the CBU web site, under Human Resources.

5.3 **Program Effectiveness Monitoring**

To ensure they are kept informed of health and safety issues brought before the Committee and of Committee progress in dealing with such issues, CBU Vice Presidents shall be provided with the following:

- The minutes of regular monthly meetings as well as special meetings;
- A report from the JOHSC Annual Meeting including recommendations from JOHS based on the program review.

Any VP who has concerns related to the above may bring such concerns to the Committee through the co-chairs or may choose to bring such concerns directly

through attendance at a meeting of JOHS.

Policy implementation date:	2005
Revised:	October 2008
	October 2010 May 2015
Next Review:	2018