



University Health and Safety

SIMON FRASER UNIVERSITY

Policies and Procedures

Date

April 7, 1988

Number

GP 17

Revision Date

March 21, 2019

Version No.

3.0

Policy Authority: Vice-President, Finance and Administration

Associated Procedures: Appendix A: Informing Students of Risk
Appendix B: Guidance on Safety Risk from Impairment

1.0 PURPOSE

- 1.1 Simon Fraser University is committed to providing a healthy and safe learning, teaching, research, and work environment for all members of the university community.
- 1.2 This Policy aims to promote the safety of the campus community, its members and the public, and to ensure that appropriate measures are in place to provide relevant and current information and guidance to its community regarding safety.
- 1.3

- 3.3 **Near miss** means a close call where there is potential for accident, injury, occupational illness and hazardous material spill or release;
- 3.4 **Supervisor** means any person who instructs, directs and controls workers in the performance of their duties.

4.0 POLICY

- 4.1 The safety of all members of the university community as well as visitors to campus is a major concern of the university. It is, therefore, the policy of the university to:
- 4.1.1 protect the safety of all faculty, staff, students and visitors against unsafe conditions, behaviours and occupational hazards;
 - 4.1.2 formulate and carry out continuing effective safety programs appropriate to university operations, including instructional activities in off-campus settings;
 - 4.1.3 give priority to a safe work environment in the planning, direction and implementation of university activities; and
 - 4.1.4 comply with all relevant statutes, regulations and standards of regulatory authorities representing occupational health and safety.

5.0 ROLES AND RESPONSIBILITIES

5.1 Responsibilities of Deans, Directors and Chairs

- 5.1.1 Deans, Directors and Chairs are responsible for:
- a. providing the management support and leadership necessary for the overall implementation and execution of the University health and safety policy within their areas of responsibility;
 - b. incorporating adequate provisions for safe working practices and conditions in operational policies and procedures and in programs, projects and off-campus instructional activities; and
 - c. monitoring and evaluating safety performance within their areas of responsibility and recommending measures to bring about improvement.

5.1 Responsibilities of Faculty, Instructors, Managers and Supervisors

- 5.1.1 Faculty, Instructors, Managers and Supervisors are responsible for:
- a. planning and executing all activities in a manner that promotes compliance with the University health and safety policy;
 - b. informing students of the nature of potential risks involved if a course has an off-campus activity (see Appendix A);

- c. ensuring that individuals in their areas of assignment, whether on or off campus, have been given adequate direction, training and instruction in the safe performance of their work and that it is performed without undue risk;
- d. ensuring that work areas are inspected at regular intervals to prevent the development of unsafe conditions and practices and that inspection reports are forwarded to

6.2.2 The Central University Health & Safety Committee reports to the Chief Safety Officer.

6.2.3 The Research Safety Committees report to the Vice President, Research and International.

7.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

7.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

7.1.1 Freedom of Information and Protection of Privacy Act;

7.1.2 Student Conduct Policy (S. 10.05 Non-Academic);

7.1.3 Employee Collective Agreements and relevant human resource policies;

7.1.4 The University's Information Policy Series which includes:

a. Access to Information and Protection of Privacy (I 10.04); and

b. Collection of Personal Information (I 10.05).

8.0 AUTHORITY

8.1 This policy is administered under the authority of the Vice-President, Finance and Administration.

9.0 POLICY REVIEW

9.1 This policy is subject to review at least once every three years.

10.0 INTERPRETATION

10.1 Questions of interpretation or application of this policy or its procedures shall be referred to the Vice-President, Finance and Administration whose decision shall be final.

11.0 ASSOCIATED PROCEDURES

11.1 Appendix A: Informing Students of Risk.

11.2 Appendix B: Guidance on Safety Risk from Impairment.