



HEALTH AND SAFETY POLICY

Category:	Human Resources
Administered by:	Chief Operating Officer (COO)
Date Ratified:	May 2023
Next Review:	May 2024
Review History:	

1. PURPOSE

- 1.1 The Laurentian University Students' General Association (SGA) considers all health and safety incidents to be preventable and is committed to providing and maintaining a safe and healthy work environment for all employees, others involved in their operations, and its customers.
- 1.2 The SGA is committed to providing and maintaining a healthy and safe work environment for its employees and we endeavor to take every reasonable precaution necessary to ensure the safety of our customers, suppliers and visitors through prevention.
- 1.3 It is the objective of the SGA to integrate safe workplace practices to all aspects of the organization's activities.

2. DEFINITIONS

- 2.1 **Joint Health and Safety Committee** - a committee that is composed of both worker and management representatives who are responsible for identifying and resolving health and safety issues in the workplace. According to the Ontario's Occupational Health and Safety Act, workplaces with 20 or more employees are required to establish a JHSC.
- 2.2 **Ontario's Occupational Health and Safety Act** - As for the definition of "Ontario's Occupational Health and Safety Act", it is a provincial legislation in Ontario, Canada that outlines the obligations of employers, supervisors, and workers with respect to workplace health and safety. The act aims to prevent work-related injuries, illnesses, and fatalities by setting minimum standards for workplace safety and empowering workers to participate in identifying and addressing hazards. It establishes the legal requirements for workplace safety in Ontario and applies to all workplaces and employees in the province.
- 2.3 **Workplace Incident** -an event that occurs in a place of work that results in or could have resulted in an injury or illness to a person. Workplace incidents include not only workplace accidents but also near-miss incidents and dangerous occurrences.
- 2.4 **Workplace Injury** -any injury or illness that arises out of, or in the course of, employment. This can include physical injuries such as cuts, burns, or fractures, as well as illnesses caused by workplace exposure to hazardous materials or environmental conditions.
- 2.5 **Workplace Accident** -an unexpected event that occurs in the workplace and results in property damage or personal injury. This includes incidents such as slips, falls, and equipment malfunctions.

3. ADMINISTRATION

- 3.1 The Chief Operating Officer (COO) and the Health and Safety Representatives are responsible for administering the provisions of this policy in conjunction with the SGA/AGÉ Employee Policy and Procedures Manual. In the event the COO is conflicted, the Chairperson of the Board of Directors shall be responsible for administering the policy.

4. RESPONSIBILITIES

- 4.1 The executives, managers, supervisors, workers and others involved in the operations of the SGA have a direct responsibility for health and safety as an essential part of their job.
- 4.2 All employees shall assume responsibility for their personal health and safety as well as the health and safety of their co-workers, and customers.
- 4.3 Managers and supervisors shall be accountable for the health and safety of the workers under their supervision.
- 4.4 The SGA will take every reasonable precaution to provide and maintain a safe and healthy work environment through the application of and compliance with relevant acts, codes, regulations, standards, procedures and practices.
- 4.5 The SGA will ensure that employees are aware of their rights and responsibilities through effective communication, training and actively encouraging participation.
- 4.6 Every employee shall work safely in accordance with the SGA's Policies and Procedures. Every employee is required to report actual or potential hazards and conditions which may endanger their own health and safety or the health and safety of another person
- 4.7 Executives and Managers will participate and provide full support to the Health and Safety Committee or Representative, including but not limited to monthly inspections, addressing hazards, responding to staff concerns and maintaining up to date health and safety information and supplies in their operations.
- 4.8 All levels of management will ensure compliance with the Ontario's Occupational Health and Safety Act by meeting or exceeding all legislative requirements.
- 4.9 In the event that there is an injury, accident, incident or near miss in the workplace, the Supervisor shall ensure that the incident is investigated, reported and the Employee receives the necessary medical attention and appropriate treatment.
- 4.10 All subcontractors and their workers must meet or exceed the SGA's health and safety requirements.

5. COMMUNICATION

- 5.1 This policy will be explained as needed to workers through orientation health & safety training or task-specific training and posted in the workplace as required.

5.2 All members must be trained on this policy as outlined on the Health and Safety Program.

6. EVALUATION

6.1 This policy will be reviewed annually by the President and COO.

6.2 Any changes to this policy will be ratified by the Board of Directors.