
Health, Safety, and Environment

Institutional Manual

Approving Authority: President

Established: June 20, 2012

Date of Last Revision: April 3, 2023, repl. May 28, 2015

Office of Accountability: Executive Director, Finance and Administration

Administrative Responsibility: Operations Project Coordinator

Policy Statement

The Health, Safety, and Environment policy outlines St. Jerome's University's commitment to preventing accidents and promoting a safe working environment through the provision of proper facilities, equipment, training, services, and by promoting safety consciousness.

St. Jerome's University requires that health and safety be a primary objective in every area of operation and insists on compliance with legislative requirements and regulations contained in, but not limited to, the Occupational Health and Safety Act, the Workplace Safety and Insurance Act, the Fire Prevention and Protection Act and the Environmental Protection Act.

Scope

This policy applies to all University employees, students and visitors on University Property or participating in University Events, except for construction projects on University Property where the University is not the constructor or employer, as defined under the Occupational Health and Safety Act.

Responsibility

St. Jerome's University, as the employer, is responsible for worker health and safety. Each employee, student, visitor, and contractor have primary responsibility for their own safety and actions, and for others affected by their actions.

The following individuals have specific responsibilities under this policy:

The Executive Director, Finance and Administration (EDFA) oversees the operational teams that are responsible for implementing and maintaining a safe and healthy work environment and is the appointed senior leadership team (SLT) member that reviews JHSC recommendations.

The Director, Facilities is empowered to deal with dangerous circumstances, having the authority to stop any process or procedure, or to require the correction of any condition that contravenes the Occupational Health and Safety Act. When a health and safety concern cannot be solved this way, the Director of Facilities will report it in writing to the EDFA. As senior administrator, the EDFA's decision shall be communicated in writing to the Director, Facilities.

Supervisors are responsible for ensuring that employees under their supervision are informed about health and safety policies and procedures. They are also responsible for correcting any unsafe conditions or practices.

Employees are responsible for following the health and safety policies and procedures established by the university and for reporting any health and safety hazards to their supervisor.

Joint Health and Safety Committee: In accordance with the Occupational Health and Safety Act, St. Jerome's University has established a Joint Health and Safety Committee to provide a forum for consultation between the University and representatives of its employees' concerning health and safety issues in the University workplace, including an annual review of the Health, Safety, and Environment Policy within the JHSC Workplan.

Appendix A Supplementary Information

Resources

If you are looking for on-campus resources or assistance, please contact your Supervisor, the Director, Human Resources, the Director, Facilities, or a member of the Joint Health and Safety Committee. Additional information is also made available to you on the University's Safety Board (located in the mailroom) as well as on the SJU Resources Team. [Joint Health and Safety Committee](#)

Occupational Health & Safety Act [OHS]

For a list of JHSC Members please refer to the [JHSC Membership Information](#) found within TEAMS SJU Resources.