



University Students' Council of the University of Western Ontario  
**HEALTH & SAFETY POLICY**

<b>EFFECTIVE:</b>	19 <sup>th</sup> November 2013	<b>SUPERSEDES:</b>	30 <sup>th</sup> October 2012
<b>AUTHORITY:</b>	General Manager	<b>RATIFIED BY:</b>	Executive Council 19 <sup>th</sup> NOVEMBER 2013
<b>RELATED DOCUMENTS:</b>	<ul style="list-style-type: none"><li>• Human Resources Directive</li><li>• Discrimination Harassment and Violence Prevention Policy</li></ul>	<b>PAGE</b>	1 of 2

**PREAMBLE:**

The USC 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.

It is the objective of the USC to integrate safe workplace practices to all aspects of the organization's activities.

**1.00 REPONSIBILITIES:**

- 1.01 Management will participate and provide full support to the Joint Health and Safety Committee, 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.
- 1.02 Management will ensure compliance with the Ontario's Occupational Health and Safety Act by meeting or exceeding all legislative requirements.
- 1.03 All Supervisors and Managers will provide information and training to employees so that all of the USC's employees are qualified to perform their work safely. It is the responsibility of the Supervisor or Manager to ensure that safe and healthy conditions are met in her respective workplace.
- 1.04 All employees will strive to work in a safe manner and will report all actual and potential hazardous conditions, accidents and injuries to a Supervisor.
- 1.05 In the event that there is a hazard in the workplace, the Supervisor must ensure that all employees receive written instructions on how to address said workplace hazards and they are fully trained on those instructions.
- 1.06 In the event that there is an injury, accident, incident or near miss in the workplace, the Supervisor ensures that the incident is investigated, reported and the Employee receives the necessary medical attention and appropriate treatment.
- 1.07 All sub-contractors and their workers must meet or exceed the USC's health and safety requirements.



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- 1.08 This Policy will be reviewed and updated annually.
- 1.09 All workplace parties will work together to build a shared sense of responsibility for health and safety and uphold the spirit and intent of the Ontario Occupational Health and Safety Act.

Active participation and support of all workplace parties is vitally important to maintain and improve health and safety in our work environment.

  
Cathy Clarke, General Manager

Nov 19/13  
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Date