



University Students' Council of the University of Western Ontario

HEALTH & SAFETY COORDINATOR POLICY

EFFECTIVE: 15th November 2011

SUPERSEDES: None

AUTHORITY: General Manager

RATIFIED BY: Executive Council
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RELATED DOCUMENTS:

- Human Resources Directive

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PURPOSE:

The purpose of this document is to outline the responsibilities of the Health & Safety Coordinator.

1.00 SCOPE

1.01 This policy applies to the Health & Safety Coordinator.

2.00 DEFINITIONS

2.01 **“Health & Safety Coordinator”** is the USC's Human Resources ~~Generalist~~Officer.

3.00 RESPONSIBILITIES

3.01 The Health & Safety Coordinator will

(1) develop and maintain

- integrated health and safety policies
- an integrated performance review system for all managers and employees, which includes a health & safety component
- Standard Operating Procedures (SOPs) to minimize and control the identified health & safety hazards
- a training schedule to ensure all employees have the appropriate skills and knowledge to prevent work-related injury and illness

(2) conduct and review, annually,

- hazard and risk assessments
- audits of the health & safety policies



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- iii. injury and illness frequency analysis to measure the effectiveness of the established integrated health & safety system
- (3) provide resources for company health and safety training
- (4) assist USC management to effectively deal with any arising health and safety related concerns or issues
- (5) assume the role of
 - i. management co-chair of the Joint Health and Safety Committee
 - ii. certified management member of the Joint Health and Safety Committee
 - iii. the USC's internal resource for health and safety related matters
 - iv. the company contact for any Ministry of Labour inspections
- (6) coordinate to ensure
 - i. workplace inspections are completed monthly
 - ii. safety-related information is communicated at management meetings
 - iii. the Joint Health and Safety Committee (JHSC) is established and operating according to the legislated requirements of the Occupational Health and Safety Act (OSHA)
 - iv. the Joint Health and Safety Committee (JHSC) minutes are documented, distributed and posted
 - v. JHSC worker representatives inspections are randomly attended to by a management representative on the JHSC
- (7) for hygiene tests,
 - i. schedule hygiene tests with a qualified hygienist, as required
 - ii. ensure that the Joint Health and Safety Committee get a copy of the testing results
 - iii. post a copy of any test results on the health and safety board



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(8) be certified/trained through programs approved by the Workplace Safety and Insurance Board (WSIB) in,

- i. first aid and CPR
- ii. applicable safety legislation
- iii. injury/incident investigation
- iv. planned workplace inspection
- v. certification training

(9) ~~K~~keep current with health and safety related trends, industry issues, and/or legislative changes, through participation in a health and safety training program or information seminar, at least annually.

4.00 PROCEDURES

4.01 The Health and Safety Coordinator's training records and certificates will be kept in her personnel file.

5.00 COMMUNICATION

5.01 The Health and Safety Coordinator is the main contact person in the USC for health and safety topics.

6.00 EVALUATION

6.01 The Health and Safety Coordinator's job evaluation will incorporate the active responsibilities listed in this policy.