



## University of Waterloo Policy 34

---

### Health, Safety and Environment

---

**Established:**        *January 7, 1970*  
**Last Updated:**    *January 20, 2003*  
**Class:**                *G*

#### 1. INTRODUCTION

The University of Waterloo strives to provide a safe, healthy work and educational environment for its students, employees, visitors and contractors. The University insists on compliance with legislative requirements and regulations contained in, but not limited to, the *Occupational Health and Safety Act*, the *Fire Prevention and Protection Act* and the *Environmental Protection Act*, and University of Waterloo policies and procedures.

The University's *Health, Safety and Environment Management System* and *Health, Safety and Environment Program* ensure that faculty, staff and students are aware of, and know it is their responsibility to adhere to, legislation, policies and procedures. Policy Section II outlines general requirements and responsibilities relating to health, safety and the environment. Sections III and IV specifically address additional health and safety matters.

#### 2. GENERAL REQUIREMENTS AND RESPONSIBILITIES

A. The University insists that all persons associated with the University (including those who are employees and those who are not, e.g., students, adjunct professors, visiting professors, contractors, sub-contractors) adhere to the pertinent municipal, provincial and federal legislation and standards, and University policies and procedures.

B. Each faculty member, staff member, student, visitor and contractor has primary responsibility for their own safety and actions, and for others affected by their actions. Supervisors and other persons in authority must provide for the health and safety of those under their authority, including training in specific work tasks and must take necessary measures to comply with environmental requirements.<sup>1</sup>

C. All members of the University community must report to their supervisor any hazardous conditions which are contrary to good health, safety or environmental practices or which contravene any legislative requirements. Supervisors are responsible for ensuring that corrective action is taken at once.

---

<sup>1</sup> A Faculty or staff member when in a classroom or teaching laboratory is deemed a "worker". A faculty or staff member who supervises a paid worker (Student Research Assistants, Post-Doctoral Fellows, Technicians, etc.) is considered a "supervisor". Students paid as Research or Teaching Assistants are deemed as "workers".

D. Each member of the University community must minimize the impact of University operations on the environment and respond diligently to incidents resulting from University activities.

E. Departments are required to post in conspicuous locations this policy and related *Health, Safety and Environment Program* information.

### **3. JOINT HEALTH AND SAFETY COMMITTEE**

The Joint Health and Safety Committee is an advisory group of worker, management and student representatives who meet regularly to review injury reports, discuss health and safety concerns and make recommendations. The Committee's functions include:

- Receiving health and safety concerns from members of the University community;
- Providing input on the University's Health and Safety Program;
- Conducting workplace inspections;
- Attending a work refusal situation; and
- Investigating a critical injury or fatality.

### **4. PROCEDURES TO ADDRESS HEALTH AND SAFETY CONCERNS**

A. All members of the University community must report to their supervisor any injury or illness related to their work or assignments. It is the supervisor's responsibility to ensure that prompt first aid and health care treatment is obtained, if necessary, and that University reports are completed by the end of the next University business day.

B. Members of the University community have the right to refuse work or assignments that they believe are unsafe. In such cases the refusal must be immediately reported to their supervisor. The supervisor must investigate the situation as prescribed by University procedures.

C. All members of the University community have the right and obligation to bring, without prejudice, health and safety concerns to their supervisor. After their supervisor has been informed and if a concern remains unresolved, a member of the University community may take the concern to the Director of Safety or the Joint Health and Safety Committee.

D. The Director of Safety or designate is empowered to deal with dangerous circumstances, including the authority to stop any process or procedure, or to correct any condition.

E. Unsafe buildings and grounds conditions shall be reported to the Plant Operations Department.

F. Most health and safety concerns identified by the Director of Safety or the Joint Health and Safety Committee will be addressed by members of the University community acting through established University channels. When a health and safety concern cannot be solved in this manner it will be reported in writing by the Director of Safety to the senior University administrator accountable for the area, usually with a recommendation. The action on a recommendation rests with this senior administrator. The senior administrator's decision shall be communicated in writing to the Director of Safety.

G. In addition to receiving periodic reports from the Director of Safety, the Provost reviews University-level health and safety concerns coming from the Joint Health and Safety Committee. Based on the advice received through whatever mechanism the Provost deems, the Provost shall determine the appropriate action, and shall inform the Joint Health and Safety Committee of the decision.