



Canada's Capital University

Policy Name:	Environmental Health and Safety
Originating/Responsible Department:	Facilities Management and Planning
Approval Authority:	Senior Management Committee
Date of Original Policy:	October 2007
Last Updated:	October 2020
Mandatory Revision date:	October 2021
Contact:	Assistant Vice-President (Facilities Management and Planning)

Policy:

Carleton University is committed to the protection of the health, safety, and wellbeing of all members of the University community. The University strives to promote a strong and sustainable culture of a safe and healthy workplace and study environment that will facilitate the awareness of risk, the prevention of injury and illness, in an environment free from violence and harassment.

The University will adhere to all applicable environmental and occupational health and safety legislation. The University will adopt best practices that exceed legislated requirements as may be considered reasonable and appropriate. The University will work towards continuous improvement of its health and safety program. Further, the University will integrate environmental, health, and safety considerations into all decisions and approvals relating to growth, planning, infrastructure, and development.

Scope:

This policy applies to all members of the Carleton University community, including the university's employees, volunteers, students and visitors. Contractors hired by the University are also expected to observe and comply with this Policy where applicable.

Responsibilities:

The responsibility for health and safety in the workplace is identified in the *Occupational Health and Safety Act* and is outlined in greater detail in the [Carleton University Health and Safety Management System](#).

In general, the University and every individual at all levels of the organization, including senior management, academic and professional staff, students and visitors, are responsible for complying with all applicable health and safety requirements in keeping with the Internal Responsibility System (IRS); including legislated requirements and University policies and procedures.

Every precaution reasonable will be taken to ensure the provision of a workplace where workers are not impaired while performing their work, and ensuring workers are not introducing hazards to the workplace as a result of impairment from substance use.

Persons with authority to direct the work of and assign tasks to others are supervisors and are responsible for ensuring that safe and healthy work conditions are maintained and that safe work practices are followed in their assigned areas. Managers/Supervisors will identify and inform their direct reports of all hazards in their

workplace, all applicable health and safety requirements to ensure work is carried out in a safe manner and will enforce such requirements to ensure compliance.

Employees are responsible to protect their own health and safety by reporting health and safety concerns, working safely, and in compliance with the relevant legislation and with the safe work practices and procedures established by the University.

Employees are required to complete specified health and safety training upon hiring, as new situations arise, and to complete periodic refresher training thereafter as directed.

Failure of employees to meet their obligations concerning health and safety, including to be informed, to comply, and/or to supervise may result in disciplinary action by the employer up to and including dismissal.

While students are not generally subject to provincial legislation on health and safety, if they are fulfilling a work placement during the course of their studies, certain legislative elements do apply. Nonetheless, students are responsible for acting in a manner that protects the health and safety of themselves and others and for complying with all applicable university health and safety requirements and in accordance with the Students Rights and Responsibilities Policy.

Contacts:

Assistant Vice-President (Facilities Management and Planning)
Director, Environmental Health and Safety

Related Policies and Guidelines include:

Workplace Violence Prevention
Workplace Harassment Prevention
Students Rights and Responsibilities
Carleton University Guideline on Impairment at Work