

<b>Policy Name:</b>	<b>Environmental Health and Safety Policy</b>
<b>Originating/Responsible Department:</b>	<b>Office of Risk Management</b>
<b>Approval Authority:</b>	<b>Senior Management Committee</b>
<b>Date of Original Policy:</b>	<b>October 2007</b>
<b>Last Updated:</b>	<b>December 2021</b>
<b>Mandatory Revision date:</b>	<b>December 2022</b>
<b>Contact:</b>	<b>Executive Director, Office of Risk Management</b>

**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 to ensure the health, safety and wellbeing of the Carleton community. 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.

**Purpose:**

This Policy fulfills the University's legal obligations under the Occupational Health and Safety Act to have a Health and Safety Policy which is renewed annually. Further, this Policy confirms the University's commitment to ensuring a strong and sustainable health and safety culture

**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 required to observe and comply with this Policy where applicable.

**Procedure:**

The University will ensure the health, safety and wellbeing of the Carleton community through the development and implementation of various programs to educate the community on the Occupational Health and Safety Act and other related applicable law as well as to introduce and maintain various processes to ensure a safe learning and work environment.

**Roles and 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 within 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 health and safety legislation, 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:**

Executive Director, Office of Risk Management  
Director, Environmental Health and Safety

**Links to related Policies:**

Workplace Violence Prevention  
Workplace Harassment Prevention  
Students Rights and Responsibilities  
Carleton University Guideline on Impairment at Work  
Risk Management  
Hazard Reporting  
Tobacco Smoking and Cannabis Consumption on Campus  
Domestic Animals on Campus  
Guidelines on animals on Campus  
Roof and Service Area Access Policy  
Closing Due to Indoor Temperature Extremes  
Golf Carts in Tunnels  
Asbestos Management