



**One University. One World. Yours.**

<b>Name:</b>	<b>Saint Mary's University Safety Policy</b>
Policy Number:	6-2007
Origin:	Human Resources
Approved:	1997
Issuing Authority:	The President
Responsibility:	Director, Human Resources
Effective Date	October 2011
Revision Date(s):	July 1998, July 2000, June 2008, October 2009, October 2010, October, 2011

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## **Policy**

Saint Mary's University is committed to providing and maintaining a safe and healthy work environment for all faculty, staff, students and visitors; to fostering the awareness of the importance of safety and to providing the education necessary to perform activities or duties safely.

Saint Mary's University complies with the Occupational Health and Safety Act and accompanying Regulations of the Province of Nova Scotia.

Saint Mary's University will cooperate with employees in pursuing occupational health and safety.

Safety is a shared responsibility of management, faculty, staff and students.

Chairpersons of Departments, Directors of Divisions and Administrative Department Heads are responsible for health and safety within their respective areas. They have responsibility also for implementing this policy and for ensuring that their area is in compliance with the Nova Scotia Occupational Health and Safety Act and Regulations.

All University faculty, staff and students have a responsibility for their own health and safety, and for the health and safety of others. Everyone has a duty to report, as soon as possible, all hazardous conditions, injuries, illness, and near misses related to the workplace. Everyone is encouraged to offer suggestions or ideas to improve health and safety.

While violent acts are not pervasive at Saint Mary's, no university is immune from such behaviour. Saint Mary's University acknowledges that physical violence/threatening behaviour in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. The University views any acts of violence or threats of violence in the workplace as unacceptable. As such, it is committed to working to prevent workplace violence/threatening behaviour and to responding in an appropriate manner if it

occurs. All members of the University community, including faculty, staff, students and visitors, are responsible for the creation and maintenance of a safe environment.

The University Joint Occupational Health and Safety Committee and its sub-committees are a key factor in the collaborative and cooperative initiation, maintenance and support of health and safety programs.

The HR Officer, (OHS & Wellness) liaises with all university departments and the Joint University Occupational Health and Safety Committee and its sub-committees to ensure compliance with legislation and guidelines related to safety in the workplace and to provide assistance to individuals and departments on issues of health and safety.