



**SAINT MARY'S**  
UNIVERSITY SINCE 1802

Occupational Health and Safety  
McNally South 116  
923 Robie Street  
Halifax, NS B3H 3C3

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

# **OCCUPATIONAL HEALTH AND SAFETY ORIENTATION BOOKLET**

---

## **Objectives of this Resource Booklet**

1. To help you understand the rights, responsibilities and duties of everyone who works at Saint Mary's University under the Occupational Health and Safety Act (Nova Scotia).
2. To help you understand the role of a Joint Occupations Health and Safety Committee (JOHSC).
3. To help you understand the Internal Responsibility System.
4. To introduce you to the University's Health and Safety Policies.

# Table of Contents

Safety Program.....	1
The Internal Responsibility System (IRS): .....	1
Your Rights:.....	1
Reporting Hazards and Concerns: .....	2
Reporting Incident and/or Injuries: .....	2
Joint Occupational Health and Safety Committee: .....	2
Health and Safety Policies.....	3
Safety Policy:.....	3
Tobacco-Free Policy:.....	4
Violence in the Workplace: Prevention and Response: .....	4
Use of Scented Products:.....	5
Emergency Preparedness .....	5
Fire:.....	5
First Aid/CPR: .....	5
Mass Notification:.....	6
Saint Mary’s University Emergency Response Guide: .....	7
Training .....	8
Workplace Hazardous Material Information System (WHMIS): .....	8
Other Occupational Health and Safety Training.....	8
OH&S Legislation.....	8
More Information .....	8
Useful Websites.....	9

## **Safety Program**

Saint Mary's University has established and maintains a written Occupational Health and Safety Program. As indicated in its Safety Policy, Saint Mary's University is committed to providing and maintaining a safe and healthy work environment for all the University Community; to foster an awareness of the importance of safety on our campus; and to provide the education necessary to perform activities or duties safely.

### **The Internal Responsibility System (IRS):**

Everyone is responsible for health and safety. All parties at the University share responsibility to the extent of their authority and ability to do so. Any individual with concerns about health and/or safety should speak to their Manager or Chair. If a satisfactory resolution is not found, the concern can be reported to a member of the Joint Occupational Health and Safety Committee (JOHSC).

There are a number of other groups and individuals besides the employers and employees that contribute to a successful IRS. Contractors are to ensure that their own employees respect and obey safety initiatives set forth by the University while working on Campus. Some suppliers may provide training in the proper use and storage of their products.

### **What is expected of you as an employee in regards to health and safety?**

1. Take every reasonable precaution to ensure the health and safety of yourself and any other person in the workplace.
2. Follow instructions and safety procedures of your employer. Participate in training.
3. Ensure personal protective equipment is worn when required.
4. Cooperate with the Joint Occupational Health and Safety Committee.
5. Report health and safety concerns and/or hazards.

### **Your Rights:**

The NS OHS Act provides employees with three basic rights:

#### **The Right to Participate:**

You have the right to be represented on a health and safety committee. You also have the right to report unsafe conditions and voice your concerns or opinions on any issue that affects your health and safety, or the health and safety of anyone at the workplace.

#### **The Right to Know:**

You have a right to information on issues that affect your health and safety or the health and safety of another employee or any person at the workplace. You will be advised about safety procedures or protective equipment required for a task that you may need to perform. You have the right to know about any hazards you may be exposed to at the workplace.

### **The Right to Refuse:**

You have the right to refuse to do work which you have reasonable grounds for believing that the work is likely to endanger your health or safety or the health and safety of any other person at the workplace. Any employee who wishes to exercise the right to refuse unsafe work shall immediately report it to their supervisor. Where the matter is not remedied to the employee's satisfaction, he or she may report it to the JOHSC. If the matter is still not remedied to the employee's satisfaction, he or she may report to the OHS Division at the Department of Labour and Advanced Education (DLAE). When an employee exercises the right to refuse unsafe work, that employee has the right to participate in the investigation with the JOHSC or with a DLAE OHS Officer. The Act also prohibits the employer from taking discriminatory action against an employee who exercises any of these rights.

### **Reporting Hazards and Concerns:**

Saint Mary's University encourages all faculty, staff and students to report any unsafe situation. Reports of dangerous situations should be made to the employee's Manager or Chair and to:

- HR Officer (OHS & Wellness) Office 420-5658
- Facilities Management 420-5572

### **Reporting Incident and/or Injuries:**

Saint Mary's University requires anyone who is involved in an incident, including near misses which could have resulted in an injury or property damage, to report the occurrence. Reporting of these incidents and/or injuries assist the University in taking corrective action to prevent further incidents and/or injuries. The Incident/Injury Report form should be completed and forwarded to the OHS Office, McNally South Room 116. This form is available from the HR Officer (OHS & Wellness), Human Resources, Facilities Management or Security, and can be found on the OHS Website at: <http://www.smu.ca/administration/ohs>.

### **Joint Occupational Health and Safety Committee:**

The Saint Mary's University Joint Occupational Health and Safety Committee is composed of representatives of employee unions and the Administrative/Professional/Confidential Staff group, University appointees and the HR Officer (OHS & Wellness) who acts as an advisor. The Committee meets on a monthly basis from September through June. The function of the JOHSC is to involve representatives of employees and the employer in the identification and resolution of health and safety issues in the workplace. The JOHSC has established two health and safety sub-committees, Facilities Management/Administration sub-committee and Science Safety sub-committee, to ensure the involvement of faculty, staff and others in the development, implementation and maintenance of an effective occupational health and safety system.

**SAINT MARY'S UNIVERSITY  
JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE  
MEMBERS AND ALTERNATES  
2013-2014**

<b>MEMBERS/ALTERNATES</b>	<b>DEPARTMENT</b>	<b>PHONE</b>	<b>FAX</b>
Kevin Vessey, Member Marie DeYoung, Alternate	Graduate Studies Library	8169 5532	496-8772 5561
Gary Schmeisser, Member Mike McCann, Alternate	Facilities Management Facilities Management	5570 5571	5115 5115
<b>Kim Squires, Co-Chair</b> Jennifer White, Alternate	Human Resources Human Resources	<b>5446</b> 5563	<b>496-8116</b> 496-8116
Kevin Kelloway, Member Ron Russell, Alternate	Psychology Biology	8616 5645	496-8287 5046
Paul Turgeon, Member Darlene McNeil, Alternate	Facilities Management Facilities Management	5192 5573	5115 5115
<b>Colin Sutton, Co-Chair</b> Darlene Goucher, Alternate Guylaine Williams, Alternate	ITSS Chemistry TESL	<b>5153</b> 5659 5691	496-8103 496-8104 5122
Valerie Wadman, Advisory Member	Human Resources	5658	496-8116

Names of the members and meeting minutes are displayed on the OHS Bulletin Board in the McNally Main basement and on the OHS website at [www.smu.ca/administration/ohs](http://www.smu.ca/administration/ohs).

## **Health and Safety Policies**

### **Safety Policy:**

A safety policy is a commitment to Occupational Health and Safety, and a willingness on the part of the employer to co-operate with employees in striving to meet the goal of a safer and healthier workplace. It shows that safety is a shared responsibility of management, faculty, staff and students.

### **Saint Mary's University Safety 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.

Dr. Colin Dodds  
President  
Saint Mary's University  
October 2009

### **Tobacco-Free Policy:**

At Saint Mary's University, we are committed to protecting and promoting the health, safety and well-being of all people within our community. We believe that a healthy and safe environment is an important part of campus life. Due to the health hazards, fire risks, and environmental concerns associated with the use of tobacco products, the University will take all reasonable precautions to protect health, safety and well-being by prohibiting the use of tobacco products anywhere on campus.

Anyone using or consuming tobacco products are expected to leave University property to do so. Those using tobacco products in areas surrounding the University are expected to respect municipal by-laws (<http://halifax.ca/legislation/bylaws/hrm/bls203.pdf>) and provincial legislation (<http://www.gov.ns.ca/hpp/cdip/smoke-free-places-act.asp>). The University asks members of the Saint Mary's Community to help maintain a positive relationship with our neighbours and to respect neighbouring properties near or adjacent to the University

### **Violence in the Workplace: Prevention and Response:**

The purpose of this policy is to outline the University's commitment to the prevention of violence in the workplace. 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.

To help ensure safety and prevent incidents, including violence related incidents, the Security Department has implemented a Lone Worker and a Safe Walk Program.

**Lone Worker:** Anyone who is working alone on campus, or after normal working hours, should advise Security and they will ensure University Security Officers will check your location on their regular patrols.

**Safe Walk:** Saint Mary's University Security offers a safe walk program to all members of the University community and visitors. A University Security Officer will provide an escort anywhere on University property.

Both programs are available 24 hours, seven days a week by contacting University Security at 420-5577.

### **Use of Scented Products:**

Saint Mary's University promotes a scent free environment. Please help us maintain a healthy environment for everyone by not wearing scented products. For additional information, please visit the Occupational Health and Safety website at: <http://www.smu.ca/administration/ohs/scent.html>

## **Emergency Preparedness**

### **Fire:**

IF YOU DETECT FIRE OR SMOKE

#### **Remain Calm**

- Leave the fire area immediately and close the door.
- If safe to do so, and you are trained to use a fire extinguisher, use a fire extinguisher to assist your evacuation, if required.
- Pull the nearest fire alarm.
- Exit the building calmly using the Fire Safety Plan.
- Do not use elevators.
- If you encounter smoke, use an alternative exit.
- Inform the authorities of the location and nature of the fire, the unsafe exits, persons requiring assistance and their location, and other pertinent details.
- Wait for authorization from emergency personnel before re-entering the building.

**FOLLOW THE INSTRUCTIONS OF THE FIRE WARDEN**

### **First Aid/CPR:**

The University provides designated First Aid Attendants in all buildings including the World Trade Centre. Names are listed on the OHS Bulletin Board in the McNally Main basement and on the OHS website at: [http://www.smu.ca/administration/ohs/first\\_aid.html](http://www.smu.ca/administration/ohs/first_aid.html). Automated External Defibrillators (AEDs) are located at University Security in McNally Main 016, and the Homburg Centre for Health and Wellness.

The Student Health Center has been designated as the First Aid room on Campus. It is located on the fourth floor of the Student Union Building.

## **In the Event of a Medical or other Emergency:**

- Call either 911 or 5000 University Security Emergency. University Security will ensure the ambulance is dispatched, send University Security staff that are trained in First Aid, CPR and the use of AEDs, and escort the Emergency Health Services staff to the scene of the incident.
- Give as much information as you can, including your name, telephone number, exact location, type of emergency and any other factors that could affect the safety of others.
- If it is safe to do so, stay with the injured person, to await assistance from University Security or Emergency Health Services.
- If you call 911 and have given all the foregoing particulars, please also call University Security at 420-5000 to alert them of an emergency.

## **Mass Notification:**

The University has an emergency mass notification speaker system. In the event of an emergency, the notification will instruct you to evacuate the building or seek shelter in place (your current location). Once advised to evacuate, leave the building immediately.

Please note if you hear the message “Lockdown”, this is the most **serious** message and means there is a person on campus using a weapon.

If you hear the message, “**Shelter in Place**”, this means Security has received a report that there is a person on campus with a weapon, but is not using the weapon at this time.

If **Evacuation** (e.g. in case of fire or bomb threat):

Move to the nearest exit (in case of fire, check doors for heat before opening)

Do not use the elevators

Walk out of the building

Assist others

Move away from the building

Watch for falling items or other hazards

Alert emergency personnel about people that could not be evacuated

Do not re-enter the building until notified by emergency personnel

If **Lockdown or Shelter in Place** (e.g. in case of a potentially armed person on campus):

Lock doors

Turn off the lights

Turn off radios and televisions

Turn phones to vibrate

Stay quiet and out of sight

For more information on Emergency Preparedness, see:

<http://www.smu.ca/webfiles/EmergencyBookletMasterv2web.pdf>

## Saint Mary's University Emergency Response Guide:

# Saint Mary's University Emergency Response Guide



Police



Fire



Ambulance



**SMU Security Emergency 420.5000**  
Non-Emergency 420.5577

### GENERAL PRINCIPLES

Remain **CALM**, protect yourself & alert emergency services

#### WHEN CALLING 420.5000 or 911

- Tell dispatcher your exact location – include building and room number.
- Answer all the dispatcher's questions & **DO NOT** hang up until told to do so.
- Follow all directions given by emergency personnel.

### CRIMINAL ACTS / VIOLENCE

#### Acts **IN PROGRESS**

Intrusions, thefts, violence/  
threats, suspicious activity.

CALL SMU Security  
420.5000 or 911 and  
seek secure shelter.

#### Acts **NOT IN PROGRESS**

Vandalism, lost property,  
Nuisance behaviour.

CALL SMU Security  
420.5577

### MEDICAL EMERGENCY

CALL 420.5000 or 911.

If *trained* provide  
**FIRST AID.**

Have someone meet the  
ambulance crew and direct  
them to the victim.

### FIRE ALARM

Upon discovery of a **FIRE**,  
**EVACUATE THE AREA** and  
pull the nearest Fire Alarm.

Upon hearing a **FIRE**  
**ALARM, EVACUATE**  
**IMMEDIATELY.**

Know and follow your area's  
**EVACUATION PLAN.** Exit in an orderly  
fashion. **Do NOT use the elevators.**  
Take direction from the fire warden,  
security staff, and emergency crews.

Stay 20 meters away  
from the building and  
do not return until the  
**ALL CLEAR** has been  
given.

### INCLEMENT WEATHER, POWER OUTAGES AND OTHER INCIDENTS

**Inclement Weather, Power  
Interruptions and Other Incidents**  
Hurricanes, Thunderstorms,  
Blizzards, Power Outages

**Watch and Listen**  
Monitor weather reports and campus closure  
bulletins. **CLOSURE HOTLINES:** Students  
491.6263 and Faculty/ Staff 491.6264

**Follow instructions given  
by University Security**

## Training

### **Workplace Hazardous Material Information System (WHMIS):**

WHMIS is a Canadian hazard communication program. The purpose of WHMIS is to make sure that you, your supervisor and the University have the information you each need to work safely with the hazardous materials at your workplace. The materials that are included in WHMIS are called controlled products. A controlled product is any product that meets the criteria for one or more of the six WHMIS hazard classes.

WHMIS specific training will be provided by your department when required.

### **Other Occupational Health and Safety Training:**

Any other Occupational Health and Safety training specific to your position will be provided by your Department when required.

## OH&S Legislation

The Nova Scotia Occupational Health and Safety Act and regulations are the main laws governing occupational health and safety (OHS) in the province.

A copy of the OHS Act can be found on the OHS Bulletin Board. It is also available on the Nova Scotia Government website at: [http://nslegislature.ca/legc/statutes/occp\\_h\\_s.htm](http://nslegislature.ca/legc/statutes/occp_h_s.htm).

The Act places emphasis on proactive approaches to prevent accidents, injury and disease through an internal responsibility system based on the cooperation and involvement of the workplace parties in occupational health and safety matters. In addition, the broad duties identified by the Act are further defined by regulations and non-statutory codes of practice and guidelines.

Copies of all regulations are available at: <http://novascotia.ca/lae/healthandsafety/pubs.asp#regs>.

## More Information

For more information about safety, contact the HR Officer (OHS & Wellness) at 420-5658 or any member of the Saint Mary's University Joint Occupational Health and Safety Committee. You will also find additional information on the OHS Bulletin Board in the McNally Main basement or on the OHS website at [www.smu.ca/administration/ohs](http://www.smu.ca/administration/ohs).

***Disclaimer: Although every effort has been made to ensure that the information presented in this document and on the web-site is accurate, the Occupational Health and Safety Act, Regulations and any other applicable legislation will govern all program administration.***

## **Useful Websites:**

Location of First Aid Kits	<a href="http://www.smu.ca/administration/ohs/documents">http://www.smu.ca/administration/ohs/documents</a>
List of Designated First Aid Providers	<a href="http://www.smu.ca/administration/ohs/documents">http://www.smu.ca/administration/ohs/documents</a>
Joint Occupational Health and Safety Committee Members	<a href="http://www.smu.ca/administration/ohs/members.html">http://www.smu.ca/administration/ohs/members.html</a>
CCOHS (Canadian Centre for OHS)	<a href="http://www.ccohs.ca/">http://www.ccohs.ca/</a>
Department of Labour and Advanced Education—Knowledge Base	<a href="http://www.gov.ns.ca/lae/kb">http://www.gov.ns.ca/lae/kb</a>
University Security	<a href="http://www.smu.ca/administration/security/">http://www.smu.ca/administration/security/</a>
University OHS	<a href="http://www.smu.ca/administration/ohs/">http://www.smu.ca/administration/ohs/</a>
Emergency Response Quick Reference Guide	<a href="http://www.smu.ca/webfiles/EmergencyBookletMasterv2web.pdf">http://www.smu.ca/webfiles/EmergencyBookletMasterv2web.pdf</a>