

Occupational Health and Safety Program Manual  
Chapter 1  
Commitment, Leadership and Participation

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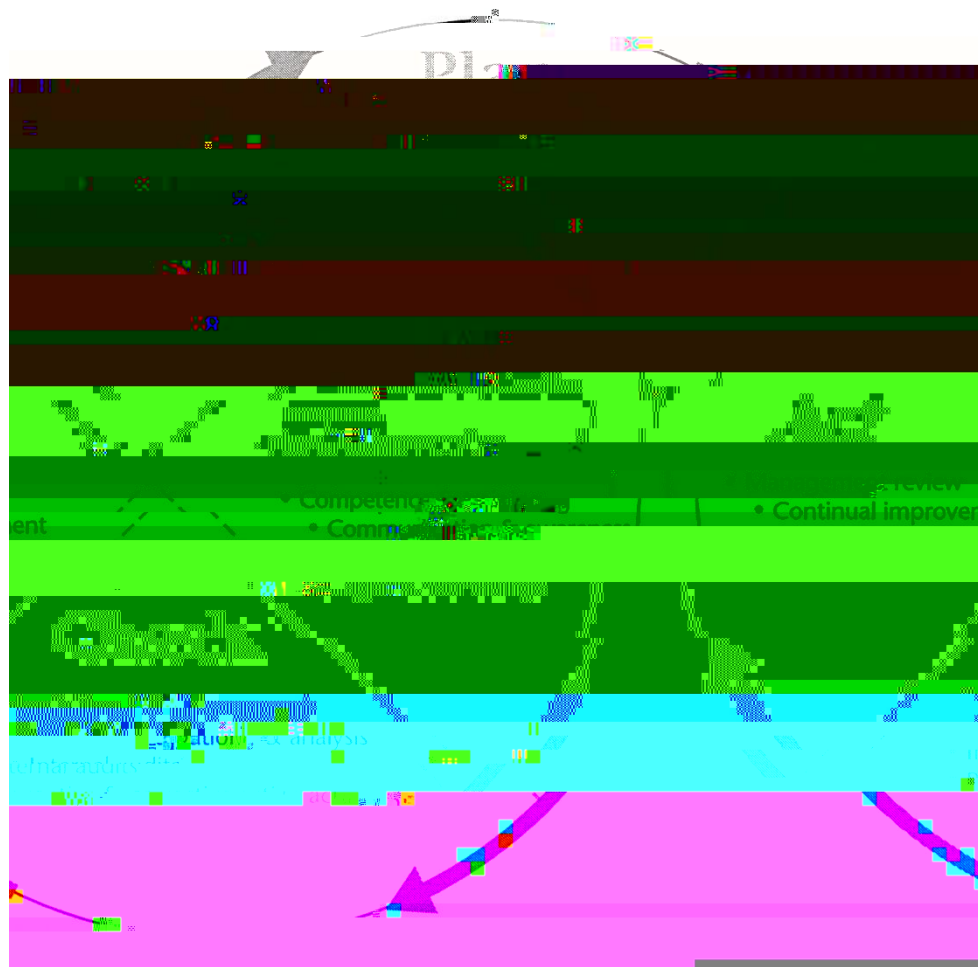
1.4 The Occupational Health a...S.00000912 0 612 792 reW\*BT/F5 11.04 Tf1 0 0 1 298.13 586.3 Tm0 g0 G -0.0221 T





The Saint Mary's OHS Program is built on the well-recognized management cycle of Plan, Do, Check and Act, as outlined in the OHS Management Standard, which repeats in a continuous improvement cycle.

Within the OHS Program, the major elements of the management cycle have sub-elements, which provide the framework for the organization of the OHS Program Manual. The Occupational Health and Safety Management System is demonstrated in the following diagram.



In compliance with the requirement of Section 27 of the OHS Act, Saint Mary's University has developed an OHS Policy. The OHS Policy establishes the framework of responsibilities and accountabilities for the OHS Program cycle to begin. A copy of the current version of the OHS Policy is posted on the OHS Bulletin Board in the basement, McNally East, and the OHS website at:

<https://www.smu.ca/webfiles/6-2007SafetySigned.pdf>

This manual describes the elements of the University's OHS Program and identifies the roles of all parties in successfully implementing the OHS Program. The OHS Program includes elements necessary to effectively manage occupational health and safety in the University.

and to implement the OHS Program;  
integrate occupational health and safety in the University's business;  
allocate resources for health and safety programs and initiatives;  
ensure that program review or audit results of the OHS Program are reviewed and appropriate action is taken; and  
ensure that responsibility/authority for workplace health and safety is delegated to trained and competent personnel.

Senior Directors, Deans, Directors, Managers, Chairs and Supervisors are responsible to:

- ensure compliance with the Occupational Health and Safety Act and regulations within the portion of the workplace under their supervision;
- ensure that all the operations under their supervision adhere to the OHS Policy;
- ensure that all the operations under their supervision adhere to the requirements of the OHS Program;
- integrate preventive health and safety practices into all activities;
- ensure that information and training are provided to employees to protect their health and safety;
- communicate information concerning workplace hazards and the necessary control procedures to be practiced to employees;
- hold employees accountable for following Safe Work Practices;
- supervise employees and review work processes to ensure that employees work in the manner required;
- take action immediately upon any report or suspicion of unsafe or hazardous conditions or situations;
- undertake workplace inspections and conduct investigations of incidents, unsafe work refusals, concerns and complaints related to observed or suspected health and safety hazards, encouraging full participation in such inspections and investigations by representatives of the JOHS Committee;
- co-operate with employees and the JOHS Committee to promote a healthy and safe workplace;







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## Chapter 1

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liaise with unions, external agencies, and the Department of Labour and Advanced Education on health and safety issues.

Saint Mary's University recognizes and values the knowledge and skills of employees with regard to performing their jobs safely and will promote a workplace culture where employees are supported and encouraged to contribute to improving occupational health and safety performance and in the development, implementation and continual improvement of the OHS Program. The University commits to working in partnership with employees and their representatives, through the internal responsibility system, to develop and implement measures in order to eliminate and minimize risk of occupational injury and illness in the workplace.

The University will facilitate full participation through:

- the consultative process by which the OHS Program is developed and improved;
- employee participation in the process of hazard identification, risk assessment and risk control;
- employee participation in the development of Safe Work Practices; and
- the training and orientation designed to further employee competence.

The development of this manual is not the end of the development of Occupational Health and Safety, but the beginning of the development of an occupational health and safety system. The University intends to develop and implement the remaining components of the CSA OHS Management Standard.

By its very nature, the OHS Program is a continual improvement process following an ongoing Management Cycle. Some chapters of this manual have been fully developed and will only require periodic review and revision based on the changing needs of the University. Other chapters will require experience with the OHS Program and further work to develop tools and implement elements of the system. As changes occur, updates to this manual will be circulated.