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Cooperation - It is the goal of all to protect safety, health and life. This is not a bargaining process.

Information Flow - There are no secrets under the OHS Act (except medical records and legitimate trade secrets).

Pro-active Approach - The OHS Act is not based on a philosophy of waiting for incidents or accidents to happen or occupational disease to materialize. We must take action to prevent and reduce risk and exposure. People in the workplace are the first to recognize the pre-conditions of a potential injury or disease.

Accountability - Everyone in the workplace is accountable for occupational health and safety.

The Internal Responsibility System is supplemented by the role of the Occupational Health and Safety Division of Nova Scotia Labour and



The right to participate in occupational health and safety is done via the JOHS Committee. All employees are represented by the JOHS Committee and must have regular access to committee members. Employees also have the right to report unsafe conditions, and voice concerns or opinions on any issue that affects their health and safety or the health and safety of anyone at the workplace.

The right to refuse unsafe or unhealthy work. More information on the right to refuse can be found in Chapter 8 of the OHS Program.

On November 7, 2003, amendments to the Criminal Code of Canada established a new legal duty for all persons directing work to take reasonable steps to ensure the safety of employees and the public. The new duty reads:

The inspection may also include interviews or the review of files and records to determine that the OHS Program is meeting the requirements of the law. All University employees must co-operate with the Officer during the investigation. Representatives of the University, including a management representative and an employee member of the JOHS Committee (or other employee representative if no JOHS Committee employee representative is available) are entitled to accompany the Officer on the inspection.

Following each inspection, the Officer will prepare a written report, which they will sign and leave at the workplace. They will ask for a University representative (usually the manager or supervisor of the area which has been inspected) to sign the report to acknowledge its receipt.

Copies of this report must immediately be posted on OHS bulletin boards and one copy sent to the Occupational Health and Safety Section, Human Resources.

Occupational Health and Safety Officers will investigate any complaint, refusal to do unsafe work, or serious or fatal incident. These investigations may include examining the workplace and equipment and interviewing people with relevant information.

All University employees must co-operate with the Officer during the investigation, as investigations under the OHS Act are regarded as serious occurrences and may indicate a failure in the implementation of the occupational health and safety management program or a need to improve the program. Because of this, the Occupational Health and Safety Section, Human Resources must be notified as quickly as possible that an investigation has begun.

At the end of the investigation, the Officer will prepare a written report which will be signed and a copy given to the University.

The person receiving the report must immediately provide a copy of the order to the OHS Office. The OHS Office will post a 0 612 792eWñBT/F5 11.04 Tf1 0 0 1 243.29 342.89 Tm0 g0 G{ })TJ9



result in prosecution.

Note that most standards have some sections which are not mandatory and that the regulation may refer only to some section of the standard. Consult the reference guide to the regulation when in doubt.

These standards are not available on line, they have to be purchased. If a copy of a required standard is not available locally, contact the Occupational Health and Safety Section, Human Resources.

The NS Occupational Safety General Regulations define manufacturer's specifications as "written instructions of a manufacturer of a machine, material, tool or equipment that outline how the machine, material, tool or equipment is to be erected, installed, assemble, started, operated, used, handled, stored, stopped, adjusted, carried, maintained, repaired, inspected, serviced, tested, cleaned or dismantled, and an instruction, operating or maintenance manual and drawings respecting a machine, tool or equipment". Any mandatory actions required by specifications (must, shall) are enforceable under the Regulations. For each new piece of equipment, machinery, tools, or personal protective equipment purchased or rented, the owner's manual/manufacturers specifications must be reviewed and any mandatory requirements implemented. Additionally, employees must be trained in any safety requirements in the owner's manuals/manufacturers specifications.

In Nova Scotia, the Workers' Compensation Board (WCB) does not have regulations respecting workplace health or safety, although it does have some prevention services which may offer useful training or resource materials.

If an employee is injured or killed on the job or develops an occupational illness or disease, and is covered by WCB, the "no-fault" system of insurance administered by the WCB will deal with claims from the employee or his/her survivors. For further information, contact the Occupational Health and Safety Section, Human Resources.

The following tables identify how legislated provisions of the Nova Scotia Occupational Health and Safety Act are implemented by the University's Occupational Health and Safety Program and where in the system manual these matters are covered.

Section 27 of the Act requires that an Occupational Health and Safety Policy be developed by an employer with five or more employees.

	Where	
	five or more employees are regularly employed by an employer other than a constructor or contractor: the employer shall prepare a written occupational health and safety policy, in consultation with the committee or	



	co-operate with any person performing a duty imposed or exercising a power conferred by this Act or the regulations	
	provide such additional training of committee members as may be prescribed by the regulations;	
	comply with this Act and the regulations and ensure that employees at the workplace comply with this Act and the regulations; and where an occupational health and safety policy or occupational health and safety program is required pursuant	



	Every owner shall	
	take every precaution that is reasonable in the circumstances to provide and maintain the owner's land or premises being or to be used as a workplace	
	in a manner that ensures the health and safety of persons at or near the workplace, and	
	in compliance with this Act and the regulations; and	
	give to the employer at the workplace the information that is	
	known to the owner or that the owner could reasonably be expected to know, and	



	an appeal is initiated or disposed of pursuant to Section 67 or 69,	
	the employer shall, subject to subsections (2) and (3), immediately	
	post the order, compliance notice, notice of appeal or decision; and	
	deliver a copy of the order, compliance notice, notice of appeal or decision to the committee or representative, if any.	

