



**Saint Mary's
University**

Occupational Health and Safety Office
McNally South 130
923 Robie Street
Halifax, NS B3H 3C3

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.

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Occupational Health and Safety Program

Saint Mary's University has established and maintains a written Occupational Health and Safety Program. Saint Mary's University is committed to providing and maintaining a safe and healthy work environment for all the University Community; to fostering an awareness of the importance of safety on our Campus; and to provide the education necessary to perform activities or duties safely. A copy of the OHS Program can be found on the OHS website at <https://smu.ca/about/ohs-programs.html>, and also in the Patrick Power Library, the Staff/Faculty Lounge, (MS 001) and the OHS Office (MS 116).

The Internal Responsibility System (IRS):

Everyone is responsible for health and safety. All members of the Saint Mary's Community 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 should 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 should 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 the Right to Refuse Unsafe Work.

Reporting Hazards, Concerns and Incidents:

Saint Mary's University has developed a procedure for employee reporting and management response to employee health and safety concerns which conforms to the three-step process required by the OHS Act. Employees shall exercise their right to identify occupational health and safety concerns without fear of reprisal or discriminatory action. The 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.

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

- Facilities Management 902-420-5572
- OHS Office McNally South 130 902-420-5572
- Security (after regular business hours) 902-420-5577

A Health and Safety Concern Report form has been developed to assist in documenting the concern and ensuring that the proper steps are followed in identifying and resolving the concern. 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:

<https://smu.ca/about/ohs-reporting-incidents-and-injuries.html> The Incident/Injury Report form should be completed, reviewed by the appropriate persons, and forwarded to the OHS Office, McNally South Room 130.

Step 1 - Report to their manager or Chair

Any employee who believes that a health or safety risk exists in the workplace must report the problem to their manager or Chair. Depending on the situation and location of the hazard or concern, the report may also be made directly to the person in charge of the area or work being undertaken.

The employee may report verbally or may complete the Health and Safety Concern Report Form.

The manager or Chair to whom the matter is reported is responsible to investigate the issue or to have it investigated, initiate a process to take any necessary corrective action, and notify the employee of the outcome of the investigation and any action taken or planned. A response to the employee shall be

made within 10 working days. If the matter has not been completely resolved, the response may be an explanation of progress made, further action planned and expected completion date(s).

If the employee is satisfied that the matter has been adequately resolved, the issue is closed. The manager or Chair must document the resolution of the concern.

Step 2 - Formal referral to the JOHS Committee

When a hazard or concern has not been remedied to the employee's satisfaction, the employee must forward the issue to the JOHSC. The employee can contact any member of the JOHSC. The JOHSC Co-Chairs shall determine whether the matter is urgent, and if so, initiate an immediate investigation. If not, the matter will be taken to the next meeting of the Committee for determination of a course of action to investigate and resolve the issue.

Within 10 working days, the JOHSC shall respond to the employee who reported the issue and to the manager or Chair who initially investigated. If the matter has not been completely investigated, the response may be an explanation of progress which has been made, further action planned and expected completion date(s).

Following the investigation of the matter, the JOHSC shall document their conclusions. The investigator(s) shall discuss the conclusions reached with the employee who reported the issue and the manager or Chair who initially investigated. Both will be given copies of the report.

Step 3 - Formal referral to the OHS Division, Department of Labour and Advanced Education

If the issue is still not resolved or remedied to the employee's satisfaction, or if the JOHSC is unable to reach a decision, the employee shall report the matter to the Occupational Health and Safety Division of the Department of Labour and Advanced Education, PO Box 697, 5151 Terminal Road, Halifax, Nova Scotia, B3J 2T8 (1-902-952-2687). An Officer will then investigate the matter, render a decision as required by the OHS Act, and confirm his/her findings in writing to the employee and the University.

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, the Administrative Units Safety sub-committee and the 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 2024-2025**

MEMBERS/ALTERNATES	DEPARTMENT	PHONE
Adam Sarty, Member, Co-Chair Suzanne van den Hoogen, Alternate	Graduate Studies Library	902-496-8169 902-420-5532
Dennis Gillis, Member Patrick Farmer, Alternate	Facilities Management Facilities Management	902-420-5570 902-420-5571
Mark Moffett, Member Vacant, Alternate	People and Culture	902-420-5446
Arla Day, Co-Chair Luke MacDonald, Alternate	Psychology (SMUFU) EngineeringSMUFU)	902-420-5152 902-420-5694
Shellie Petrossie, Member Vacant, Alternate	Facilities Management (NSGEU)	902-420-5573
Howard Donahoe, Member Jason Butler, Alternate	Geology, (CUPIE 3912) Facilities Management (CUPIE 4491)	902-420-5725 902-491-6898
Valerie Wadman, Advisory Member	Human Resources	902-420-5658

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 <https://smu.ca/about/joint-occupational-ohs-committee.htm>.

COVID-19 Response

Masks are no longer mandatory at Saint Mary's University, except when visiting the Student Health Centre. Though they are no longer required, mask use is recommended and encouraged in common indoor areas to keep our community healthy. Please continue to follow through on good health hygiene practices and stay at home if you are unwell.

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 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 support and cooperate with employees in pursuing occupational health and safety.

Chairpersons of Departments, Senior Directors of Divisions, and Administrative Department Heads are responsible for health and safety within their respective areas. They also have responsibility for implementing this policy and for ensuring that their areas are 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, workplace violence or threatening behaviour, injuries, illness, and near misses related to the workplace. Everyone is encouraged to offer suggestions or ideas to improve health and safety.

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

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

The HR Officer (OHS & Wellness) liaises with all university departments, 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.

Smoke-Free Campus and Tobacco Use Policy:

At Saint Mary's University, 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, with the exception of tobacco products used for Indigenous ceremonial purposes.

Anyone using or consuming tobacco products is expected to leave University property to do so. Those using tobacco products in areas surrounding the University are expected to respect 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

Drug and Alcohol Policy:

Saint Mary's University is committed to providing and maintaining a safe and healthy Campus for faculty, staff, students and visitors. The use of illicit drugs and other mood altering substances, as well as the inappropriate use of alcohol and medications, can adversely affect job performance, productivity, the work environment, and the well-being of the members of the Saint Mary's Community. To protect against the risks related to the use of alcohol, cannabis, and or other drugs, all employees are expected to report for and remain fit for duty throughout their workday.

Violence in the Workplace: Prevention and Response: Policy and Plan

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. For more information, see: <https://smu.ca/about/ohs-resources.html>.

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

Lone Worker/Student: Anyone who is working alone on campus, or after normal working hours, should advise Security. University Security Officers will then 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: <https://smu.ca/about/ohs-scent-awareness.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. Names are listed on the OHS Bulletin Board in the McNally Main basement and on the OHS website at: <https://smu.ca/about/ohs-resources.html>. Automated External Defibrillators (AEDs) are located at various sites throughout the University. The Student Health Center has been designated as the First Aid room on Campus. It is located on the fourth floor of the Student Centre.

In the Event of a Medical or other Emergency:

- Call either 911 and 902-420-5000 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 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 you or 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 902-420-5000 to alert them of an emergency.
- Download the SMUSafe App [Alert Information | Saint Mary's University \(smu.ca\)](#) for emergency contact information and information related to emergencies on Campus.

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.

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**:

Lock doors

Turn off the lights

Turn off radios and televisions

Turn phones to silent

Stay quiet and out of sight

For more information on Emergency Preparedness, see:

<http://www.smu.ca/webfiles/SMUEmergencyGuideMay2016V7.pdf>

Emergency Contact

The collection of emergency contact information is part of the emergency planning process developed by Saint Mary's University Emergency Management Group. Please log into Self-Service Banner, go to the Personal Information section and review/update your emergency contact information. Emergency contact information will be kept confidential and only accessed by Human Resources in the event of an emergency.

SMU Emergency Response Guide

Saint Mary's University Emergency Response Guide



SAINT MARY'S
UNIVERSITY SINCE 1802

One University. One World. Yours.



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 wardens,
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 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 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: https://nslegislature.ca/sites/default/files/legc/statutes/occuph_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: <https://novascotia.ca/lae/healthandsafety/pubs.asp>

More Information

For more information about safety, contact the HR Officer (OHS & Wellness) at 902-420-5658 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 <http://www.smu.ca/about/occupational-health-and-safety.html>.

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:

CCOHS (Canadian Centre for OHS)
Department of Labour, Skills and
Immigration
University Security

<http://www.ccohs.ca/>
<https://beta.novascotia.ca/government/labour-skills-and-immigration>
<https://smu.ca/campus-life/university-security.html>

University OHS

<https://smu.ca/about/occupational-health-and-safety.html>