

VICTORIA UNIVERSITY HEALTH AND SAFETY SYSTEM

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Review/Revise Date:

HEALTH AND SAFETY ADMINISTRATIVE TEAM MANAGERS RESPONSIBILITIES AND ACCOUNTABILITIES

PURPOSE

The purpose of this section is to outline the responsibilities and accountabilities of senior administrative team managers and to ensure that they understand that they are responsible for their employees' health and safety. By including health and safety in performance evaluation systems, Victoria University will demonstrate the importance of health and safety relative to other business functions. Each health and safety responsibility will be measured; including both legislative and internal responsibilities.

SCOPE

These responsibilities reflect the requirements of the Occupational Health and Safety Act (section 27 and 28) and of the University for management personnel.

STANDARDS/PROCEDURES

Performance appraisal/evaluation

- Health and Safety Accountability Report for Managers will be filled out annually acknowledging the health and safety requirements of Managers.

ROLES AND RESPONSIBILITIES

Senior Administration Management Team Responsibilities:

The Management Team is responsible for the effective implementation of the Health and Safety Policy through establishing and implementing health and safety programs and effective controls of hazards in the workplace and ensuring the health and safety of all employees, visitors and students. Meetings, training, personal employee contacts and posted signs, shall be used to regularly communicate with employees the Health and Safety Policy, related programs, hazards and controls and other information as determined by Victoria University.

Senior Administrative Team shall conduct management reviews and continuous improvement plans as per the Management Review and Continuous Improvement Program. Reviews will include but not limited to reviewing the health and safety annual audit, accident summaries, Joint Health and Safety Committee Meeting Minutes, corrective actions, hazard assessments and health and safety objectives/targets and programs.

Senior Administrative Managers are responsible for and can demonstrate their involvement by:

- Ensuring the effective implementation of health and safety policies and procedures at the facility level. Ensuring that the written health and safety policy statement is reviewed for applicability, dated, signed and posted in a conspicuous location annually and communicated to all employees by managers annually.
- Ensuring the continual improvement of the health and safety program (objectives, targets and programs).
- Using staff meetings, supervisor meetings and employee contacts to emphasize accident prevention, hazard awareness, policies and procedures, etc.
- Ensuring that they appoint competent supervisors and ensuring the health and safety of all employees reporting to them.
- Practicing and promoting safe work habits by ensuring that health and safety policies and procedures are being adhered too, that employees are aware of their health and safety responsibilities and that hazards are effectively controlled.
- Ensuring that protective devices, clothing and PPE are being used/worn as per requirements.
- Practicing and promoting approved methods in infection control and employee safety.
- Ensuring employees conduct and attend safety training.
- Identifying unsafe acts and conditions and implementing corrective actions to control identified hazards.
- Regularly inspect the workplace for hazards and unsafe conditions and take appropriate actions where required.
- Taking every precaution reasonable for the protection of workers, visitors, and students.

Reviewing accident reports and JHSC minutes of meetings

- Reviewing Accident Frequency Rate information that is published in the Safety Key
- Responding to JHSC written recommendations within 21 days
- Business Indicators
- Correcting substandard acts or conditions
- Commending employee and supervisor health and safety performance
- Performing employee safety observations.
- Ensuring accurate and timely filing of all forms and required reports, and

keeping abreast of accident trends by:

- Reviewing accident records on a periodic basis to determine trends
- Reviewing investigations of accidents
- Discussing accident problems with department heads, supervisors, safety personal and outside consultants as required
- Reviewing hazard reports.

Please see the Occupational Health and Safety Act for detailed requirements under section 27 and 28 for a full list of responsibilities for supervisors and workers.

COMMUNICATION

Health & Safety responsibilities will be communicated to all management, Supervisors and workers/supplied labour during the health and safety management training program (completed within 2 weeks of hire).

Each management person is responsible for communicating any revisions of policy or procedure to their staff at the beginning of each staff meeting.

Managers should discuss health and safety at staff meetings whenever possible including asking employees if they have any health and safety concerns, records of what was discussed or health and safety issues brought forward by employees should be kept for a period of two years.

TRAINING

All management personnel require training in their legislative and internal health and safety responsibilities. The training will meet the schedule outlined in the Training Matrix.

Each manager must sign the training record at the completion of the health and safety training session.

Legislated mandated supervisor training as per OReg 297/13 Occupation Health and Safety Awareness and Training section 2(1) will be completed within 7 days of performing work as a supervisor.

Training records will be kept electronically through Dayforce or other electronic means. Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

EVALUATION

A review of the management responsibilities will be done on an annual basis.

FORMS

Health and Safety Accountability for Managers

RELATED PROCEDURES

Management Review and Continuous Improvement Program.

All other health and safety procedures related to this procedure.

REFERENCE MATERIALS

Ontario legislation – OHSa section 25, 26, 27 and 28.
<https://www.ontario.ca/laws/statute/90o01>