

Health & Safety Policy

Category: Operations

Approval: Board of Governors

Responsibility: President and Vice-Chancellor

Date: February 4, 1993; revised June 16, 2005; December 2, 2011; May 25, 2013; June 23, 2015; June 16, 2017; October 5, 2018; March 6, 2023; June 19, 2026

Definitions:

Contractor: A person who is in business for themselves. Someone who contracts to do a specific piece of work and provides their equipment, and executes the work under their terms, without being subject to orders of work.

Employee: Has the same meaning given to term “worker” under the Occupational Health and Safety Act, where the employer is Trent University. An employee is a person who:

- performs work or supplies services for monetary compensation (including student employees), or
- performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution (i.e. unpaid student placement).

Health and Safety Program: an organized, written action plan to identify and control hazards, define safety responsibilities, and respond to emergencies that result in the prevention of accidents and occupational diseases. The objective of a program is to integrate safety and health into all work practices and conditions.

Supervisor: A person who has charge of a workplace or authority over an employee.

Student: A person enrolled in one or more courses at Trent University.

Volunteer: A person who performs work or supplies services for no monetary compensation and who is not performing work under a work experience program or a program approved by a post-secondary institution, and who is not an employee as defined by the Employment Standards Act.

Visitor: A person who is on University property but is not a student, volunteer or employee.

Purpose/Reason for Policy:

The purpose of this Policy is to:

- Provide a framework for identifying and managing hazards in university operations;
- Clarify the health and safety responsibilities of each member of the University community;
- Either prevent or reduce the frequency and severity of work-related injuries and occupational illness, and

- Comply with the Occupational Health and Safety Act and regulations made under the Act.

Scope of this Policy:

This policy applies to all members of the Trent University (the University) community: members of the Board of Governors, employees, students, volunteers, visitors, and independent contractors.

Policy Statement:

The University will take all appropriate measures to protect the health and safety of employees, students, visitors, and contractors, to promote health and safety awareness, and to meet or exceed the standards and legislative requirements of the Ontario Occupational Health and Safety Act, related statutes and regulations.

Responsibilities:

Responsibility for workplace health and safety is established in the Occupational Health and Safety Act (the Act) and is outlined in detail in Trent's [Health and Safety Roles and Responsibilities procedure](#). The University will take every precaution reasonable in the circumstances to protect the health and safety of its employees, students, and visitors.

The Board of Governors, President and all levels of management will ensure that the requirements of the Act and its regulations, other applicable legislation are implemented through the establishment of health and safety programs, standards, and procedures. Management will facilitate the participation of employees in health and safety matters, including the development of this policy through consultation and cooperation with the Joint Health and Safety Committee.

Managers and supervisors, whether in academic or administrative roles, are responsible and accountable for ensuring that safe and healthy work conditions and environments are maintained, employees receive adequate and appropriate training, and that safe work practices are followed in their areas of responsibility. They will advise employees of hazards related to their work and ensure that they work in a safe manner and with the protective devices, measures, and procedures required by the Act, applicable regulations, and University-specific requirements.

Employees and students on unpaid placements shall undertake assigned health and safety training and shall work safely by complying with the requirements of the Act and University health and safety programs, standards, and guidelines. Employees will support initiatives for improving workplace health and safety conditions and report hazards or unsafe conditions to their supervisor. Individuals who fail to meet these obligations may, depending on the circumstances, and subject to any relevant collective agreements, face appropriate disciplinary action up to and including termination or discharge from the university.

Contractors, subcontractors, and their employees undertaking work for the University must comply with the terms of their contracts, all applicable laws and University policies and procedures with respect to health and safety, and the protection of the environment. Contractors and visitors who fail to meet their obligations may, depending on the circumstances, be removed from the University community areas or space.

Multi-Workplace Joint Health and Safety Committee:

The University will endeavor to maintain a single, Multi-Workplace Joint Health and Safety Committee and recognizes that a Multi-Workplace Committee is only permitted where an Order has been issued by the Minister of Labour.

The University will promote and assist members of the Multi-Workplace Joint Health and Safety Committee in the carrying out of their duties as described and required by the Committee's approved Terms of Reference.

Contact Officer:

Manager, Health, Safety & Accessibility

Date for Next Review:

May 2027

Related Policies, Procedures & Guidelines:

- Access Control Policy
- Weapons Policy
- Activity Risk Management Policy
- Smoke Free Policy
- Vehicle Policy
- Snow Removal Policy
- Return to Work (WSIB)
- Employee Identification Cards
- Workplace Violence and Harassment Policy and Procedure
- Health and Safety Roles and Responsibilities Procedure

Related Legislation, Collective Agreements:

(Note: This is a representative list of key statutes. It is not intended to be comprehensive.)

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Environmental Protection Act, R.S.O. 1990, c. E.19
- Protection and Prevention Act, S.O. 1997, c.4 Fire
- Hazardous Products Act, R.S.C., 1985, c. H-3
- Health Protection and Promotion Act, R.S.O. 1990, c. H.7
- Fire Protection and Prevention Act, S.O. 1997, c. 4
- Nuclear Safety and Control Act, S.C. 1997, c.9
- Human Pathogens and Toxins Act, S.C. 2009, c. 24
- Transportation of Dangerous Goods Act, 1992, S.C 1992, c. 34
- Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16
- Collective Agreement between Trent University and Ontario Public Service Employees Union Local 365,
- Collective Agreement between the Board of Governors on Behalf of Trent University and the Trent University Faculty Association,
- Collective Agreement between Trent University and Canadian Union of Public Employees Local 3908 (Unit 1)

- Collective Agreement between Trent University and Canadian Union of Public Employees Local3908 (Unit 2)

Policies Superseded by This Policy:

- a) N/A