



University Students' Council of the University of Western Ontario

HEALTH & SAFETY MANAGEMENT POLICY

EFFECTIVE: 15th November 2011

SUPERSEDES: None

AUTHORITY: General Manager

RATIFIED BY: Executive Council
15th NOVEMBER 2011

RELATED DOCUMENTS:

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PURPOSE:

The purpose of this document is to outline the USC management's health & safety responsibilities.

1.00 SCOPE

1.01 This policy applies to all USC managers.

2.00 EXPECTATIONS AND RESPONSIBILITIES

2.01 The following components of management responsibility will be reviewed annually through the Continuous Improvement Plan:

(1) Review Health and Safety Trends

- i. Schedule for review annually
- ii. Responsibility assigned to the senior management team
- iii. Review requirements:
 - a. Workplace inspections
 - b. Incident investigations
 - c. Hazard reports
 - d. Health and safety recommendations from the joint health and safety committee or the worker health and safety representative.
- iv. Improvement opportunities are included as goals in the health and safety program's Continuous Improvement Plan.

(2) Actively supports the activities of the Joint Health and Safety Committee / Health and Safety Representative



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- i. Provide time and resources
- ii. Appoints Management Representative(s)
- iii. Provides training
- iv. Responds to formal recommendations
 - a. In writing
 - b. Within time limits
 - c. Action to be taken
- v. Communicate results of testing, audits etc.

(3) Establish a program to regularly communicate health and safety information

- i. The program defines:
 - a. Responsibility
 - b. Methods (staff meetings, training, newsletters, bulletin boards, memos, safety talks, etc.)
 - c. Frequency
 - d. Recording system
- ii. All employees participate including senior management

(4) Review the Health and Safety Program

- i. Annually Review the Health and Safety Program documentation to ensure:
 - a. Documents are dated
 - b. Current to the needs of the workplace and legislative standards
 - c. Reviews and/or revisions are recorded
 - d. Revised documents are distributed and communicated



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- (5) Encourage off-the-job health and safety activities for all workers
 - i. Program could address:
 - a. Employee Assistance Program
 - b. Wellness initiatives
 - c. Vehicle safety
 - d. Personal health and safety
 - e. Health and safety at home
 - f. Recreational health and safety
 - ii. Methods may include:
 - a. Poster program
 - b. Newsletters & booklets
 - c. Safety talks
 - d. Payroll inserts
 - e. Electronic messages

- (6) Workplace inspections performed by executive management
 - i. Through one of the following or an equivalent method:
 - a. Personal Tour of the workplace
 - b. Inspect with Management
 - c. Inspect with the JHSC / Health and Safety Representative
 - ii. The General Manager will participate once per year using one of the above methods, in addition to
 - a. signing off on her inspection; and,



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- b. attending the corresponding JHSC monthly meeting to document the inspection.

3.00 COMMUNICATION

- 3.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

4.00 EVALUATION

- 4.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.