



University Students' Council Of Western University

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## Health and Safety Management Policy

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> February 03, 2022
	<b>Previous Amendments:</b> November 15, 2011
	<b>Next Review Date:</b> February 2023

### **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
  - 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
  - (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 Chief Operating Officer will participate once per year using one of the above methods, in addition to
      - a. signing off on her inspection; and,
      - b. attending the corresponding JHSC monthly meeting to document the inspection.
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### **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.

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