	Approved by: ACC
	Authorizer: Director, Safety and Security
	Effective Date: May 12, 2010
Procedure Title: STATEMENT OF RESPONSIBILITIES – OCCUPATIONAL SAFETY	

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to state the health and safety responsibilities of each individual at Conestoga College Institute of Technology and Advanced Learning (Conestoga). The intent of this document is to promote health and safety and prevent occupational injuries and illnesses. This is in compliance with the Occupational Health and Safety Act which places the onus on all workplace parties to have responsibilities and legal duties to take all reasonable care to ensure the health and safety of its employees, contractors, students and visitors. These responsibilities provide the basis of the (IRS) Internal Responsibility System for an effective Occupational Health and Safety Management System that enables Conestoga to be proactive on health and safety matters. Its success depends on the cooperation, consultation, and common interest of all workplace parties in providing a safe and healthy workplace and learning environment.


2.0 SCOPE

This procedure applies to all Conestoga workers who meet the definition under the OHS Act and have responsibilities to ensure compliance under the Act.

- Directors and Officers
- Managers and Supervisors
- The Faculty, Support Staff and students
- Occupational Safety Office

3.0 DEFINITIONS

- a) **Competent Person** – means a person who;
- a. is qualified because of knowledge, training and experience to organize the work and its performance
 - b. is familiar with the Occupational Health and Safety Act and the Regulations that apply to the work, and
 - c. has knowledge of any potential or actual danger to health or safety in the workplace
- b) **Employer**
Conestoga College Institute of Technology and Advanced Learning.
- c) **Director/Officer**
The President, Vice-Presidents, Directors, Deans, and other Senior Management employees of Conestoga.
- d) **Supervisor**
Each worker of Conestoga who has charge of a place of work or learning or authority over a worker or student.
- e) **Worker**
Each employee of Conestoga who performs work or supplies services for monetary compensation.
- f) **Student**
A person who participates in unpaid academic learning activities at Conestoga.

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4.0 **LEGISLATION**

Relevant legislation and Standards include but are not limited to:

OHSA – Occupational Health and Safety Act

Duties – s. 32, s.25, s.26, s.27, s.28

Penalties – s.66

Canadian Criminal Code

s. 217.1, s.219 (1), s.220, s.221

5.0 **RESPONSIBILITIES**

5.1 **DIRECTORS AND OFFICERS**

The Directors and Officers of Conestoga include the members of the Board of Governors, the President and Vice-Presidents, Directors, Deans and Senior Management.


Section 32 of the OHSA states the following;

“Every Director and every Officer of a corporation shall take all reasonable care to ensure that the corporation complies with;

- This Act and the regulations;
- Orders and requirements of Inspectors and Directors (Ministry of Labour); and
- Orders of the Minister (Ministry of Labour)”

In addition to the legal responsibilities imposed by the OHSA and the CCC, Conestoga imposes the following additional responsibilities:

- a) Take all reasonable care to ensure that Conestoga complies with the duties imposed on an ‘employer’ under the OHSA;
- b) Provide a healthy and safe work and learning environment in areas and operations under their control and ensure compliance with pertinent legislative requirements;
- c) Consider health & safety in day-to-day decision making, as well as in planning future purchases, installations and activities;
- d) Ensure a written health and safety program is in place for each high-risk area under their control. This shall:
 - Identify the potential hazards particular to each area;
 - Specify the precautions to be taken to protect the health & safety of employees and students;
 - Specify the level of orientation and ongoing training necessary to ensure all workers and students know how to perform work/learning activities safely;
 - Include written instructions/procedures where necessary to ensure workers and students can operate hazardous equipment/machinery or perform hazardous operations safely;
- e) Respond in writing, within twenty-one days to written recommendations received from a Joint Occupational Health and Safety Committee. Such response shall contain a timetable for implementing the recommendations the employer agrees with and give reasons for disagreement with any recommendations not accepted;
- f) Undertake all responsibilities of a Supervisor in situations where the Director or Officer has charge of a place of work or learning or authority over a worker or student;
- g) As the Employer, appoint “competent” supervisors as defined by the Act.

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5.2 SUPERVISOR/MANAGER

Every person in a supervisory position is responsible to the line of authority for;

- a) Ensuring that health and safety of those persons reporting to the supervisor are protected and promoted;
- b) Maintaining a healthy and safe work and learning environment in areas and operations under his/her control and ensure compliance with pertinent legislative requirements;
- c) Ensuring the written health and safety program for any high-risk areas under his/her control are followed;
- d) Responding in writing, within twenty-one days to written recommendations received from a Joint Occupational Health and Safety Committee. Such response shall contain a timetable for implementing the recommendations the employer agrees with and give reasons for disagreement with any recommendations not accepted;
- e) Investigating all hazards of which he/she is aware and assessing all recommendations made for improving health and safety and participating in workplace inspections;
- f) Conducting or participating in incident investigations.
- g) Taking appropriate remedial actions in response to identified hazards and informing workers of the same;
- h) Taking appropriate disciplinary action in response to any incident involving non-compliance with established health and safety practices, procedures, rules or regulations;
- i) Ensuring that any contractors hired are aware of Conestoga's Health and Safety Program requirements and the necessity of meeting or exceeding them;
- j) Taking all reasonable care and precautions to protect the health and safety of workers and students.
- k) Training all workers and/or students in workplace specific hazards and conduct safety information sessions as necessary.

5.3 FACULTY/ INSTRUCTOR / TECHNOLOGIST


Due to the unique nature of a College workplace, faculty members have all of the duties and responsibilities of supervisors as detailed in the Occupational Health and Safety Act with respect to their contract staff and students.

In addition to obligations found under the OHSA and the CCC, Conestoga imposes the following additional responsibilities:

- a) Undertake all responsibilities of a Supervisor in situations where they have charge of a place for work or learning or authority over a worker or student;
- b) Advise each student of any hazard present in their instructional areas or when working on a student project and how to avoid these hazards, including the use of appropriate personal protective equipment;
- c) Ensure that safe practices and procedures are followed and posted rules and regulations are obeyed in instructional areas under their direction;
- d) Ensure that each student understands the implications of non-compliance with established safe practices and procedures, or posted rules and regulations.

5.4 WORKER

All employees of Conestoga are workers within the meaning of the OHSA. Student's who are paid to perform work, are also workers under the Act.

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All workers, as outlined above, while on Conestoga premises, are responsible for:

- a) Complying with the OSHA and regulations, and the policies and procedures developed under the Occupational Health and Safety Program of Conestoga.
- b) Considering health and safety in day-to-day activities and refraining from activity that may endanger their health and safety or that of any other person.
- c) Providing a health and safety committee member performing a scheduled workplace inspection with such information and assistance as the member may require.
- d) Promptly reporting to their supervisor any observed contravention of the OSHA or regulations or of the rules and procedures developed under the Occupational Health and Safety Program or any workplace hazard of which they are aware.
- e) Ensuring the appropriate documentation is obtained and training performed as per the procedures of Purchasing Services and Occupational Safety for any independent contractor who will be performing work within a Conestoga workplace where the worker of Conestoga is responsible for hiring or overseeing the contractor (see section 5.9).

5.5 OCCUPATIONAL SAFETY OFFICE

- a) Recommends measures to assist management in ensuring the College provides a safe work and learning environment and meets all pertinent legislative requirements;
- b) Coordinates Conestoga health and safety programs across all campuses and advise/act as a resource towards the creation and maintenance of a healthy and safe environment.

5.6 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES AND REPRESENTATIVES

- a) Responsibilities as stated in the Terms of Reference for Joint Occupational Health and Safety Committees and Representatives.

5.7 STUDENT

Students must:


- a) Follow established safe practices and procedures as outlined by Conestoga staff and question anything they do not fully understand;
- b) Obey posted rules and regulations
- c) Report to Conestoga staff the absence of or defect in any equipment or protective device of which the student is aware and which may endanger themselves or another person, or the existence of any other hazard of which they have knowledge;
- d) Consult with Conestoga staff in situations in which they are unsure of appropriate safety procedures and considerations.
- e) Not use equipment in which they have not been trained on, or are not familiar with.

5.8 VISITOR

A visitor must:

- a) Conduct themselves in a safe manner and obey all posted rules and regulations;
- b) Use proper personal protective equipment in all designated areas;
- c) Report any injuries/illnesses suffered during the visit to their Conestoga contact, Security Office (where available) or Campus Administration.

Conestoga reserves the right to ask persons to leave the premises or have them removed for failure to comply with the above responsibilities.

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5.9 SUPERVISORS OF INDEPENDENT CONTRACTORS

Any worker of Conestoga who is responsible for hiring or overseeing an independent contractor to perform work or provide a service within a Conestoga workplace shall ensure:

- a) The required documentation (e.g. WSIB Clearance Certificate, proof of liability insurance, relevant training documents, etc.) has been submitted to the Occupational Safety Office and Purchasing prior to the work commencing;
- b) The contractor has read and signed-off on the Contractor Safety and Environmental Requirements procedure (OSP-004);
- c) Relevant information relating to workplace hazards and environmental health and safety is communicated to the contractor;
- d) Contract requirements for complying with Conestoga's health and safety practices and procedures are monitored and enforced.

5.10 CONTRACTORS (including Constructor)

Any contractor performing work or providing a service on Conestoga premises shall ensure:

- a) They work in compliance with all applicable health, safety and environmental legislated requirements, industry standards and Conestoga procedures;
- b) They provide the required documentation (e.g. WSIB Clearance Certificate, Liability Insurance, training certificates, etc) and participate in any required training prior to the work commencing.

6.0 RELATED DOCUMENTS

- OSF-01 – Health and Safety Policy – Employees, Students, Contractors, Visitors
- OSP-004 – Contractor Safety and Environmental Requirements
- OSP -005 – Incident Response and Reporting
- OSP-017 – Terms of Reference for Joint Occupational Health and Safety Committees and Representatives
- Human Resources Disciplinary Procedure

7.0 REVISION HISTORY

Revision Date	Summary of Changes
May 6 2010	Policies and Procedures Committee - Approved
May 12 2010	Academic Coordinating Committee – Approved
May 12, 2010	Revised information and put into document format with document number.