

NIPISSING UNIVERSITY STUDENT UNION



Workplace Health and Safety Policy

Approved by the Board of Directors on: May 16th, 2022

I. PREAMBLE

This policy outlines the legal, moral and social responsibility that the Nipissing University Student Union (NUSU) has to identify and address health and safety concerns in the workplace.

II. HEALTH AND SAFETY REQUIRED TRAINING AND INFORMATION

In accordance with the guidelines set out by the Government of Ontario, NUSU has the legal responsibility to ensure all employees receive the following trainings:

1. Health and Safety Awareness Training (Worker or Supervisor);
2. AODA Training;
3. WHMIS Training (2015);
4. Workplace Violence and Harassment Prevention Training.

In addition to ensuring employees complete the required training courses, NUSU will also make efforts to offer additional workshops and webinars throughout the year on the aforementioned topics previously identified.

Information regarding Health and Safety protocols, the Act, Health and Safety representative, and policies can be found on the Health and Safety bulletin board that is located in the Copy Room (Room 214).

III. HEALTH AND SAFETY REPRESENTATIVE

In accordance with guidelines set out by the Government of Ontario, as a corporation with more than six employees but less than twenty, NUSU requires a Health and Safety Representative. This Health and Safety Representative must be elected by their fellow workers who do not exercise managerial functions. Once elected, NUSU will provide the Health and Safety Representative with a foundation occupation health and safety e-module training.

The key responsibilities of the Health and Safety Representative under the Occupational Health and Safety Act include:

1. Identifying actual and potential workplace hazards;
2. Inspecting the workplace regularly;

3. Being consulted about and being present at the beginning of health and safety-related testing in the workplace;
4. Making recommendations to the employer about health and safety in the workplace;
5. Participating in investigation of work refusals;
6. Inspecting the site of a critical injury or fatality at a workplace; and
7. Obtaining health and safety-related information from the employer.

The NUSU Executive Committee has a general duty under the *Occupational Health and Safety Act* to co-operate with the Health and Safety Representative to carry out their legislative functions. The NUSU Executive Committee is required to:

1. Provide any information that the Health and Safety Representative has the power to obtain from the employer;
2. Respond to Health and Safety Representative recommendations in writing;
3. Give the Health and Safety Representative copies of all written orders and reports issued by the Ministry of Labour, Training and Skill Development inspector;
4. Report any workplace deaths, injuries and illnesses to the Health and Safety Representative; and
5. Pay the Health and Safety Representative while they are performing their HSR duties.

IV. OCCUPATIONAL HEALTH AND SAFETY STATEMENT

The Executive Committee at the Nipissing University Student Union is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Nipissing University Student Union will make every effort possible to provide a safe, healthy work environment. All supervisors and employees must be dedicated to the continuing objective of reducing the risk of injury.

The Nipissing University Student Union, as the employer, is ultimately responsible for worker health and safety. The NUSU Executive Committee hereby commits to comply with their duties under the *Ontario Occupational Health and Safety Act*, such as taking



every reasonable precaution necessary for the protection of employees in the workplace.

Supervisors will be held accountable for the health and safety of employees under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.

Every employee must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by NUSU. Employees will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization.

Date: May 16th, 2022

Approved by:

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