

 <b>DALHOUSIE UNIVERSITY</b>  <b>Facilities Management Environmental Health &amp; Safety Policy</b>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> October 9, 2015
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>

**A. Background & Purpose:**

Facilities Management is committed to conducting all of its operations in a manner that will ensure; the health and safety of its employees and maintain high standards of environmental protection. This policy reflects this commitment, and incorporates Facilities Management’s obligations under university and/or provincial occupational health and safety policies and legislation.

**B. Application:**

This policy applies to all members of the Department of Facilities Management, contractors and consultants hired by Facilities Management, and to those individuals and organizations who Facilities Management invites to campus.

**C. Definitions:**

“AVP” means the Assistant Vice-President, Facilities Management;

“EHS” means environmental health and safety;

“FM” Facilities Management;

“University community” means Dalhousie faculty, staff, students and persons engaged to work on Dalhousie research and maintenance or construction projects.

**D. Policy statement:**

1. Facilities Management will not be satisfied until:

- a. FM’s workplace is safe from hazards;
- b. FM’s employees and others at the workplace are injury-free; and
- c. damage to equipment, property and facilities is prevented.

all while showing leadership in sustainability and an established record of compliance with this Policy.

2. FM will comply with all applicable legal and other regulatory requirements to support this Policy.
3. All employees of FM share the responsibility for EHS compliance and must take all reasonable care to ensure environmental protection and the safety of University community members and those who are invited onto University campuses.
4. It is the duty of all employees to ensure that any persons under their direction are made aware of and comply with this Policy and all other applicable EHS policies, procedures, protocols and guidelines.
5. Contractors and others whom FM invites on campus shall comply with all relevant legislation, as well as this Policy and all other applicable EHS policies, procedures, protocols and guidelines.
6. FM is committed to continual improvement of EHS management systems and will dedicate resources as necessary.
7. FM is committed to keeping all employees informed and equipped with the necessary processes, training and resources as required to support this Policy and all other applicable EHS policies, procedures, protocols and guidelines.
8. FM is committed to cooperation among Departmental members and the committees and programs established to further EHS initiatives under this Policy.
9. All EHS programs, policies, procedures, protocols and guidelines shall be consistent with this Policy.
10. Individuals who fail to comply with this Policy or any other applicable EHS policy, procedure, protocol or guideline, or who fail to comply with any reasonable direction provided by the AVP in support of the foregoing, may face appropriate disciplinary action, up to and including discharge.

**E. Administrative Structure:**

1. Authority: This Policy falls under the authority of the Assistant Vice-President Facilities Management.
2. FM EHS Committee: The FM EHS Committee is comprised of members representing the FM management group and an equal number of members appointed by employee groups. The FM EHS Committee supports FM's efforts in achieving the goals set out in this Policy and in creating and maintaining a safe and healthy workplace. It strives to promote an awareness of safety in the workplace, and to foster a positive and enthusiastic attitude towards the

practice of health and safety. Terms of reference for the EHS Committee shall be established by the AVP.

3. Safety Program Committees: Safety program committees may be established from time to time as part of the policy and regulatory framework required to manage specific safety programs or to address specific health and safety risks. Terms of reference for safety program committees shall be established by the AVP.
4. Policy communication: This Policy will be distributed by the FM EHS Committee and will be posted on all FM Safety Bulletin Boards and the FM website.
5. Policy Review: The AVP, in consultation with the FM EHS Committee, is responsible for reviewing and making recommendations for changes to this Policy as required.