

SECTION 2
FACULTY WORKPLACE SAFETY FRAMEWORK

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WORK SAFETY

Work safety is the responsibility of each of us. And whether you are an experienced teacher or a new student, the key person in this arrangement is you. Everybody has responsibilities that reflect the realities of their position. All of us are required to inform ourselves and to act on our knowledge.

INTERNAL RESPONSIBILITY

The University's safety policies are guided by Nova Scotia's provincial workplace safety act. Underlying all this is the Internal Responsibility System [IRS]:

- IRS is based on the principle that workers, supervisors and owners of a workplace share the responsibility for workplace health and safety.
- IRS assumes that the primary responsibility for creating and maintaining a safe and healthy workplace belongs to each of these parties, to the extent of each party's authority and ability to do so.
- IRS includes a framework for participation, transfer of information and refusal of unsafe work.

According to this principle, our responsibilities for ensuring a safe workplace are defined by the situation we find ourselves in and our authority in that situation. Generally speaking, the more senior of us are responsible for providing proper space, training, personnel, equipment, protocols, and information; those of us closer to the front lines are responsible for informing ourselves, for using available resources properly, and for bringing gaps in the system to the attention of our supervisors or others.

COMMUNICATION

One of our most basic responsibilities is to speak up. Employees or students may be reluctant at times to do this, but safety law requires that when you have a concern about workplace safety, you speak up. Speak first to the person in authority most closely connected to the activity (the Teaching Assistant, Technician, Instructor or Professor). Questions and concerns that are not adequately addressed at this level should then be brought to the attention of more senior authorities (Term Coordinator, Director, Dean).

REFUSING WORK

Provincial law gives you the right to refuse unsafe work without penalty. This protects you, your colleagues and your supervisors. Remember: if work feels unsafe, this means you don't have the confidence to do it properly, so it is unsafe.

REGULATIONS

A large body of best practices has grown up around Nova Scotia's Workplace Safety Act, in the form of provincial workplace regulations. Anyone teaching a course involving construction or model-building, any technician supervising a shop, and any teaching or shop assistant working under either of these, must familiarize themselves with applicable regulations. Most applicable are the General, First Aid, and Workplace Hazardous Materials Identification regulations, and those related to:

- Personal Protective Equipment (safety hats, shoes, glasses, etc.)
- Fall Protection regulations for work 3 m or more from the ground (i.e. proper use of staging, scaffolding, etc.)
- Chemical safety and disposal of hazardous wastes (eye wash, safety showers, spill kits, sharps, etc.)

2.1 SAFETY IS A SHARED RESPONSIBILITY

We will all find ourselves in unique situations and so an exhaustive list of our possible duties can't ever be drawn up. But the kind of responsibilities inherent in our positions can be illustrated.

FACULTY, STAFF AND STUDENTS SHARE RESPONSIBILITY FOR WORKPLACE SAFETY

- *Employers and workers share responsibility for workplace safety.*
- *Levels of responsibility for safety correspond to the level of authority and ability of each workplace group.*
- *Workers and supervisors need to talk and work with each other for the safety of the workplace. IRS means you can't say "I'm not responsible for safety."*

Junior Students: Learn and abide by the guidelines for each shop or worksite. Seek advice on choosing and using tools, and on the hazards and precautions associated with materials. Insist on instruction in the use of any tools or material required in your course. Keep your workspace tidy and organized and clean up when you are finished. Follow the directions of your supervisors and their deputies. If you notice that first aid or other studio supplies need replenishing, get them from the main office or the Safety Coordinator. If you notice other problems, inform your TA, Model Shop Technician, or Safety Coordinator.

Senior Students: In addition to the above, when observing the work of less skilled or less knowledgeable students, offer advice or guidance you feel would be useful, and intervene to avert hazards.

Teaching and Shop Assistants: Be clear with your supervisor concerning your own technical and leadership experience. Make sure you get any training or guidance you need to run a shop or to execute other duties. Provide guidance to the extent of your own skills and knowledge, but not beyond. Recognize that, as the supervisor's deputy, you must restrict work or close the shop or site if necessary.

SUPERVISORS' RESPONSIBILITIES FOR WORKPLACE SAFETY

- *If you are responsible for others, you may be liable in the event of an injury.*
- *Ensure the health and safety of persons at or near the workplace.*
- *Inform workers of hazards in the workplace.*
- *Ensure that students and employees have clear lines of supervision.*
- *Follow safety law, and make sure that workers do so as well!*
- *Check that workers have proper equipment and correct safety gear to work safely; and maintain equipment safely and appropriately.*
- *Check that your particular project is insured for all the activities you have planned.*

Shop/Worksite Supervisors: Keep equipment, tools, and safety equipment up to date and in good condition, monitoring and anticipating budget allocations. Develop and post shop rules and procedures in conformance with applicable regulatory standards; keep these up-to-date. Restrict work or close your shop or site when necessary. Office staff are the information hub of the school, and can help locate necessary resources.

Faculty and Sessional Instructors: Before the beginning of term, discuss anticipated course demands on technical facilities with the relevant Technician (Model Shop, Print Shop, Advanced Building Lab). Familiarize yourself with the limitations of the shop and shop rules and procedures. Limit your supervisory responsibilities to your own area/level expertise; delegate this responsibility to others if necessary. Ensure that course requirements (and implicit expectations) are within student capabilities and available resources. Work through teaching groups or other mechanisms to ensure that the

program as a whole embodies the instruction and training entailed by your curricular and extra-curricular activities.

INSTITUTIONAL RESPONSIBILITIES FOR WORKPLACE SAFETY

- *Put a safety policy and program in place. Make sure it includes safe work procedures, worker orientation and training programs, and hazard reporting and investigation process.*
- *Have a health and safety committee or safety representative. Make sure they have training to fulfill this role.*

Professional Practice Teaching Group: Teach those aspects of construction safety that are the professional responsibility of architects. This is required by provincial legislation.

Faculty Workplace Safety Committee: Recommend policies, procedures, and guidelines for workplace health and safety. Recommend to the Dean or the appropriate Director changes to facilities or procedures needed to ensure these. Promote the cooperation of all members of the Faculty in encouraging safe work practices, and to this end solicit external advice and prepare and disseminate educational materials/sessions as appropriate. **FWSC Membership:** Faculty Safety Coordinator (chair), Fire Warden, Shop Technicians, Student, and Technology or Prof. Practice Faculty Member.

Faculty Safety Coordinator: Promote awareness, within the Faculty, of relevant safety policies, protocols and procedures. Promote the cooperation of all members of the Faculty in encouraging safe work practices, and to this end prepare and disseminate educational materials/sessions as appropriate.

Director: Ensure that instructors at all levels have technical and leadership skills appropriate to their undertakings, and that the support they require is provided. Provide adequate budget for safety measures required by School activities, or restrict activities to the available budget. Monitor implementation of the safety framework, and remedy failings promptly.

Dean: Put a safety policy and program in place. Make sure it includes safe work procedures, worker orientation and training programs, and hazard reporting and investigation process. Provide adequate budget for safety measures required by School activities, or restrict activities to the available budget. Monitor implementation of safety framework, and remedy failings promptly.

CONTACTS

Faculty Safety Coordinator

Regan Southcott | (902) 494-3949 | regan.southcott@dal.ca

Faculty Fire Warden

Anita Regan | (902) 494-6185 | anita.regan@dal.ca

Director of Environmental Health and Safety

Jerry Aguinaga | (902) 494-1241 | jerry.aguinaga@dal.ca
Dalhousie University EHS Office
1391 Seymour St, Halifax, NS

2.2 PROCEDURES FOR FREE LABS AND DESIGN-BUILD ACTIVITIES

FACULTY RESPONSIBILITIES:

1. When planning an Off-Campus Activity such as a Free Lab or a Design-Build project, faculty must complete *Form 4D: Off-Campus Activity Information Sheet and Risk Assessment*. Faculty also collect *Form 4B: Student acknowledgment of Risk for Off-Campus Activity* from each student and give to the School Office. Faculty leading activities are responsible for knowing about and ensuring compliance with safety procedures, delegating responsibilities where appropriate, and ensuring that all participants have a contact person in the event of an emergency. To understand your legal responsibility for the safety of students and instructional staff under your supervision, please read *Section 3.4 Rules Relating to Design-Build Activities*.
2. If the project is on private property, please prepare a Letter of Undertaking with the Owner, and obtain approval from the University Legal Office, in coordination with the Dean's Office. For an example of such a letter, see *Form 4E: Sample Letter of Undertaking*.

STUDENTS MUST COMPLETE:

3. *Form 4B: Student acknowledgment of Risk for Off-Campus Activity*

2.3 PROCEDURES FOR TRAVELLING SAFELY

FACULTY RESPONSIBILITIES:

1. When planning a Field Trip (or a course with multiple field trips), collect *Form 4A: Student Travel Information* and *Form 4B: Student acknowledgment of Risk for Off-Campus Activity* from each student and give to the School Office. Provide any additional information regarding the trip(s).
2. If required, complete *Form 4C: Request for Certificate of Insurance*.

STUDENTS MUST COMPLETE:

3. *Form 4A: Student Travel Information* and *Form 4B: Student acknowledgment of Risk for Off-Campus Activity*. To understand your responsibilities in travelling as a student, please read the University's requirements below, under 'Travel by Vehicle'.

TRAVEL BY VEHICLE | Key points from Dalhousie's *Travel Policy and Procedure [DTPP]*

- Rental vehicles may be used when economical, but care must be taken by employees to have adequate insurance, as the University will not accept responsibility of liability resulting from an accident. [DTPP (IV)]
- Owners of personal vehicles must provide copies of vehicle insurance and registration. Under no circumstances will the University accept responsibility of liability for claims arising from such use. [DTPP (V)(a)]
- If a privately-owned vehicle is used on University business, the owner must demonstrate an adequate level of personal vehicle insurance is maintained. A minimum of \$2 million third party liability coverage is recommended. [DTPP (V)(b)]
- It is recommended that each faculty/administrative department reduce its exposure to catastrophic loss by limiting the number of individuals travelling on the same flight or in the same automobile. [DTPP (X)]

Additional requirements:

- Travel by vehicle is limited to between 6 am and 12 midnight. No driver shall operate the vehicle more than 6 hours straight. Multiple vehicles travelling to the same destination must stay within sight of each other. All drivers will operate the vehicle with caution, abiding by all laws. Passengers of the vehicle will obey the driver.
- For trips greater than 300 kilometers, a minimum of two authorized drivers must be present in each vehicle.

2.4 INTERNATIONAL TRAVEL GUIDELINES

BEFORE YOU LEAVE | PREPARATIONS AT DALHOUSIE UNIVERSITY

1. Visit Dalhousie's International Student and Exchange Services (ISES) International Centre. Attend the International Centre pre-departure seminar, complete check-list, register with the Centre, and obtain an emergency contact number card. http://www.dal.ca/campus_life/student_services/international-centre/dalstudentsgoingabroad/preparing-to-leave-canada.html
2. Complete Dal's *Emergency Contact Form*: [Http://projects.ises.dal.ca/emergencycontactform.php](http://projects.ises.dal.ca/emergencycontactform.php)
3. Visit the website for Dal's Travel and Emergency Services:
http://www.dal.ca/campus_life/student_services/international-centre/dalstudentsgoingabroad.html
4. Complete the Faculty of Architecture and Planning's *Form 4A: Student Travel Information*
5. Apply for an International Student identity Card at Travelcuts in the Student Union Building
<http://www.travelcuts.com/isic/>
6. See if you are eligible for SWIF Travel Grant: http://www.dal.ca/campus_life/student_services/international-centre/dalstudentsgoingabroad/financial-support/study-work-international-fund.html or <http://tinyurl.com/lth48tx>
7. Indicate if you need a letter for "interest relief" on student loans.
8. Pay tuition fees in full before you leave.
9. Make **three copies** of the following items. Take one with you in a safe location separate from the originals; give the second to the Dean's Office; give the third to a friend or family member:
 - Faculty of Architecture and Planning's *Form 4A: Student Travel Information*
 - Proof of registration with "Registration of Canadians Abroad"
 - Proof of international health insurance
 - Passport and student visa
 - Identification cards or documents (driver's license, birth certificate, etc.)
 - Credit cards

BEFORE YOU LEAVE | PREPARATIONS WITH THE GOVERNMENT OF CANADA

1. Apply for a passport if you do not have one. If you have one, check expiration date — many countries will no issue a visa for passports with less than 12 months validity.
<http://www.pptc.gc.ca/info/index.aspx?lang=eng>
2. Read government travel web pages thoroughly:
 - travelling abroad <http://travel.gc.ca/travelling>
 - country travel advice and advisories <http://travel.gc.ca/travelling/advisories>
 - travel documents <http://travel.gc.ca/travelling/documents>
 - travel health and safety <http://travel.gc.ca/travelling/health-safety>
 - vaccinations/immunizations <http://travel.gc.ca/travelling/health-safety/vaccines>
 - living abroad <http://travel.gc.ca/travelling/living-abroad>
3. Apply for a student visa for the country to which you are travelling. To see if you need a student visa, go to: <http://travel.gc.ca/travelling/advisories> select the country -> entry/exit requirements
4. Register online at Registration of Canadians Abroad (ROCA) <http://travel.gc.ca/travelling/registration>
5. Establish your status re resident and taxation with appropriate Canadian authority.
6. Regularly check travel reports for the county in which you are travelling.

BEFORE YOU LEAVE | OTHER PREPARATIONS

1. Have a thorough health exam before you travel.
2. Update immunizations for countries being visited.
3. Obtain sufficient prescription drugs for your travel, in original container with pharmacy label.
4. Ensure you have your own travel insurance and international health insurance. Dalhousie Student Health Insurance does not cover travel abroad. Faculty members are covered for travel except in countries where there is a Canadian Travel Advisory. Dal's travel coverage provider offers emergency, out-of-country travel medical coverage up to 180 days, so Dalhousie employees travelling outside of Canada for more than 180 days, should contact Nova Scotia MSI to arrange additional coverage.
5. Ask your bank how to access your funds with debit or credit card in the foreign country.
6. To obtain an international driving permit: <http://www.caa.ca/travelling/idp-2/>
7. Record contact info for the nearest Canadian Embassy in the foreign country and once in the country, register with the Embassy. <http://travel.gc.ca/assistance/embassies>
8. Arrange for a power of attorney to allow someone in Canada to act on your behalf.

CONTACTS**International Centre**

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