

SECTION 1
**DALHOUSIE UNIVERSITY
ENVIRONMENT, HEALTH AND SAFETY
POLICIES**

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i>	<i>Policy Sponsor:</i> President Signature: 	<i>Approval Date:</i> March 16, 2015
	Environmental Health & Safety Policy	<i>Responsible Unit:</i> Director EHS Signature: 

A. Background & Purpose:

Dalhousie is committed to providing a safe working and learning environment. This policy reflects this commitment, and incorporates Dalhousie's obligations under provincial occupational health and safety legislation.

B. Application:

This policy applies to all members of the Dalhousie University community, contractors and consultants hired by Dalhousie, and to those individuals and organizations who Dalhousie invites to campus.

C. Definitions:

- a. **EHS:** Environmental Health and Safety;
- b. **University community:** Dalhousie faculty and staff, persons engaged to work on Dalhousie research projects, and Dalhousie students.

D. Policy statement:

1. Dalhousie will not be satisfied until:
 - a. Dalhousie's workplace is safe from hazards;
 - b. Dalhousie's employees and others at the workplace are injury-free; and
 - c. Dalhousie's study and campus life are safe,

all while showing leadership in pollution prevention and an established record of compliance with this Policy.
2. Dalhousie is determined to comply with all applicable legal and other regulatory requirements to support this Policy.
3. Members of the University community 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 Dalhousie 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. Dalhousie is committed to continual improvement of Dalhousie EHS management systems and will dedicate resources as necessary.
7. Dalhousie is committed to keep all employees and students 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. Dalhousie is committed to cooperation among University community 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 or organizations 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 Director, Environmental Health and Safety in support of the foregoing, may, depending on the circumstances, face appropriate disciplinary action, up to and including discharge.

E. Administrative Structure:

1. **Authority:** The President is the sponsor of the policy, with responsibility for implementation being provided through the Vice-President Finance and Administration and the EHS office.
2. **Environmental Health and Safety Committee:** The EHS Committee supports the University's efforts in achieving our policy statement and in creating and maintaining a safe and healthy workplace and campus environment. The EHS Committee comprises members representing the University administration and an equal number of members appointed by employee and student groups. The Director serves as a non-voting member and acts as a liaison between the EHS Committee and the administration and University community. Terms of reference for the EHS Committee shall be established by the Vice-President Finance and Administration.
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 Provost or Vice-President with the most relevant scope of authority.

4. Local Safety Committees: Leaders of academic and administrative units are encouraged to establish local safety committees to assist them in managing their responsibility for the environmental health and safety of their unit, and to engage members of their unit in developing and implementing an environmental health and safety program relevant to the activities of their particular unit. Terms of reference for local safety committees shall be established by the relevant academic or administrative leaders.
5. Policy communication: This Policy will be distributed by the EHS Committee throughout the University and will be posted on the Secretariat website.
6. Policy Review: The EHS Director, in consultation with the EHS Committee, is responsible for reviewing and making recommendations for changes to this Policy as required.

1.2 LOCAL SAFETY COMMITTEES POLICY

Policy

Chairs, Heads of Departments, and Directors of Divisions are responsible for the environmental health and safety of their Department or Division. To assist them and to involve staff and supervisors in developing and implementing an environmental health and safety program, Chairs, Heads of Departments, and Directors of Divisions are encouraged to establish environmental health and safety committees.

Operations

Formal membership on Departmental or Divisional committees should be broadly representative of groups within the unit and should include individuals with both supervisory or administrative responsibilities as well as other Departmental employees. The Chair, Head, or Director may also wish to involve students or others in the work of the committee.

Members of Departmental or Divisional safety committees should meet regularly at least once every three months. Minutes should be taken and be made available to all members of the Department or Division. A copy of these minutes will be sent to the Director of Environmental Health and Safety for the University.

Reporting to the Head, Chair, or Director of the Division, the Committees will:

- Recommend policies, procedures, guidelines, and/or codes of practice for all aspects of health and safety within the Department, so as the Department will maintain the highest possible standards of occupational health and safety, and be in compliance with provincial and federal laws;
- Recommend such alterations to the physical facilities or work practices it may deem necessary or desirable in order that all work may be carried out in a safe and healthy manner and submit these recommendations to the Chair, Head, or Director;
- The Committee will strive to promote the cooperation of all members of the Department or Division in encouraging safe work practices and for a safe environment, and to this end will, when deemed necessary, prepare and distribute such education and informational materials as may be appropriate, and arrange educational meetings as appropriate;
- With the agreement of the Chair, Head or Director, the Committee may solicit advice, help, and input from any experts or any others that the Committee deems may be helpful in its deliberations on any problems; and
- Monitor Departmental or Divisional health and safety performance and report annually through the Chair, Head or Director to the members of the Department and the Dalhousie Environmental Health and Safety Committee.

Responsibility

The Chair, Head or Director is responsible for ensuring the effective functioning of the Committee.

Date Issued: April 1990 **Date Revised:** October 1993

1.3 WORKSHOP SAFETY POLICY

Policy Statement

Departmental workshops play an important role in both teaching and research. However, inappropriate use of workshop equipment can cause serious injuries. To minimize the likelihood of injuries, the following procedures shall apply to all to departmental workshops and to the work of students and staff (other than professionally qualified workshop staff) who are permitted to work in such workshops. Operation of dangerous workshop equipment, outside of a designated workshop, will not normally be permitted.

Procedures

In units which operate workshops, the chair or head of the division shall appoint a workshop supervisor who will be responsible for the safe operation of the workshop.

Potentially dangerous work in departmental workshops shall only be carried out under the supervision of a workshop supervisor.

No person other than a workshop supervisor or professionally qualified workshop employee may work alone in a workshop or at times when a workshop supervisor is unavailable to supervise the work.

Academic and departmental supervisors shall ensure that staff and students whom they supervise are appropriately trained before authorizing them to carry out work in a departmental workshop.

Staff and students may only undertake such workshop tasks that have been authorized by their supervisor. While carrying out such tasks, staff and students shall:

- Follow the direction of a workshop supervisor;
- Observe workshop safety rules;
- Never work alone in the workshop.

Responsibility

The chair or head of the division. The workshop supervisor is responsible for:

- supervising all work in the workshop and ensure that no untrained person operates dangerous equipment or carries out any dangerous operations in a workshop;
- maintaining all workshop equipment in a safe working condition and ensure that all guards and related protective devices are installed and maintained in good operating order;
- providing advice to the chair or unit head on the need for modifications of the workshop or for modifications to equipment or procedures that the supervisor believes are required to maintain a safe working environment;
- providing workshop safety training and keeping a record of people trained to safely operate dangerous equipment;
- ensuring that appropriate first aid, fire fighting and other necessary emergency equipment are available and maintained in good operating order;
- ensuring that all people in the workshop use required personal protective equipment;
- conducting a formal annual inspection of the workshop to identify hazards and reporting findings to the chair or head of the division;

- promptly reporting accidents or incidents to the chair or head of the division and to the Office of Environmental Health and Safety.

General Workshop Safety Rules

Only those authorized to do so by a Workshop Supervisor, may work in this shop. Operation of power tools and other potentially dangerous shop work, may only be done under the supervision of a Workshop Supervisor.

Safety glasses (CSA approved) must be worn at all times while working with tools. Other protective equipment must be worn as directed by a Workshop Supervisor. Do not wear gloves, loose-fitting clothing, baggy sleeves, dangling jewelry, or neckties that could become entangled in machinery.

You may not use any power tool until you have been trained in safe operation techniques by a Workshop Supervisor. Do not remove machine guards.

Disconnect power before making adjustments to power tools. Do not service energized equipment.

Take appropriate steps to prevent release of dusts or noxious fumes. Take appropriate fire prevention precautions when your work generates heat or sparks, or involves open flames or flammable liquids.

Keep shop clean and tidy. When not in use, store tools, equipment, and supplies properly. Clean-up after you complete your work.

Table Saw Safety Rules

Extreme care is needed when operating a table saw. Accidents can result in very serious injury. You may not use the table saw until trained in safe operating techniques by a Workshop Supervisor.

Safety glasses (CSA approved) must be worn in the shop at all times while using a table saw. When using the table saw or other power tools, Do not wear gloves, loose fitting clothing, baggy sleeves, dangling jewelry, or neckties that could become entangled.

Do not cut material that contains nails, screws, knots, or other imperfections of materials.

Before cutting, disconnect the power. Select the correct blade. Ensure that:

- the blade is secured, sharp and turns freely;
- the throat plate, blade guard and spreader are positioned properly;
- the table is clean and free of obstructions;
- the blade height is set 6 mm higher than necessary to clear the stock.

Feed work against the direction of blade rotation. Operate the saw with your body positioned out of line with the blade. Never reach behind or over the blade. Avoid awkward positions that could lead to a sudden slip and contact with the blade. Do not operate the table saw without the guard in place.

Always use the mitre gauge or rip fence. Hold the work firmly against the mitre gauge or rip fence. Only use both the mitre gauge and the rip fence when they can both be positioned on the same side of the blade. Support material that extends beyond the table using table extensions or roller tables.

Feed wood with a push stick when the fence is positioned within 6 inches of the blade and when making the last 6 inches of a cut. When cross cutting, remove rip fence. Do not use fence as a cut-off gauge. Use rip fence, mitre gauge, hold downs, push sticks, anti-kick back devices, and feather boards as instructed.

1.4 ACCIDENT REPORTING POLICY

Policy Statement

All accidents or dangerous incidents must be reported.

Procedure

In the event of an accident resulting in death or life threatening injury, the Chief of Security, the Director of Environmental Health and Safety, the Chair of the Department, and the President's Office must be notified immediately.

All accidents which result in injury to any faculty member, staff, student, or visitor will be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the Accident Report Form available from the Safety Office.

All incidents in which any faculty member, staff, student, or visitor might have been injured will be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the Accident/Incident Report Form available from the Safety Office.

Copies of completed accident reports will be forwarded to the Director of Environmental Health and Safety, Departmental Safety Committee or the Departmental Safety Officer, and the Office of Insurance and Employee Benefits.

All accidents and dangerous incidents will be investigated (Accident Investigation Policy) by the manager or the supervisor to identify and implement changes designed to prevent similar accidents from occurring in the future. With input from the Dalhousie University Environmental Health and Safety Committee, the Director will investigate all accidents resulting in serious injury and any accident or series of accidents which the Committee wishes to be investigated.

The Nova Scotia Occupational Health and Safety Act requires that the Occupational Health and Safety Division of the Nova Scotia Department of Labour be notified of:

- An accident in the workplace that occasions bodily injury to an employee.
- An accidental explosion in the workplace whether any person is injured or not.
- An accident in the workplace in which a person is killed from any cause or is injured in such a manner likely to prove fatal.

In the event of any such accident, the Director of Environmental Health and Safety must be notified immediately and in turn will be responsible for notifying the Nova Scotia Department of Labour.

Responsibility

The chair/head/director of the departments, through their managers and supervisors.

Date Issued: April 1990