

POLICY 8.20 – Health & Safety

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject: Health & Safety

Approving Authority: Board of Governors

Responsible Officer: Vice President, Operations and Finance

Responsible Office: Human Resources

Related Procedures:

Related University Policies:

Effective Date: May 4, 2017

Supersedes: September 10, 1999 [*Previously MAPP 8.29 – Health & Safety*]

I. PURPOSE

This policy outlines the obligations of Western and Select Administrative Group Employees (SAGE) members in respect of health and safety in the workplace. It shall be interpreted in accordance with all relevant legislation including, but not limited to, the *Occupational Health and Safety Act*.

II. POLICY

- 1.00 Western and SAGE shall comply with the provisions of the *Occupational Health and Safety Act* and any other applicable health and safety legislation. Western and SAGE shall take all reasonable steps to ensure the health and safety of employees in the workplace.
- 2.00 SAGE members are responsible for complying with safe working practices on all assignments and adhering to the requirements set out in personal protective equipment policies applicable to the workplace.
- 3.00 In accordance with the *Occupational Health and Safety Act*, a worker may refuse to perform particular work where he/she has reason to believe that the work is likely to endanger himself/herself or another worker. In the event of a work refusal, the employee shall immediately notify his/her Supervisor and/or Budget Unit Head (or designate) and make himself/herself available for alternative work.
- 4.00 Western shall be responsible for informing the SAGE member of any procedures or policies established by Western and associated with the safe handling of materials or equipment; use of any protective devices, clothing or equipment, and to follow all relevant policies and procedures; and advise members of the existence of hazards, of which Western is aware or ought reasonably to be aware, associated with their employment duties.

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- 5.00 SAGE shall have the right to participate in the Joint Occupational Health and Safety Committee in accordance with the Committee's terms of reference and shall appoint and be represented by one (1) employee representative on Western's Joint Occupational Health and Safety Committee.