



## University Safety Policy

### Background & Purpose

The University of King's College is committed to providing and maintaining a safe and healthy work, living and learning environment for all faculty, staff, students and visitors. We aim to foster the awareness of the importance of safety on our campus and to provide the education necessary to perform activities and duties safely.

### Application

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

### Policy Statements

The University of King's College is committed to ensuring that everyone at King's is safe from hazards and free from injury.

Members of the University community share the responsibility for health and safety compliance and must take all reasonable care to ensure the safety of University community members, including those who are invited onto the University campus.

All members of the community are expected to comply with all applicable legal and regulatory requirements, to support this policy, and to co-operate with the University's Occupational Health & Safety Committee (i.e., the OH&S Committee).

Directors of Programs and Administrative Department Heads are responsible to ensure employees under their supervision follow this policy, use safe work practices and receive training to protect their health.

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 safety policies, procedures, protocols and guidelines.

All faculty, staff and students are expected to take individual responsibility for safe thinking and safe working practices and procedures to safeguard their own individual health and well being as well as that of all members of the University of King's College community.

Contractors and others whom the University of King's College invites on campus shall comply with all relevant legislation, as well as this Policy and all other applicable safety policies, procedures, protocols and guidelines.

The University of King's College is committed to keeping all employees and students informed and equipped with the necessary processes, training and resources as required to support this Policy and all other applicable safety policies, procedures, protocols and guidelines.

## Administrative Structure

**Authority:** The President is the sponsor of the policy, with responsibility for implementation being provided through the Bursar and the Department of Facilities Management.

**Occupational Health and Safety Committee:** The OH&S Committee supports the University's efforts in achieving implementation of our policy statement and in creating and maintaining a safe and healthy workplace and campus environment. The OH&S Committee is comprised of members representing the University administration and members appointed by employee and student groups.

**Safety Coordinator:** The Safety Coordinator serves as a member of the OH&S Committee and acts as a coordinator between the OH&S Committee and the Administration and University community. The Safety Coordinator shall be the Director of Facilities Management or their designate.

**Safety Program Teams:** Safety program teams 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 OH&S Committee.

**Local Safety Teams:** Leaders of academic and administrative units are encouraged to establish local safety teams 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 occupational health and safety program relevant to the activities of their unit. Terms of reference for local safety teams shall be established by the relevant academic or administrative leaders.

**Policy Communication:** This policy will be distributed by the OH&S Committee throughout the University and will be posted on the University website.

**Policy Review:** The OH&S Committee is responsible for reviewing and making recommendations for changes to this policy as required. The policy shall be reviewed at least annually.