
Internal Responsibility System for Workplace Safety

University of New Brunswick

Policy

1.0 Purpose

The University of New Brunswick has created an Internal Responsibility System (IRS) as a partnership among all our members. This system defines the roles and responsibilities within our academic community with regard to Safety.

Safety on campus is a shared and valued responsibility by all of our academic community, and everyone is required to take initiative and fulfill duties in order to facilitate a safe environment. At times, it should be noted these actions must be shared with others to assure broad acceptance and application. Through this system, UNB will continue to grow and improve its culture of safety.

An academic institution as large as UNB is a unique workplace, and it is paramount to our operation that the Faculty and others similarly in charge of space understand their duties and responsibilities; they must act as an Employer as defined by Provincial Legislation with respect to their staff/students (see Section 5).

The Government of New Brunswick provides UNB with a set of overarching legislated guidelines in the Work Safe NB Occupational Health and Safety Act (NB OHS Act). In this act, several rights and responsibilities are clearly defined for the protection of the employee's health and safety. UNB, through the Environmental Health and Safety Office (EHS) and Campus Security, has produced a great deal of internal policy with the same goal. Understanding and adhering to these documents provides operational standards, accepted practices, and steps toward due diligence.

Through cooperation, leadership, and positive example by all parties at UNB, we will also succeed in a critical facet as educators; ensuring that our students are left with a positive attitude towards safety, and the knowledge to support their future endeavors (both professional and personal).

2.0 Applicability

University Wide.

3.0 Personnel Categories, Roles and Responsibilities

Anyone currently employed by UNB must first comply with the employee responsibilities (Section 3.1). Following that, anyone who also falls into the category of an Employer, will need to perform tasks specific to their position (see sections 3.2 to 3.9) and according to provincial legislation (Section 5).

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3.1 Employees (items 3.3 to 3.9):

3.1.1 Any person who receives remuneration from UNB, or who conducts business, teaching, research, and/or other activities on campus on behalf of or in conjunction with UNB (e.g., volunteers), is to be considered an Employee under the NB OHS Act. As such they have all the rights that the act provides, and the following responsibilities (quoted from the NB OHS Act, Section 12):

- (a) comply with this Act, the regulations and any order made in accordance with this Act or the regulations;
- (b) conduct him/herself to ensure his/her own health and safety and that of other persons at, in or near his/her place of employment;
- (c) report to the employer the existence of any hazard of which he is aware;
- (d) wear or use such protective equipment as is required by regulation;
- (e) consult and co-operate with the committee where one has been established or with the health and safety representative where one has been elected or designated; and
- (f) co-operate with any person responsible for the enforcement of this Act and the regulations.

3.2 Students:

3.2.1 With respect to the IRS, students are considered members of campus (employees). While there are some obvious deviations in practice, the same Employee rights and responsibilities shall be extended to students (whether working or studying) until it proves impractical.

3.3 Faculty, Principal Investigators and Lab Managers

3.3.1 With respect to the IRS, any Employee who also holds responsibility for a classroom, teaching lab, research lab or other such academic space must ensure:

- 3.3.1.1 All persons under their supervision have been informed of their rights and their responsibilities (through Orientation and the IRS). This includes but is not limited to the NB OHS Act as well as UNB Environmental Health and Safety (EHS) Policies;
- 3.3.1.2 All persons under their supervision (direct or otherwise) have been trained on and informed of the hazards in their area of work, including the appropriate response in the event of an incident;
- 3.3.1.3 All persons under their supervision (direct or otherwise) have been trained on and informed of the availability and use of Personal Protective Equipment (PPE);
- 3.3.1.4 All applicable Provincial, Federal and UNB policy and legislation has been reviewed, and applied correctly as required;

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- 3.3.1.5 Hazards or lapses in safety (including near-misses) are promptly reported via UNB's Accident Reporting system and corrected (<https://es.unb.ca/apps/accident-report/>);
- 3.3.1.6 Hazards have been well identified, labeled and communicated to individuals in the area, with the appropriate risk control;
- 3.3.1.7 Waste and refuse are properly managed and disposed of;
- 3.3.1.8 Emergency response measures installed and explained;
- 3.3.1.9 A Risk Assessment for all applicable projects has been completed. See Office of Research Services (ORS) for research and the Department Office for curriculum;
- 3.3.1.10 Competence of lab level supervisors has been confirmed (and documented as required);
- 3.3.1.11 Workplace inspections are conducted (legislated monthly minimum); and,
- 3.3.1.12 Any other applicable legislated duties as noted in Section 5.

3.4 Supervisors of Independent Contractors

3.4.1 If you are the direct supervisor, you must:

- 3.4.1.1 Ensure that the contract makes reference to and is in compliance with UNB EHS Policies;
- 3.4.1.2 Provide relevant training and information;
- 3.4.1.3 Monitor contractor compliance; and,
- 3.4.1.4 Any other applicable legislated duties as noted in Section 5.

3.5 Chairs and Unit Heads

3.5.1 Must ensure:

- 3.5.1.1 Hazards or lapses in safety are identified and corrected promptly;
- 3.5.1.2 Risk assessments have been performed;
- 3.5.1.3 Employees are receiving the requisite training/information;
- 3.5.1.4 Assistance is provided to ensure the NB OHS Act and UNB EHS Policies are applied; and,

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3.5.1.5 Any other applicable legislated duties as noted in Section 5.

3.6 Deans and Directors (or equivalent)

3.6.1 Ensure that Unit Heads are effectively managing any deficiencies;

3.6.2 Perform an Annual Compliance Review (ACR) to monitor and evaluate overall performance of applicable responsibilities, commitment to ensuring safe work practices, and level of compliance to legislation, policies and procedures (please note, this could take the form of minutes from an annual safety meeting).

As examples, items to be confirmed are:

3.6.2.1 Accountability at all levels;

3.6.2.2 Continuous improvement to their/our culture of safety;

3.6.2.3 Effective auditing system implementation;

3.6.2.4 UNB EHS Policies remaining a topic at departmental meetings; and,

3.6.3 Any other applicable legislated duties as noted in Section 5.

3.7 Vice Presidents (or equivalent)

3.7.1 Ensure that overall UNB EHS Policies are developed and maintained;

3.7.2 Provide feedback at least annually to the their departments with input from EHS;

3.7.3 Discuss UNB EHS Policies twice annually at President's Executive Team; and,

3.7.4 Any other applicable legislated duties as noted in Section 5.

3.8 President

3.8.1 Ensure that UNB EHS Policies are working effectively;

3.8.2 Discuss OHS/EHS annually with the Board of Governors by discourse around the Annual Risk Report; and,

3.8.3 Any other applicable legislated duties as noted in Section 5.

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3.9 Board of Governors

- 3.9.1 Ensure that sufficient resources are provided to the EHS department;
- 3.9.2 Review annual performance reviews and provide feedback; and,
- 3.9.3 Any other applicable legislated duties as noted in Section 5.

Please note that all those considered to be Employers per provincial legislation must also comply with the responsibilities outlined in Section 5.

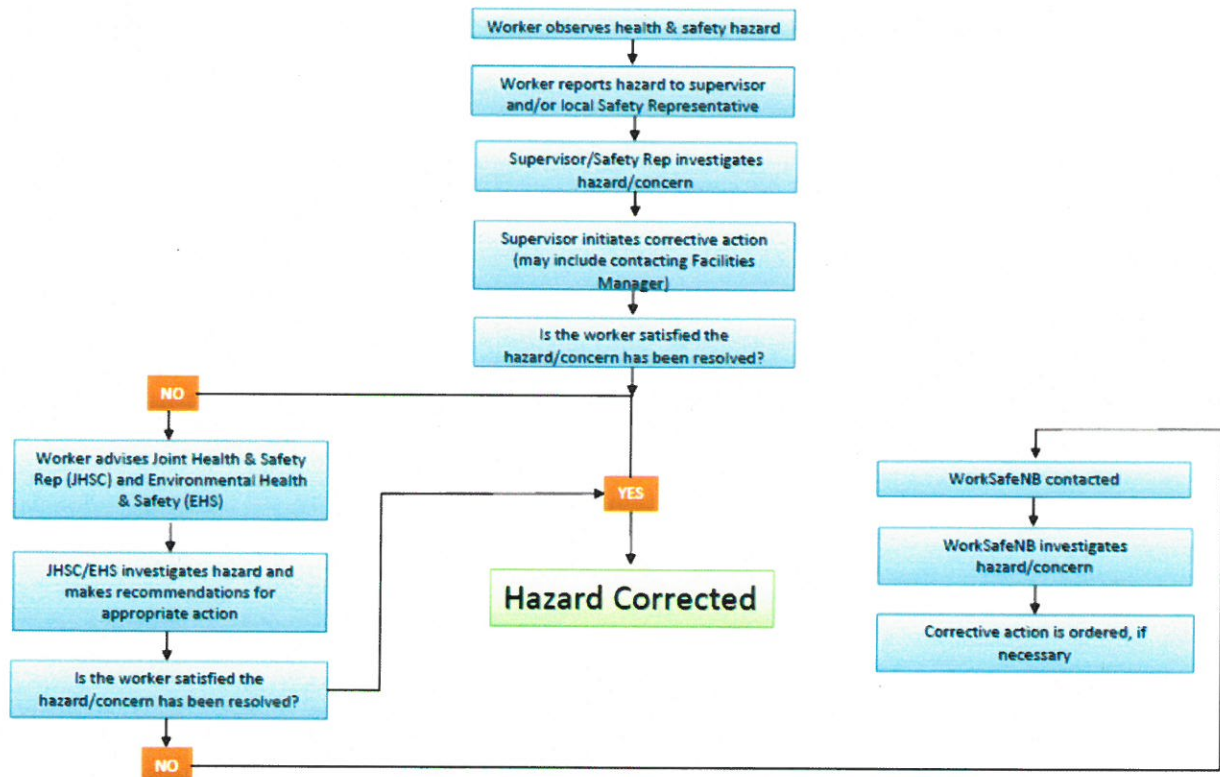
The responsibilities identified in Section 5 are the minimum legal requirement for which all the previous tasks and roles are meant to meet or exceed.

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4.0 Hazard Identification/Correction Flowchart



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5.0 WorkSafe New Brunswick's Legislated Employer Responsibilities

<http://www.worksafenb.ca/employers-responsibilities>

The New Brunswick *OHS Act* sets out a variety of employer responsibilities designed to help ensure a healthy and safe work environment.

Definition of an Employer

- (a) a person who employs one or more employees,
(b) a manager, superintendent, supervisor or any person having authority over another, or (c) an agent of any person referred to in (a) or (b).

Employer responsibilities under the *OHS Act*:

1. Take every reasonable precaution to ensure the health and safety of your employees.
2. Comply with the OHS Act and regulations, and any order made in accordance with them.
3. Ensure that your employees comply with the Act and regulations, and any order made in accordance with them.
4. Ensure that at the place of employment the necessary systems of work, tools, equipment, machines, devices and materials are maintained in good condition and are of minimum risk to health and safety when used as directed by the supplier or in accordance with the directions supplied by the supplier.
5. Acquaint an employee with any hazard to be found at the place of employment in connection with the use, handling, storage, disposal and transport of any tool, equipment, machine, device or biological, chemical or physical agent.
6. Provide such information, instruction, training and supervision as are necessary to ensure an employee's health and safety.
7. Provide and maintain in good condition such protective equipment as is required by regulation and ensure that such equipment is used by an employee in the course of work.
8. Co-operate with a committee, where such a committee has been established, a health and safety representative, where such a representative has been elected, and with any person responsible for the enforcement of this Act and the regulations.
9. Post a copy of the OHS Act and regulations in a prominent place where workers can see them.
10. Draft and implement policies and procedures which become the safety program in the workplace.
11. If the employer has 20 or more employees regularly employed in New Brunswick, the companies must establish a safety policy and a health and safety program. If the employer has 20 or more employees regularly employed in a workplace, a JHSC must be formed.

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6.0 Environmental Health and Safety Office and Campus Security

- 6.1 The EHS Office exists as a resource to all of campus;
- 6.2 Its purpose is to facilitate safe work on campus while ensuring legislation is followed and/or applied correctly;
- 6.3 It should be noted that in the legislation quoted in this policy, the EHS office is most aptly defined in point 8 of the Employer responsibilities:
 - 8. Co-operate with a committee, where such a committee has been established, *a health and safety representative*, where such a representative has been elected, and with any person responsible for the enforcement of this Act and the regulations.

7.0 Interpretation and Question

- 7.1 For further information or for inquiries please contact the Manager, Environmental Health and Safety at (506) 453-5075, Marshall d'Avray Hall, University of New Brunswick, P.O. Box 4400, Fredericton, New Brunswick, E3B 5A3; or at UNBSJ at (506) 648-5505.

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8.0 Enacted by

This Policy is hereby enacted by H. E. A. (Eddy) Campbell (Print)

H. E. A. Campbell (Signature)

President and Vice-Chancellor (Position)

2017-02-20 (Effective Date)