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| Complete Program Title: Domestic Animals in the Workplace Program | Risk Management Manual (RMM) Number: 409 |
| Approved by: _____ Vice-President, Administration _____ President and Vice-Chancellor | Date of Most Recent Approval: February 2016 |
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| Responsible Executive: Vice-President, Administration | Enquiries: Environmental and Occupational Health Support Services (EOHSS) ehss@mcmaster.ca |
| DISCLAIMER: <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i> | |

1 PURPOSE

- 1.1 To ensure that workers, students and visitors are provided with an environment free of animal allergens and risk of injury to the animal/pet, a member of the University community or visitors.
- 1.2 To maintain sanitation and to define the conditions under which it is acceptable for animals to be present in the workplace.
- 1.3 To enable pet owners to have access to the campus for casual use under certain conditions of behaviour and control.

2 SCOPE

- 2.1 All persons who use McMaster grounds and facilities. This program does not apply to service animals.

3 Related Documents

- 3.1 Occupational Health and Safety Act of Ontario, R.S.O. 1990
- 3.2 McMaster Policy on the Care and Use of Animals in Research and Teaching
- 3.3 McMaster University Workplace and Environmental Health and Safety Policy, RMM# 100

3.4 Accessibility for Ontarians with Disabilities Act (AODA)

3.5 Residence Code of Conduct Appendix C

4 DEFINITIONS

4.1 **Accredited Training Organization** – nationally or provincially accredited and recognized by the University.

4.2 **Comfort Animal**-provide emotional support to their owner/handler. This support does not include the necessity for the animal to accompany the owner in public.

4.3 **Common area** - areas of the University buildings that are open to faculty, staff, students and visitors such as hallways, corridors, and food areas.

4.4 **Domestic animal** - any animal owned by a person and performing the function of a companion. The following is excluded: Service Animals, Service Animals in Training, and animals used primarily for teaching and research and in accordance with the Policy on the Care and Use of Animals in Research and Teaching . Domestic animals do not receive the same public access rights as service animals and may be denied admittance to public places.

4.5 **On duty police dogs** - dogs owned and managed by Hamilton Police Services.

4.6 **Service Animal** - an animal is a service animal for a person with a disability.

(a) if it is readily identifiable that the animal is used by the person for reasons relating to his or her disability; or

(b) if the person provides documentation from an authority as defined by the AODA confirming that the person requires the animal for reasons relating to the disability.

4.7 **Service Animal in Training** – see definition of service animal. The Service Animal in Training must be registered with an Accredited Training Organization.

4.8 **Therapy dog (ie. Exam support dog)** - a dog managed and approved by a qualified third party provider such as the SPCA or St. John's Ambulance. Social interactive dog trained to work and provide a service and comfort to people in hospitals, retirement homes, nursing homes and schools. Therapy dogs do not share the same public access rights as service animals and may be denied admittance to public places.

4.9 **Workplace**-All McMaster property, leased or owned buildings to include residences.

5 Acronyms:

5.1 **EOHSS** – Environmental and Occupational Health Support Services

5.2 **SPCA** – Society for the Prevention of Cruelty to Animals

6 RESPONSIBILITIES

6.1 Role of Senior Managers (Deans, Chairs, Directors):

Senior Managers shall:

- Ensure domestic animals are not present in the workplace in order to minimize risk to the animal, the University community or visitors.
- Allow only animals used for primarily teaching and research and in accordance with the Policy on the Care and Use of Animals in Research and Teaching.
- Allow only therapy dogs (ie. exam support dogs) that meet the requirements as per this program.
- Ensure that exemptions relating to Service Animals and Service Animals in Training are respected.

6.2 Role of Supervisors (Academic & Administrative):

The Supervisors shall:

- Allow only animals used for primarily teaching and research and in accordance with the University Animal Ethics Policy under the Supervisor's control;
- Ensure any research involving domestic animals that does not fall under the Policy on the Care and Use of Animals in Research and Teaching (example: therapy dogs) is reviewed and approved by EOHSS;
- Advise Security Services and EOHSS when they become aware of any animal being used, housed or accommodated in any office, food handling area, common area or laboratory; and,
- Instruct the animal's owner to remove the animal immediately.
- Ensure that exemptions relating to Service Animals and Service Animals in Training are respected.

6.3 Individuals (Faculty, Staff, Students and Visitors):

Individuals who own domestic animals:

- Shall not bring the animals to work or in any manner, use, house or accommodate the animals in any office, laboratory or other area inside the workplace.
- When walking or exercising the animal on campus property, shall keep the animal on a leash and under control at all times; and,
- While exercising the dog on campus may be required to remove them from the campus if the University feels the animals poses a real threat to the health and safety of other animals or the University Community.
- When walking or exercising an animal on campus property, provide for the clean-up and sanitary disposal of scat (droppings).

- Ensure that exemptions relating to Service Animals and Service Animals in Training are respected.

6.4 **Role of Environmental and Occupational Health Support Services:**

EOHSS shall:

- Record all instances of the violation of the policy with the specifics of the time, date and locations of the infraction as well as the name of the animal's owner and his/her relationship with McMaster University and forward to Security immediately.
- Review and approval of domestic animals that do not fall under the Animal Ethics Policy (example: therapy dogs).
- Ensure that exemptions relating to Service Animals and Service Animals in Training are respected.

6.5 **Role of Security and Parking Services:**

Security and Parking Services shall:

- When advised that an unauthorized animal is being used, housed or accommodated in a workplace, communicate the violation to the animal's owner. A violation may be subject to disciplinary action or restriction to campus.
- Ensure that exemptions relating to Service Animals and Service Animals in Training are respected.

7 **PROCEDURAL GUIDELINES**

- 7.1 Allow only animals used for primarily teaching and research and in accordance with the University Animal Ethics Policy.
- 7.2 Ensure any research involving domestic animals that does not fall under the Policy on the Care and Use of Animals in Research and Teaching (example: dog therapy) is reviewed and approved by EOHSS. Exam Support Animals are approved on campus in certain areas if from an accredited training agency and with an approved procedure if supervised by the third party legal entity. Examples would be the SPCA, St John's Ambulance.
- 7.3 Domestic animals may not be used, housed or accommodated in campus buildings with the exception of residence buildings in certain circumstance in which they are an approved comfort animal.
- 7.4 Animals brought onto campus property for casual exercise must be leashed and under the owners control at all times.
- 7.5 Owners of any animal must provide for the cleanup of scat (droppings) in a manner that disposes of the material in an appropriate manner.

- 7.6 Service Animals and Service Animals in Training are permitted on campus if the work or task of the animal is directly related to the person's disability and the animal has been trained, or is being trained to perform the tasks needed to support the person with disability.
- 7.7 Any Service Animals and Service Animals in Training must wear the appropriate collar, leash and vest at all times.
- 7.8 Any animal left unattended or unrestrained will be removed at the owner's expense to minimize risk to other animals on leashes and members of the University community.