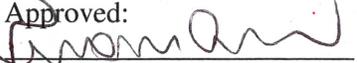
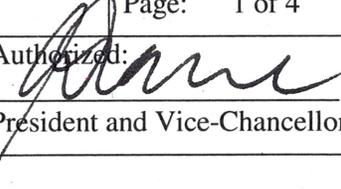


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<p>Submitted: Risk Management Support Group</p>	<p>Approved:  Vice President, Administration</p>	<p>Authorized:  President and Vice-Chancellor</p>

## 1 PURPOSE

- 1.1 To promote awareness and ensure compliance with the Occupational Health and Safety Act (OHSA). R.S.O. 1990.
- 1.2 To ensure that the goals and objectives are established in accordance with a review of the University's health and safety needs.
- 1.3 To continually improve health and safety in the workplace.
- 1.4 To set objectives to demonstrate commitment to prevention of workplace accidents and occupational illness.

## 2 SCOPE

- 2.1 All faculty, staff, students, volunteers and contractors involved in activities at any location approved by McMaster University.

## 3 RELATED DOCUMENTS

- 3.1 Occupational Health and Safety Act and Regulations (OHSA) R.S.O. 1990.
- 3.2 McMaster University Workplace and Environmental Health and Safety Policy, RMM #100.
- 3.3 McMaster University Central Joint Health and Safety Committee, RMM# 104.
- 3.4 McMaster University McMaster University Joint Health and Safety Committees, RMM# 105.
- 3.5 McMaster University Safety Orientation and Training Program, RMM# 300.
- 3.6 McMaster University Health and Safety Training Needs Program, RMM# 322.

## 4 DEFINITIONS

- 4.1 **due diligence** - a general duty to take every precaution reasonable in the circumstances to protect health and safety; a defense if charged with a breach of legal duty.
- 4.2 **external responsibility system** - the system of government audit, inspection and enforcement of health and safety and the functioning of the internal responsibility system.
- 4.3 **internal responsibility system** - the system of identification, analysis and resolution of occupational health and safety issues that is shared by all parties in the workplace.
- 4.4 **supervisor** - person who has charge of a workplace or authority over a worker.
- 4.5 **worker** - person who performs work or supplies services for monetary compensation.
- 4.6 **workplace** - any land, premises, location or thing at, upon, in or near which a worker works.

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#### 4.7 Acronyms:

- CJHSC - Central Joint Health and Safety Committee
- ERS - External Responsibility System
- EOHSS - Environmental and Occupational Health Support Services
- IRS - Internal Responsibility System
- RMM - Risk Management Manual
- RMSG - Risk Management Support Group
- FHSc safety office - Faculty of Health Sciences Safety Office
- OHSA - Occupational Health and Safety Act

## 5 RESPONSIBILITIES

### 5.1 **Role of Senior Management : (Vice President Administration)**

- set goals and objectives for the health and safety and prevention of accidents at the University;
- ensure the goals set include target dates for completion, responsibilities appropriately assigned as well as the resources required to meet the University's needs;
- review at least annually along with the CJHSC a written occupational health and safety policy signed by the University President. This document to be co-signed by the most senior person in charge at McMaster off-site host locations;
- review health and safety trends to include: injury/illness causes, workplace inspections, injury/incident investigations, hazard reports, work refusal reports, health and safety recommendations from the joint health and safety committee or the worker health and safety representative;
- advertise and report the progress of these goals and objectives on a regular basis;
- look for improvement opportunities for health and safety; and
- regularly encourage off-the job health and safety activities for all workers by maintaining and supporting the Healthy Workplace Group in their initiatives and activities.

### 5.2 **Role of Senior Managers (Deans, Chairs Directors):**

Senior Managers shall:

- set goals within their area of responsibility to assist senior management in reaching the goals and objectives for the continuous improvement plan for health and safety at the University;
  - encourage workers to participate on Joint Health and Safety Committees;
  - assist senior management in reaching goals and objectives for the continuous improvement plan for WSIB;
  - ensure the progress of the health and safety goals are communicated as received from Senior Management; and
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- demonstrate due diligence by ensuring that the OHS Act and the regulations made under this Act are made available to all individuals within their area of responsibility.

**5.3 Role of Supervisors (Academic and Administrative):**

Supervisors shall:

- be knowledgeable of their responsibilities under the OHS Act through employer training;
- ensure that the McMaster University Policy, Programs and Procedures directed at providing for health and safety for individuals in the workplace and compliance with the OHS Act and the regulations made under this Act are implemented and followed;
- familiarize themselves with the goals set by their Senior Managers in accordance with the University's health and safety objectives, goals and prevention of accidents.
- ensure workers under their supervision are aware of their rights and responsibilities under the OHS Act and the relevant regulations.
- support and assist workers in fulfilling their obligations under the OHS Act and McMaster University Policy, Programs and Procedures and all relevant regulations as may be required.

**5.4 Role of Workers:**

- work in compliance with the OHS Act and regulations;
- observe relevant sections of the regulations that apply in their workplace;
- follow McMaster University's health and safety policy, programs and procedures that are relevant to their work environment; and
- assist and support in reaching the goals and objectives of the University as communicated by their supervisor or employer.

**5.5 Role of Central Joint Health and Safety Committee:**

The CJHSC shall:

- review changes to the OHS Act and new or revised regulations made under this Act;
- fulfill its role in the IRS;
- review and make comment on all McMaster University Policy, Programs, and Procedures that are directed at protecting the health and safety of individuals on a regular basis, ensuring compliance with the OHS Act and the regulations made under this Act; and
- to assist senior management, as appropriate, in reaching the health and safety goals and objectives for the University.

**5.6 Role of Joint Health and Safety Committees:**

The JHSC's shall:

- work in compliance with the OHS Act and McMaster University Joint Health and Safety Committees Program, RMM# 105; and



- make recommendations to employees and employer on establishment of maintenance, monitoring of programs, measures and procedures respecting the health and safety of workers.
- to assist senior management, as appropriate, in reaching the health and safety goals and objectives for the University.

5.7 **Role of Risk Management Support Group (RMSG):**

The RMSG shall:

- provide the technical and professional support required to facilitate compliance with the OHSA and regulations made under the Act; and
  - assist senior management in reaching the goals and objectives for the University.
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