

COLLEGE OF ENGINEERING

HEALTH AND SAFETY POLICY AND PROCEDURE

BACKGROUND AND PURPOSE:

It is expected that all faculty, college staff, research employees, graduate students, undergraduate students and visitors follow college rules, safe work practices and standard operating procedures in the college but especially when conducting work in laboratories and transporting materials.

If college personnel witness unacceptable activity – unsafe acts and/or conditions – they have the authority and responsibility to act on behalf of the college and the university to appropriately address these incidents. Action to address incidents concerning health or safety violations will have the full support of the College Executive and Local Safety Committee.

The focus of this policy, and the related procedural guidelines, is to outline the rules and expectations for working safely in laboratories and to provide guidance for addressing and correcting all instances of non-compliance with college safety protocol and/or occupational health and safety legislation.

HEALTH AND SAFETY INFRACTION POLICY:

The college executive fully supports all college personnel in taking immediate action to address any unsafe acts and/or conditions. Further, faculty, research supervisors and technical staff are expected to lead by example and are responsible to ensure all individuals adhere to all applicable safety protocol, including following the general rules listed below.

Personnel addressing instances of unsafe acts and/or conditions shall be respected; and all discussion relating to the resolution of unsafe acts and/or conditions shall focus on continual improvement, be non-accusatory, and give opportunity to immediately rectify the situation. Actions taken and responses shall be documented.

If corrections are not immediately implemented and/or if personnel addressing concerns are not treated with respect then there will be direct and immediate actions including the following possibilities:

- Suspension of laboratory access for specific individual(s), for a designated period of time;
- Mandatory additional or repeat safety certification may be required prior to resuming activities;
- Shutting down and locking out all activity of the laboratory and/or research areas until conditions are met;
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- Laboratory inspection and specific action requirements as determined by the Local Safety Committee;
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- Permanent expulsion or termination of rights to conduct research activities in the college.
- Other actions as determined appropriate by the Department Head or College Executive Committee;

GENERAL LABORATORY SAFETY RULES:

When conducting technical and research work in the College of Engineering the following rules are expected to be followed by all personnel, including all students:

- Shall have written procedures for all laboratory work, including research and preparatory work;
- Shall have written local emergency response plans for all research work and all laboratory spaces;
- Shall be trained to conduct work safely, and understand the three basic rights (to know, to participate and to refuse unusually dangerous work) in occupational health and safety legislation;
- Shall conduct all work in a safe and healthful manner in accordance with written procedures and occupational health and safety legislation;
- Shall wear all necessary personal protective equipment when in a laboratory;
- Shall maintain a clean and organized laboratory (e.g. returning tools and equipment to appropriate storage areas when not in use, regular cleanup of laboratories, etc.);
- Shall monitor research experiments when necessary;
- Shall not use cellular phones or other devices in laboratories (except in acceptable circumstances, e.g. conducting an electronic inspection, communicating to ensure research safety, etc.);
- Shall not eat or drink in laboratories;
- Shall transport all materials throughout the building in a safe manner (e.g. using secondary containment for all glassware and hazardous materials, and using rolling carts or dollies when moving heavy and/or awkward materials); and,

- Shall respect, listen to, answer direct questions and follow the instruction of college personnel providing direction (using the following procedure) with respect to adherence to these rules.

RESPONSIBILITIES:

The College Executive will support all reasonable disciplinary actions implemented by technical and supervisory personnel in addressing health and safety concerns;

Department Heads will support college personnel and the LSC in addressing departmental health and safety concerns, as well as assisting the LSC in determining disciplinary measures (e.g. closing a laboratory, suspending research activities, suspending access to a laboratory, etc.). Also, department heads shall review all documented health and safety concerns brought to their attention and follow up on the concerns in an appropriate and timely manner that first allows for compliance and continual improvement.

The Local Safety Committee (LSC) is responsible to support and assist technical and supervisory personnel in determining how to appropriately deal with unsafe acts and/or conditions. LSC members are also charged with immediately addressing unsafe acts and/or conditions they see directly and then reporting their findings and the resolution or required follow up to departmental supervisory personnel.

Technical Staff and Research Supervisors are responsible for addressing unsafe acts and/or conditions directly and immediately with individuals involved. The requirements and expectations will be clearly communicated with personnel found conducting unsafe acts or operating in sub-standard conditions and providing the supports that allow for a positive resolution and continual improvement (e.g. ensuring personal protective equipment is readily available, time to implement additional safety measures, etc.) Technical personnel shall communicate in writing their findings and the resolution or required follow up to both the research supervisor and the department head.

All Personnel are expected to know and follow all health and safety protocol at all times. If at any time personnel do not understand what is expected they shall ask a laboratory technician or their supervisor.

HEALTH AND SAFETY INFRACTION PROCEDURAL GUIDELINES:

The steps below outline expectations for appropriately addressing unsafe acts and/or conditions:

- When an unsafe act and/or condition is observed it shall be addressed immediately.
- Personnel from any department are authorized to discuss issues with personnel and students from any department – need not be from same department.
- Send an email to the LSC (enr_lsc@usask.ca) and to the supervisor of the person found engaging in an unsafe act and/or operating in an unsafe condition, to document the event, including:
 - When and where the unsafe act and/or condition was observed (lab name, area, time, date, etc.)
 - The name of the person's supervisor (if known) and department
 - The nature of the unsafe act and/or condition (brief description)
 - The conditions necessary to remedy the situation; as well as if and when the conditions were met
 - Any other information deemed relevant (feedback, attitude, behaviours, etc.)
 - Your name and contact information (phone, email, lab, department, etc.)

If non-compliance continues and/or if disrespect was exhibited:

- An LSC co-chair(s) shall discuss the matter directly with the appropriate department head to determine immediate and appropriate consequences.
- The department head shall discuss the matter with the person's supervisor and try to resolve the issue.
- Other formal channels may be followed depending on the nature of the incident.
- The department head and/or supervisor shall inform the LSC as soon as is reasonably possible of the immediate consequences and of the desired long-term outcome.
- All such incidents will be discussed at the LSC to determine how to prevent reoccurrence, and will be followed up upon as necessary.

**Approved by the Dean, College of Engineering
November 29, 2013**

