

## SOE Safety Governance

Safety is the highest priority in the operation of the SOE and in the education of the students. The SOE Safety Committee acts as a Joint Health and Safety Committee and will follow the rules set out in the Ontario Health and Safety Act (OH&S), while partnering with the University of Guelph's Environmental Health and Safety Department (EH&S) to ensure that the school is following the OH&S's, the University of Guelph's and the SOE's safety regulations.

The SOE Safety Committee is established according to the OH&S act Section 9 and the management members are assigned by the Director of the SOE every 2 years when the schools committee assignments are renewed. The worker representatives will be appointed by their respective bargaining units. The worker co-chair will be elected by the appointed members. The SOE Director will also assign a secretary to take and distribute minutes and to organize the quarterly meetings of the committee.

The SOE Safety Committee at a minimum will do the following items at each of it's monthly meetings:

- Approve the minutes of the previous meeting.
- Review Incident Reports that have occurred since the last meeting.
- Creation of a Workplace Inspection schedule ensuring that a part of the SOE Complex is inspected once a month so that the whole complex is inspected yearly:
  - Review Workplace Inspection Reports and fixes sent by the Lab Manager
  - Appoint committee members to conduct Workplace Inspections over the next 3 months
- Review training needs for the SOE Community and ensure that their training is updated every 3 years.
- Review old business.
- Discuss new business.
- Review the Action Item List from the previous meeting and address shortfalls.
- Co-chairs to meet with the Director quarterly to discuss the safety status of the SOE Complex.
- Review the SOE Safety System every 3 years and update as required.

Responsibilities of the Safety Committee Secretary:

- Organize quarterly Safety Committee meetings, currently meeting monthly.
- Take the meeting minutes and distribute them to the Director, the Safety Committee, EH&S and the Lab Manager.
- Maintain an electronic repository for:
  - Safety Committee meeting minutes and agendas
  - Workplace Inspection Reports

#### Responsibilities of the SOE Director:

- To establish an overall safety culture in the SOE Community.
- To ensure (with the help of the Safety Committee and the Lab Manager) that all the safety rules and procedures are being followed.
- To report to the University's EH&S Department at the end of every semester on the safety status of the SOE.

#### Universities EH&S Department

- To follow up with the SOE Director if the quarterly safety status report is not submitted.
- To follow up with the SOE Safety Committee if the quarterly meeting minutes are not submitted.
- To provide safety training for the SOE Community.
- To maintain safety policies for the University community.
- To conduct periodic workplace inspections of the SOE Complex.
- To be a resource for the SOE on safety issues.
- To issue Biohazard and Laser permits.

#### Responsibilities of the Lab Manager:

- Immediately respond to injuries or incidents in the SOE Complex with the help of the Technical staff and the University's Emergency Response teams.
- Immediately correct (with the help of the Technical Staff) any unsafe situations.
- Create or collect Incident Reports and distribute them to the Director and the University EH&S department.
- Review monthly Workplace Inspection Reports submitted by the inspection teams, assign Action Items to the Technical Staff to address the issues.
- Review Action Items from the Safety Committee meeting minutes, assign the Action Items to the Technical Staff to address the issues.
- Maintain hard copy records of the following:
  - Safety Committee meeting minutes
  - Workplace Inspection Reports
  - Incident reports
- Working with Faculty and Staff implement access policies to the SOE Complex and labs.
- To oversee the collection of Lab Access Forms every semester and disable lab access for researchers who haven't submitted a form and to enable lab access for researchers who have submitted a form.
- Oversee the implementation of the machine Green, Yellow and Red Card Machine Shop training program.

- Ensure that upon vacating of a lab for renovation, relocation or retirement purposes, the laboratory is decommissioned accordingly using Room Decontamination and Decommissioning form. Additional documentation may be required for decommissioning of radiation spaces.

#### Responsibilities of the Technical Staff:

- Help respond to injuries or incidents immediately with the Lab Manager and/or the University Emergency Response Team.
- Complete and submit an “Incident report” to the Lab Manager in case of an injury or incident
- Conduct and record lab safety orientations for all first time users of a lab.
- Ensure that the lab safety rules are followed and that the Graduate Teaching Assistants (GTA’s) in their labs understand and that they enforce the lab safety rules.
- Address issues identified in “Workplace Inspection Reports” and the Safety Committee’s “Action Item Lists” as issued by the Lab Manager.
- Maintain and restock as required a safety inventory in their labs.
- To review and sign off every semester on Lab Access Forms for each researcher in their labs indicating that they are satisfied that the research project is safe to conduct and that they have discussed the safety aspects of the project with the researcher.
- To have completed 1<sup>st</sup> aid training to be able to assist with an injury until Emergency Services arrive.

#### Responsibilities of the SOE Faculty:

- Create a safety culture when instructing students.
- Work with the Technical Staff to ensure that labs can be conducted safely.
- To be primarily responsible for the safety of their research projects and to ensure that their researchers fully understand the safety aspects of their research projects.
- To sign off on Lab Access Forms for their researchers every semester.

#### Responsibilities of Researchers:

- To read, understand and comply with the “Lab Safety Rules” and “Standard Operating Procedures”.
- To attend safety training courses as required.
- To complete and submit a “Lab Access Form” for the lab that they are working in to the Lab Manager or designate every semester or when their research protocols change.
- Ensure that up to date MSDS/SDS sheets are available in the lab and to review the MSDS/SDS sheets with the Lab Technician before a new chemical are brought into the lab.
- Post “Research Information Sheets” where you’re working in the lab.
- Ensure that WHMIS labelling requirements are met.

#### Responsibilities of GTA’s

- To understand and enforce the lab safety rules when conducting a lab.

#### Responsibilities of Administrative Staff

- Have a understanding of the SOE safety system in order to direct students and visitors to the appropriate resources.
- Complete safety training courses appropriate to their positions as shown in the Safety Training Matrix on the SOE Safety web page.

#### Responsibilities of Undergraduate Students:

- To understand and abide by the safety rules for the labs that they are working in as posted on the entrance of every lab and as per the lab orientation given each semester.

#### Responsibilities of Visitors:

- The SOE Complex common spaces are open to the entire University Community and the public during business hours and no safety orientation is required for them. A visitor who will be going beyond the public spaces will be accompanied with an SOE Community Member and will receive a brief orientation, the visitor is expected to abide by the rules outlined in the orientation and to know what to do in case of an emergency. The Visitor Orientation Guide is available on the Safety Webpage of the SOE web site and hard copies are available in the SOE Reception Area.

#### Responsibilities of the SOE Community:

- Due Diligence means that everyone is responsible for safety.
- All SOE Community members have the following rights:
  - Right to know and receive training about workplace hazards
  - Right to participate in resolving health and safety concerns
  - Right to refuse unsafe work
  - Right to stop unsafe work

### SOE Safety Governance Flow Chart

