



Environmental Health and Safety Policy

University Policy No: SS9200
Classification: Safety and Security
Approving Authority: Board of Governors
Effective Date: March 2021
Supersedes: March 2012
Last Editorial Change:
Mandated review: March 2028

Associated Procedures :

[EHSProcedures](#)

Purpose

- 1.00 The purpose of this policy is to convey the university's commitment to a safe and healthy environment for work and study. The university is committed to excellence in environmental health and safety stewardship through a university -wide EHS Management System.

Definitions

- 2.00 For the purposes of this policy:

“administrative authority” means individuals with administrative responsibility for units, including but not limited to :

“chair” means the chair of an academic department and includes the school or program.

“employee” means a university community member who UVic is responsible for as a worker under the

Workers Compensation Act including but not limited to faculty, librarians, and staff.

“EHS Management System ” means Environmental Health and Safety Management System, an integrated system of programs and procedures that outline responsibilities, activities, and assessment of performance with respect to health, safety, and environmental objectives.

“OHSE” means the Occupational Health, Safety and Environment department.

“student ” means a person who is registered, enrolled, or participating in any course or program offered by the university.

“unit” means academic, research, or administrative areas at the university, including but not limited to: faculties, divisions, departments, schools, offices, centres, and the university’s libraries.

“university community” means:

- (a) credit and non-credit students, including distance students and continuing studies students;
- (b) employees (including faculty, librarians, and staff);
- (c) anyone holding a university appointment;
- (d) post-doctoral fellows;
- (e) all persons who are employed under contracts with university faculty members as the employer and who provide research or administrative services directly supporting faculty members’ research activities;
- (f) anyone volunteering with a university program or activity;
- (g) members of the Board of Governors and Senate;
- (h) visitors (including visiting researchers); and
- (i) anyone who ordinarily resides on campus because of their relationship with the university.

Scope

- 3.00 This policy applies to members of the university community and others who participate in activities. This policy also applies to separately incorporated organizations who participate in activities, and to contractors who are contractually required to comply with this policy.

Policy

- 4.00 The university is committed to excellence in environmental health and safety stewardship to ensure a safe and healthy environment for work and study.
- 5.00 The university meets the requirements of applicable environmental health and safety statutes and regulations by controlling risk and preventing harm.
- 6.00 The university is committed to the integration of environmental health and safety planning, implementation, auditing, and reporting into core university management activities and into existing cycles of academic and service planning
- 7.00 Environmental health and safety is the responsibility of every member of the university community, members of separately incorporated organizations conducting activities, and others who participate in activities.
- 8.00 The President and Vice-Presidents are responsible within their areas of responsibility for the implementation of this policy and procedures. They may delegate responsibilities to the appropriate administrative authority.
- 9.00 The administrative authority shall require units to undertake action consistent with the requirements of the EHS Management System.
- 10.00 The Vice-President Finance and Operations is responsible for the development and maintenance of university-wide environmental health and safety procedures to support this policy.

Responsibilities and Accountabilities

3.00 All members of the university community have responsibilities to ensure that hazards are identified and risks are appropriately mitigated. Specific responsibilities and accountabilities are outlined for each group as follows.

3.01 Executive:

- (a) implementing this policy and procedures within their areas of responsibility, including:
 - (i) delegating responsibilities to the appropriate program or unit and respective administrative authority; and
 - (ii) requiring program units to prepare plans and undertake action consistent with the requirements of the EHS Management System.

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3.06 Employees

(a) complying with the university's safety policies and procedures, and with applicable federal, provincial, and local laws and regulations;

(b) seeking guidance from their immediate supervisor.

- (f) complying with the health and safety policies and procedures of other institutions when they are engaged in university-related activities in these other institutions.

3.08 Visitors:

- (a) where applicable, complying with the university's

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