

# VICTORIA UNIVERSITY HEALTH AND SAFETY SYSTEM

**Date of Issue:** March 24, 2023

**Review/Revise Date:**

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## 1. HEALTH AND SAFETY INTERNAL RESPONSIBILITY SYSTEM

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### PURPOSE

The purpose of Health and Safety Management System at Victoria University is to provide a framework that outlines roles and responsibilities, safety programs and safe operating procedures to ensure compliance to the Occupational Health and Safety Act, its applicable regulations and to the protection of the health and safety of all employees and visitors at Victoria University. The roles and responsibilities of each party at the Victoria University is known as the Internal Responsibility System (IRS) which is the basis for an effective Health and Safety Management System.

The Workplace parties within the Internal Responsibility System at Victoria University are:

- The Board of Regents
- The President and Vice-Chancellor
- Members of the President's Senior Administration Team
  - The Principal, Victoria College
  - The Principal of Emmanuel College
  - The Chief Librarian
  - The Bursar and CAO
  - The Executive Director of Alumni Affairs and Advancement
  - The Registrar
  - The Dean of Students
- Directors, Department Head, Managers and Supervisors, Process Owners
- Faculty, Staff and Students
- Joint Health and Safety Committee

Roles and responsibilities are further defined in the roles and responsibilities documents, as well as specific program authorities are listed below.

### ROLES AND RESPONSIBILITIES

The Board of Regents: responsible for authorizing the overall health and safety management system at Victoria University including ensuring it is developed, implemented and effectively maintained and that all parties are aware of their responsibilities according to the Act.

The President and Vice-Chancellor: overall responsibility for the health and safety of all workers at Victoria University and ensures that a Health and Safety policy and program is developed, maintained and implemented satisfactorily.

Members of the President's Senior Administration Team: responsible for directing health and safety activities including:

- Reviewing health and safety statistics
- Providing resources to achieve continual improvement to the health and safety program and policies
- Promoting elements of the health and safety program and policies within their areas of responsibilities

Directors, Department Heads, Managers and Supervisors: responsible to ensure the development, implementation, enforcement and maintenance of the health and safety programs within their area. They are responsible under the Occupational Health and Safety Act as supervisors and must do everything reasonable in the circumstances for the protection of the worker.

Process Owners: assigned specific programs or safe operating procedures as defined by the Health and Safety Management System. Process owners are accountable for the development, implementation, monitoring and maintenance of specific processes and ensure that these activities are being carried out in a safe manner as per the process in a day-to-day basis.

Staff and faculty: work in compliance with the Occupational Health and Safety Act, its regulations and any health and safety policies and procedures that are applicable to them. As well they participate, report any hazard that they are aware of to their supervisor/manager and report all injuries no matter the severity.

Joint Health and Safety Committee: monitors the system, makes recommendations to the employer and supports communication between workplace parties.

Students: conduct themselves in accordance with the Student Code of Conduct at all times.

## **RELATED PROCEDURES**

Employer Responsibilities  
JHSC Terms of Reference  
Senior Administration Team Responsibilities  
Supervisor Responsibilities  
Worker and Supplied Labour Responsibilities

## **REFERENCE MATERIALS**

Occupational Health and Safety Act and its regulations