SOME IMPORTANT CONTACTS:

All Dalhousie Emergencies
4109

Dalhousie Environmental Health & Safety Office
494-2495 (Phone)
494-2996 (Fax)
Safety.Office@dal.ca (E-mail)
www.dal.ca/safety (Web)

Radiation Safety Office
494-1938 (Phone)
494-2996 (Fax)
Melissa.Michaud@dal.ca (E-mail)

University Environmental Health & Safety Committee
494-2495 (Phone)

Dalhousie Emergencies (Security, Police, Fire & Ambulance)
4109

Dalhousie Security Services
494-6400 (Phone)

Nova Scotia Department of Labour and Advanced Education
Occupational Health and Safety Division
424-5400 or 1-800-952-2687 (Phone)
424-5640 (Fax)
http://novascotia.ca/lae/ (Web)
1 HEALTH AND SAFETY IN NOVA SCOTIA

In 1996, Nova Scotia introduced a revised Occupational Health and Safety Act. The Act is a comprehensive document running almost 60 pages in length. This brochure provides only brief sketches of the Act. People who serve on the University Environmental Health and Safety Committee, on one of the many departmental or building safety committees, and particularly those who supervise the work of others, need to be familiar with the entire Act. Copies are available to any member of the University from the Safety Office. Also available are copies of the Department of Environment & Labour's booklet "Your Rights, Responsibilities and the Nova Scotia Occupational Health and Safety Act".

While the Act describes the manner in which workplace health and safety operates in Nova Scotia, regulations issued under the Act provide many of the detailed requirements.

1. Nova Scotia Workplace Health and Safety Laws and Regulations

- Disclosure of Information
- Fall Protection and Scaffolding
- Fire Safety Act and Regulations
- First Aid
- Occupational General Safety
- Occupational Health and Safety Act
- Occupational Health
- Violence in the Workplace
- Workplace Hazardous Materials Information System (WHMIS)

2. Other Acts and Regulations

- Canadian Environmental Protection Act
- Handheld Cell Phone Ban
- Nuclear Safety and Control Act
- Radiation Emitting Devices Act
- Smoke-Free Places Act
- Transportation of Dangerous Goods Act and Regulation
A more comprehensive list of Federal, Provincial and Municipal laws is available on the Safety Office web site: safety.dal.ca

The Nova Scotia Occupational Health and Safety Act is based on the premise that significant progress in preventing accidents and illnesses can only be achieved when all those involved in the work are fully engaged in workplace health and safety programs. The Act makes explicit the rights and responsibilities of everyone - employees, employers, supervisors, suppliers, and those providing professional services - who have a part to play in maintaining safe workplaces. This legal framework within which workplace health and safety operates in Nova Scotia, is termed the "Internal Responsibility System".

1.2 Rights and Responsibilities

1.2.1 Employer Obligations

The Act requires that Dalhousie and all other employers under provincial jurisdiction, "take every precaution that is reasonable in the circumstances to ensure the safety of persons at or near the workplace". Flowing from this general duty, the Act requires that employers operate and maintain equipment properly, ensure that employees are properly trained and equipped to do their jobs and to comply with the Act.

In addition to these responsibilities, the Act also requires that employers such as the University create and co-operate with a joint occupational health and safety committee composed of both people who are selected by employees and people appointed by the University.

1.2.2 Employee Responsibilities

Employees, for their part, must "take every reasonable precaution in the circumstances to protect the employees own health and safety and that of other persons at or near the workplace". An employee is obliged to report to his or her supervisor any situation which the employee has reason to believe may be dangerous and follow health and safety policies and practices established by the University. The Act also requires that employees of the University co-operate with the University Environmental Health and Safety Committee.
1.2.3 Three Important Rights

To ensure that the Internal Responsibility System functions properly, the Act gives people three important rights:

- the Right to Know,
- the Right to Participate, and
- the Right to Refuse.

Under the Act, employees have the right to be informed of the hazards of their work. They have the right to select representatives who participate on joint health and safety committees whose functions and responsibilities are, in turn, set out in the Act. Finally, employees have the right to refuse to do work which the employee has "reasonable grounds for believing is likely to endanger the employee's health or safety or the health or safety of any other person". Work refusals are not permitted when failure to carry-out the task would put the life, health or safety of another person directly in danger. The right to refuse also does not apply in situations where the danger is inherent in the employee's work. An employee who has exercised the right to refuse, may be assigned to another task until the refusal is resolved.

An employee wishing to exercise the right to refuse:

- Must immediately report the refusal to his or her supervisor.

If the supervisor's response does not resolve the concern to the employee's satisfaction, the employee:

- Must then report the refusal to the Dalhousie Environmental Health and Safety Committee.

Again, if the Health and Safety Committee's response does not resolve the concern to the employee's satisfaction, the employee:

- Must then report the refusal to the Occupational Health and Safety Division of the NS Labour and Workforce Development.
To ensure that the Committee members, or the NS Labour and Advanced Education inspector, fully understand the employee's concerns, the employee has the right to participate in inspections conducted to investigate the work refusal.

The Act has a number of provisions which further describe each of these important rights. The Act also prohibits the taking of discriminatory action against an employee who exercises any of these rights. An employee who feels that he or she has been subjected to (or threatened with) discriminatory action following a work refusal, can take action under a collective agreement or complain to the NS Labour and Advanced Education.

Complaints can also be lodged if, in contravention of the Act, the employer fails to pay required wages or other benefits.

2 ENVIRONMENTAL HEALTH AND SAFETY AT DALHOUSIE

2.1 Policy

Dalhousie first adopted a Safety Policy in 1988. To better align the policy with the requirements of the present Occupational Health and Safety Act and to more fully describe the responsibilities of all members of the University community, in 2006 the University adopted the revised policy set out below.

POLICY

With the full support of the President and Board of Governors, the University is fully committed to providing an environment which appropriately supports work, study and campus life by conducting all aspects of its operations in accord with appropriate standards of health, safety and environmental protection.

GUIDING PRINCIPLES

The University understands that achieving high standards of health, safety and environmental protection requires active support and participation of all employees, students and visitors. Accordingly, the University will continue to develop its environmental health and safety program by working openly and in co-operation with members of the University community and, in particular,
with the Dalhousie University Environmental Health and Safety Committee, and with external individuals and agencies which share its environmental health and safety goals.

In a rapidly changing world, Dalhousie University further understands that providing an appropriately healthy and safe environment, requires an ongoing and iterative process of program development, implementation, and performance audit, leading to program improvement.

**ROLES and RESPONSIBILITIES**

**Individuals**
Individuals are responsible for:
- acting safely to protect their own well being and that of others who might be impacted by their actions,
- complying with government regulations and University and departmental safety policies and procedures, and
- promptly reporting hazardous situations.

**Faculty, Instructors, Managers and Supervisors**
Faculty, instructors, managers, and supervisors are responsible for ensuring:
- tasks undertaken under their supervision are structured in such a fashion as to minimize the likelihood of harm, and
- those whom they supervise are appropriately trained, equipped and supervised.

**Deans, Chairs, Directors and Heads of Units**
Deans, Chairs, Directors and Heads of Units are responsible for:
- providing safety leadership within their units, and
- ensuring that their units operate effective health and safety programs.

**Director Environmental Health and Safety**
The Director Environmental Health and Safety is responsible for:
- supporting the health and safety efforts of Faculties and Departments by providing expert information and advice,
- providing such health and safety services and training as is appropriate,
- supporting the work of the Dalhousie Environmental Health and Safety Committee, and
- liaising with external agencies to ensure that the University is fully aware of matters which might impact its environmental health and safety program.
As the Occupational Health and Safety Act requires, the University Environmental Health and Safety Committee reviews the policy annually to ensure that it continues to meet the needs of the University and its staff and students.

The Act also requires that an organization prepare a written health and safety program. In response, the Environmental Health and Safety Committee has prepared a formal program, copies of which are available from the Safety Office.

### 2.2 Dalhousie University Environmental Health and Safety Committee

To engage members of the University in health and safety, Dalhousie established an Environmental Health and Safety Committee in 1980. The University Committee was thus formed 5 years before the Province's first Occupational Health and Safety Act gave legal standing to joint employee/employer committees.

The members of the Dalhousie Committee include people selected by the campus organizations which represent employees and students. The University names an equal number of representatives. The Committee is chaired for alternating one year terms by a member chosen by employee group representatives and the University appointees.

The Committee meets monthly during the academic year. Minutes of Committee meetings are circulated widely and are available from the website: safety.dal.ca.

The Committee provides advice on health and safety policies, participates in investigations of serious accidents, reviews results of testing and deals with complaints and other health and safety matters as set out in the Act.

To contact the Committee or any one of the members, contact the Safety Office at 494-2495 or by e-mail at Safety.Office@dal.ca.

### 2.3 Local Committees

Although not required by law, University policy encourages Deans, Directors, and Chairs of Departments to create local committees. The purpose of these committees is to resolve local safety problems and to help and advise the unit head on matters of health and safety. The
Dalhousie Safety Office attempts to create appropriate communications between the local committees and the University Committee.

To contact the safety committee in your department, ask your supervisor, your departmental office or the Dalhousie Safety Office.

2.4 Health and Safety Policies

The University has adopted a number of policies and procedures, many of which apply to particular University work situations. For example, there are policies and procedures which apply to University laboratories and to trades and custodial work in Facilities Management. Information on the policies and procedures that relate to your particular work situation is available through your supervisor, your departmental office, the Safety Office and the Safety Office website. However, a few policies apply to all members of the University.

2.4.1 Fire Safety

The University has a comprehensive fire safety program. Everyone using University buildings is expected to observe normal fire safety practices and, on hearing a fire alarm, to vacate University buildings under the direction of building fire wardens. A detailed emergency evacuation plan has been developed for each of the University's major buildings. To obtain a copy of the plan or to volunteer to work with your building's fire warden team, ask at your departmental office or the Safety Office.

Open flames in University buildings are only allowed with permission of the Safety Office.

2.4.2 Smoking

Dalhousie University recognizes the hazards posed by exposure to second-hand tobacco smoke. Accordingly, as of September 1, 2003, Dalhousie University no longer permits smoking in any University-owned or leased building, on University property or in University vehicles. Exceptions may be made to accommodate the use of tobacco, or related substances, in connection with culturally significant celebrations such as those conducted, occasionally, at Dalhousie by members of First Nations' communities.
Members of the University and visitors who wish to smoke, are asked to leave University property to do so. Those smoking in areas surrounding the University are asked to respect municipal by-laws and provincial legislation, be considerate of the rights of neighbouring residents, businesses and institutions and not litter the sidewalks with cigarette butts.

2.4.3 Scents

To protect members of the University community who suffer from chemical sensitivities, the University, together with the Student Union and the employee groups, encourage staff, students and faculty to refrain from using scented personal care products.

2.4.4 Reporting Unsafe Situations and Accidents

University policy requires that students and members of staff and faculty, report any unsafe situations. Reports of dangerous situations should be made, without delay, to the person's supervisor or:

- Facilities Management 494-2470 / 3345
- Dalhousie Safety Office 494-2495
- Dalhousie Security Services 494-6400

In addition, anyone who is involved in or who witnesses an accident or incident which could have resulted in an injury or property damage, is required to report the accident or incident to the Dalhousie Safety Office. Accident/Incident report forms are available from your departmental office, Safety Office or on-line:


2.4.5 Responding to Emergencies

Fires  If you discover a fire or smell smoke:

- leave the area immediately, if possible, closing the door behind you;
- activate a pull station to sound the fire alarm. The alarm will automatically notify Security who will immediately call the Fire Department;
- evacuate the building following the directions of the building fire warden;
- assist wardens or others who may need assistance.
After the alarm has been sounded and only if you have been trained in the use of extinguishers, should you consider returning to the fire area to attempt to extinguish the fire.

Other Emergencies

In the event of medical or other emergencies, call Dalhousie Security which operates a round-the-clock emergency switchboard.

You can reach Security from:

**CODE BLUE** phones - by lifting the receiver located on outdoor poles around campus.

**RED EMERGENCY** phones - by lifting the receiver located in:
  - Sir Charles Tupper Medical Bldg.
  - Clinical Research Centre
  - Sir James Dunn Building
  - Chemistry Building

**ELEVATOR EMERGENCY** phones - by lifting the receiver, located in many elevators across the University.

**PAY** phones - by dialing 4109 (coin-free), located in over 100 indoor/outdoor locations across the University.

**OFFICE** phones - by dialing 4109.

**RESIDENCE** phones - by dialing 494-4109.

**CELLULAR** phones - by dialing 494-4109.
2.5 Do You Have a Question or Concern?

The Dalhousie Safety Office provides services over a wide range of environmental health and safety areas. Included are:

- indoor air quality
- disposal of hazardous chemicals
- fire and general safety inspections
- chemical and laboratory safety
- first aid and CPR
- laser safety

- office safety
- accident and incident investigation
- ergonomics
- trades and custodial safety
- radiation safety
- biosafety

The Safety Office also works with other units in the University in areas including:

- Diving
- Infection Control

You can contact the Environmental Health and Radiation, Biosafety Safety Offices by:

Campus/mail: 1391 Seymour Street, Halifax, Nova Scotia B3H 4R2
Phone: 902.494.2495 (EH&S)
         902.494.1938 (Radiation, Biosafety Officer)
         902.494.6308 (Health & Safety Officer)
         902.494.1934 (Chemical Safety Officer)
         902.494-4452 (Health & Safety Technician)
Fax: 902.494.2996
E-mail: Jerry.Aquinaga@dal.ca
        Melissa.Michaud@dal.ca
        Stephen.Ellis@dal.ca
        Steve.Beaton@dal.ca
        Andrea.Corrigan@dal.ca
        Jan.Taylor.McIntyre@dal.ca
        Safety.Office@dal.ca

Urgent matters call: 902..494.4109 (Security Emergency)

Under normal circumstances, for non-urgent matters, you should expect to hear from us within two days.
## 2013-2014 ENVIRONMENTAL HEALTH & SAFETY

### COMMITTEE MEMBERSHIP

#### Employee and Student Group Appointees

<table>
<thead>
<tr>
<th>Name</th>
<th>Group/Department</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmel Forde</td>
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<tr>
<td>Vacant</td>
<td>NSGEU99 Custodial-Fac. Mgmt.</td>
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#### University Appointees

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<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email</th>
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<tbody>
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<td>Chris Keough</td>
<td>Athletics &amp; Recreational Svs.</td>
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<td>Medicine</td>
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<tr>
<td>Vacant</td>
<td>PEAS</td>
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#### Ex-officio Members

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
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</tr>
</tbody>
</table>