

Health and Safety

Purpose / Intent

The health and wellbeing of AMS staff is our number one priority. There are also legislative requirements around timely reporting of injuries. This policy outlines proper procedure for both managers and staff.

Our approach to health and safety is based on adherence to three key principles:

- **The right to know:** Employees have the right to be informed about workplace hazards, safety procedures, and their responsibilities in maintaining a safe work environment. This includes access to training, safety data sheets, and hazard communication programs to ensure they can work safely.
- **The right to refuse dangerous work:** Workers have the right to refuse tasks they believe pose an immediate risk to their health and safety or that of others. If a hazardous situation arises, employees are encouraged to report it without fear of retaliation, and managers must investigate and resolve concerns before work continues.
- **The right to participate in workplace health and safety:** Employees have the right to be actively involved in health and safety discussions, committees, and decision-making processes. This includes reporting hazards, suggesting improvements, and collaborating with management to create a safer work environment.

Terminology (if applicable)

The term “AMS” means the Alma Mater Society of Queen’s University Incorporated and the Alma Mater Society of Queen’s University.

Scope

This policy applies to all AMS waged and salaried employee positions, held by students at Queen’s University.

Health and Safety Commitment

The AMS is committed to creating and maintaining a safe workplace to minimize and prevent occupational injuries and illnesses. Continuous efforts by all AMS employees will focus on preventing workplace accidents and maintaining a safe environment. All AMS employees are

required to comply with the Ontario Occupational Health and Safety Act and its regulations. Safety is our number one priority in all situations. Should we see recurring unsafe behavior, management reserves the right to suspend an employee until the issue is rectified or addressed.

Responsibilities

1. Managers and Supervisors

Managers are responsible for ensuring the safety and well-being of their direct reports by actively monitoring the worksite, identifying potential hazards, and addressing any health and safety concerns immediately. If an issue is brought to their attention, they must take prompt and appropriate action to resolve it, ensuring compliance with all workplace safety regulations and best practices. Proactive engagement in maintaining a safe environment is essential to preventing accidents and fostering a culture of safety.

Managers and supervisors are responsible for:

- Ensuring safe and healthy work conditions through regular safety checks.
- Keeping employees informed of any potential hazards.
- Maintaining clean and orderly work areas.
- Providing first aid treatment for minor injuries and investigating accidents.
- Preparing and issuing accident and injury reports promptly.
- Maintaining accessible first aid stations.
- Ensuring employees complete necessary health and safety training.
- Complete required health and safety training and lead by example.
- Actively monitor the worksite and address hazards immediately.
- Respond promptly to safety concerns and ensure compliance with regulations.

2. Employees

Employees must:

- Maintain safe and healthy work conditions.
- Follow security and safety procedures.
- Report unsafe or hazardous conditions immediately.
- Keep work areas organized and free of hazards.
- Not obstruct hallways, exits, fire equipment, or first aid stations.

- Report any workplace injuries, accidents, or illnesses immediately.
- Discuss health and safety concerns with their manager or supervisor.
- Complete Health & Safety training in a timely manner

3. Facilities Manager

The Facility Manager must:

- Ensure Health & Safety Inspections (Health and safety bulletin boards, trip hazards, WHMIS sheets, speaking with staff on duty, and general building related issues that could cause a working to be injured) are done monthly.
- Report findings to the correct staff/(Queens) to have it corrected or correct it themselves.
- Perform monthly fire extinguisher checks and emergency lighting checks.
- Employees will not face discipline or reprisals for exercising their rights under this policy. Disciplinary action, up to and including termination, will be taken against any employee who violates safety requirements or this policy.

Policy

Injuries

1. Reporting

- a. Any employee who injures themselves during the conduct of duties for the AMS shall report the injury to their supervisor during the shift on which the injury occurs.
- b. In the case where the injured person is in a supervisory role, they shall report the injury to their direct report as soon as possible.
- c. If the supervisor must leave their duties, they will appoint another employee as supervisor in their place.
- d. The supervisor on duty in conjunction with the injured employee should fill out an Incident Report Form relating to any injuries that have occurred during a shift. The Incident Report Form will be sent to both the Human Resources Officer and the Facilities Officer at slc.facilities@ams.queensu.ca.
- e. If the injury results in a Doctor's visit, this will trigger another form (Form 7) to be filled out and sent to the Workplace Safety and Insurance Board (WSIB)
- f. The Facilities Officer is responsible for submitting all required documentation to the Workplace Safety and Insurance Board (WSIB) and informing the Joint Health and Safety Committee of the event at the next meeting.

2. Leave

- a. (a) The AMS shall not knowingly employ anyone with an injury or permanent condition whose health will be endangered by the regular performance of their duties.
- b. (b) If an employee is injured off the job and unable to perform their duties, they may be considered on sick leave in accordance with the employment standards act.
- c. (c) Where an employee is injured on-the-job, the Facilities Officer, along with the Human Resources Office, will work with them to ensure all Workplace Safety and Insurance Board (WSIB) procedures are followed, and the employee may use a combination of sick leave, as per the Employment Standards Act, and whatever benefits are made available to them through the WSIB.
- d. If an employee requires leave for any reason outside of the aforementioned items, they are to notify their direct report so they can collaborate with the Human Resources Office to organize steps moving forward as per ESA standards and WSIB requirements.

3. Compensation

- a. The injured employee shall be compensated in accordance with the Leaves of Absence section of this policy.

Monitoring

Monitoring for compliance with this policy will be carried out by...

Responsibility and/or contact person	Human Resources Office & Facilities Manager
Approved by	Board of Directors
Date initially approved	January 1991
Date last revised	March 25, 2025
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	Behavior Policy
Policies superseded by this policy	N/A