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### 1 Identification ▲

**Title:** Health and Safety Management Policy

**Person in charge:** Director of Financial and Material Resources

**This policy applies to:** Polytechnique Montréal teaching and non-teaching staff and students

### 2 Approval stages ▲

- Adopted by the Board of Directors on September 20, 2007 (CAD-997-5162)
- Amended by the Board of Directors on November 17, 2011 (CAD-1030-5242)

### 3 Statement of principles ▲

The management of occupational safety and health is supported by current legislation. To respect this legal framework and align it with Polytechnique Montréal values, the institution aims to provide its community with a safe and healthy work, study and research environment. To achieve this aim, it is essential to develop, implement and maintain management and training programs focused on occupational health and safety (OHS). Polytechnique Montréal is counting on all stakeholders to help identify dangers and manage risks and hazardous situations in their work and study environment.

For its part, Polytechnique undertakes to:

- promote health and safety in work, study and research environments, in accordance with existing health and safety laws, regulations and standards in Québec and Canada;
- eliminate dangers at the source and ensure adequate management of risks in work and study environments;
- implement programs aimed at reducing and, as far as possible, eliminating occupational accidents and diseases;
- develop internal OHS standards;
- provide the Polytechnique community with adequate training regarding dangers encountered in work, study and research environments.

Through this Policy, Polytechnique Montréal aims to continually improve OHS on campus by incorporating prevention strategies into all activities, and making health and safety a top priority. To this end, the Policy sets out the respective responsibilities of staff members and students.

### 4 Scope ▲

This Policy applies to all teaching and non-teaching staff, all students and all visitors or other individuals who are on or outside the Polytechnique campus.

### 5 Legal framework ▲

- [An Act Respecting Occupational Health and Safety](#) (LSST) and applicable regulations
- [An Act Respecting Industrial Accidents and Occupational Diseases](#) (LATMP) and applicable regulations
- Chapter 21 of the [Criminal Code of Canada](#)
- The collective agreements and memorandums of understanding of unions and associations

### 6 Person in charge of the Policy ▲

The Financial and Material Resources department, through its health and safety advisors, is in charge of keeping this Policy up to date and ensuring that it complies with various legislative amendments.

The Director of Financial and Material Resources is in charge of applying this Policy. An activity report will be submitted every three years to the Assemblée de direction of Polytechnique Montréal.

## 7 Definitions ▲

- **Danger:** Source or situation that could cause harm by means of injury, adverse health effects or damage to property or a work environment, or a combination of the above.
- **Management:** Management is represented by the Chief Executive Officer, functional directors and department directors.
- **Polytechnique:** The Corporation de l'École Polytechnique de Montréal.
- **Employer:** As defined by law (LSST), an employer means a person who, under a contract of employment or a contract of apprenticeship, even without remuneration, retains the services of a worker; an educational institution is deemed to be the employer of a student in cases where, under a regulation, the student is deemed to be a worker.
- **Staff member:** Includes management, supervisors and workers.
- **Emergency plan:** Program of specific actions and interventions aimed at limiting the effects of a disaster on an organization's activities.
- **Risk:** A combination of the probability of consequences resulting from a specific dangerous event.
- **Secteur santé et sécurité (health and safety unit):** Unit made up of health and safety advisors who report to the Department of Financial and Material Resources.
- **OHS:** Occupational health and safety.
- **Supervisor:** Any individual in a supervisory capacity or position of authority with regard to workers, students and interns.
- **Worker:** As defined by law (LSST), a worker means a person, including a student, who, under a contract of employment or a contract of apprenticeship, even without remuneration, carries out work for an employer. In this Policy, the terms "employee," "staff member," and "staff" refer to workers.

## 8 Functional structure ▲

### 8.1 General principles concerning responsibility ▲

At Polytechnique Montréal, responsibility for OHS is assigned to each department and unit. It therefore falls to directors, in collaboration with their staff members, to ensure health and safety within their department or unit.

The involvement of all management members, teaching and non-teaching personnel and students is essential for the implementation of this Policy. Individuals are responsible for their own health and safety and share this responsibility with all others working in the same environment. Specific responsibilities are set out below.

### 8.2 Specific responsibilities ▲

#### 8.2.1 Board of Directors of Polytechnique Montréal ▲

Polytechnique Montréal's Board of Directors is responsible for:

- adopting this Policy;
- ensuring that the Policy is reviewed in a timely manner.

#### 8.2.2 Polytechnique management ▲

Polytechnique management is responsible for:

- implementing this Policy;
- allocating available human and financial resources to develop, implement and monitor activities resulting from this Policy;
- putting in place the necessary resources to develop and implement a health and safety management program, as well as establishing a local OHS committee in each department and unit;
- ensuring the application of existing regulations, procedures and policies to improve health and safety;
- informing staff members of this Policy;
- ensuring that staff members attend training sessions related to dangers in their workplace.

### **8.2.3 Supervisors ▲**

Supervisors are responsible for:

- informing the workers, students and interns under their supervision of existing internal policies, procedures and regulations, and ensuring that the latter understand and comply with them;
- identifying dangers in their workplace and helping to develop and implement appropriate and safe corrective measures, and reporting dangerous situations to the Secteur santé et sécurité, if necessary;
- ensuring that the workers, students and interns under their supervision receive adequate training to safely carry out activities in their work, study or research environment;
- ensuring that equipment and workplaces are kept in good condition, and implementing safe work methods;
- providing, when necessary, personal and collective protective equipment, and ensuring their proper use by the workers, students and interns under their supervision;
- carrying out, in tandem with health and safety advisors, analyses of accidents and incidents involving the workers, students or interns under their supervision, identifying the causes of the events, and implementing corrective measures to prevent their recurrence;
- complying with applicable laws as well as the University's internal policies, procedures and regulations.

### **8.2.4 Staff members ▲**

Staff members are responsible for:

- helping to identify dangers in their workplace and rapidly notifying their supervisor;
- reporting (once they have notified their supervisor) any incident or accident to the Service de la sûreté institutionnelle (institutional security service), either by going to one of the three security desks or, if this is not possible, by calling extension 4444.
- knowing, understanding and complying with existing laws and the University's internal policies, procedures and regulations.

- following, in collaboration with their supervisor, all training sessions related to dangers in their workplace;
- acting in a safe manner and applying preventive measures to protect their health, safety and physical integrity;
- wearing or using the personal or collective protective equipment provided to them;
- informing visitors of the dangers and risks to which they might be exposed in a given environment.

### **8.2.5 Students and interns ▲**

Students and interns are responsible for:

- knowing, understanding and complying with the internal health and safety policies, procedures and regulations;
- reporting (once they have advised their supervisor) any incident or accident to the Service de la sûreté institutionnelle, either by going to one of the three security desks or, if this is not possible, by calling extension 4444;
- reporting to their supervisor any dangerous situations on campus;
- following all training related to dangers in their work or study environments;
- acting in a safe manner and applying the preventive measures they have learned to protect their health, safety and physical integrity;
- wearing or using the required personal or collective protective equipment;
- informing visitors of the dangers and risks to which they might be exposed in given environment.

### **8.2.6 Secteur santé et sécurité (health and safety unit) ▲**

The Secteur santé et sécurité is responsible for:

- developing and updating this Policy and ensuring that it is implemented, circulated and reviewed as necessary;
- developing, implementing and updating the OHS management program and its policies, procedures and regulations to ensure that Polytechnique complies with or surpasses the requirements of existing health and safety laws, regulations and standards in Québec and Canada;
- advising management and supervisors on the interpretation and application of the OHS management program and associated documents, as well as existing health and safety laws, regulations and standards.
- helping department and unit managers develop and write internal health and safety management documents;
- assisting and advising supervisors on the development and implementation of solutions adapted to specific health and safety needs;
- helping supervisors inspect their work, study and research environments, and analyzing and resolving health and safety issues, in cooperation with supervisors and staff;
- providing whatever support is required in the analysis of accidents and incidents occurring at Polytechnique Montréal;
- offering or coordinating training sessions required for various dangers encountered in work, study and research environments;

- coordinating the activities of the Comité central de santé et de sécurité du travail (central occupational safety and health committee) and the Comité santé et sécurité interdépartemental et de services (interdepartmental health, safety and service committee, or CSSIdS), and ensuring the efficient and dynamic operation of the committee;
- communicating to Polytechnique management the status of health and safety activities;
- advising the co-ordinator of emergency measures, as applicable;
- liaising with government agencies or other external agencies involved in health and safety (e.g., the Commission de la santé et de la sécurité du travail [CSST] or the Canadian Nuclear Safety Commission).

### 8.2.7 Service de la sûreté institutionnelle ▲

This service is responsible for:

- developing, communicating and implementing Polytechnique's Emergency Plan;
- implementing prevention activities (e.g., fire, loss);
- responding in emergency situations in order to ensure smooth operations and request the appropriate aid;
- gathering all relevant information and writing the appropriate reports;
- providing assistance in the case of an accident and providing first aid in the case of injury or discomfort;
- reporting, responding and collaborating with the Secteur santé et sécurité in dangerous situations to avoid accidents;
- contacting Polytechnique's Secteur santé et sécurité when necessary (e.g., emergencies involving hazardous materials, accidents, etc.);
- forwarding first aid reports to the Secteur santé et sécurité.

### 8.2.8 Human Resources ▲

This department is responsible for:

- the ongoing management of medical and administrative files (financial and legal aspects) with the CSST;
- deciding on the eligibility of claims;
- managing claims for compensation;
- managing disputes.

In addition, Human Resources works closely with the Secteur santé et sécurité.

### 8.2.9 Comité central de santé et de sécurité du travail (central occupational safety and health committee) ▲

This joint committee is made up of one member each from the following:

- the Association des cadres et professionnels de l'École Polytechnique (Polytechnique Montréal managers' and professionals' association, or ACEP);
- the Association des professeurs de l'École Polytechnique de Montréal (Polytechnique

- Montréal professors' association, or APEP);
- the Association du personnel de l'École Polytechnique (Polytechnique Montréal staff association, or APLEP);
- Canadian Union of Public Employees, local 1604 (SEBEP);
- Canadian Union of Public Employees, local 4650 (SECTEP);
- Canadian Union of Public Employees, local 1737 (SPEMEP);
- the Association des associés de recherche de l'École Polytechnique (Polytechnique Montréal research associates' association, or AAREP);
- the Association des étudiants de Polytechnique (Polytechnique student association, or AEP);
- Polytechnique Montréal Graduate Students' Association (AÉCSP);

It also includes an equivalent number of members representing the employer and including advisors from the Secteur santé et sécurité.

Polytechnique Montréal's Comité central de santé et de sécurité du travail is responsible for:

- participating in the development of strategic guidelines;
- ensuring that the SST management program is implemented and respected by peers;
- receiving comments and suggestions from Polytechnique staff and students, and recommending corrective measures as necessary;
- promoting health and safety among union members and the associations they represent by informing them of committee activities and sharing critical information.

#### **8.2.10 Comité santé et sécurité interdépartemental et de services (CSSIdS)** (interdepartmental health, safety and service committee) ▲

This committee is made up of the respective individuals in charge of the local health and safety committee of the:

- Department of Chemical Engineering;
- Department of Electrical Engineering;
- Department of Computer Engineering;
- Department of Mechanical Engineering;
- Department of Engineering Physics;
- Department of Civil, Geological and Mining Engineering;
- Department of Mathematics and Industrial Engineering;
- Institutional Security Service;
- Building Management unit and Computer Services unit;
- other administrative units at Polytechnique;
- student technical societies;
- advisors from the Secteur santé et sécurité.

This committee is responsible for:

- sharing best practices among departments and units;

- identifying the priority needs of departments and units, and helping to develop and implement a health and safety management program;
- liaising between the Comité central santé et sécurité (via the Secteur santé et sécurité) and the departments and units.

### **8.2.11 Local health and safety committees ▲**

For each department and unit mentioned above, there is a local committee made up of at least:

- one person in charge of the department or unit's health and safety committee;
- one representative of the department or unit's management team;
- at least two other representatives.

This committee is responsible for:

- co-ordinating the health and safety efforts of department or unit members;
- identifying dangers, evaluating risks in the department or unit, and recommending the appropriate control measures, in conjunction with the supervisor(s) concerned and the Secteur santé et sécurité;
- receiving, reviewing and, if applicable, responding to complaints and suggestions related to health and safety;
- informing the Comité santé et sécurité interdépartemental et de services of complaints and suggestions that could have an impact on all departments and units;
- raising awareness among department or unit members regarding various aspects of health and safety;
- identifying needs for health and safety training and information among department or unit members;
- participating in inspections carried out by Polytechnique, the department or the unit;
- informing the department or unit director of the principal dangers and risks in work, study and research environments, and planned control measures.

### **8.2.12 External contractors ▲**

External contractors are responsible for:

- complying with the Building Management unit's Prevention Program.

## **9 Support and technical advice ▲**

Through its health and safety advisors, Polytechnique offers the support and advice necessary to implement this Policy in the different departments and units.

## **10 Effective date ▲**

This Policy is effective from the time it is approved by the Board of Directors.



By regulation, this Policy must be reviewed within a three-year period or beforehand, if a specific situation warrants it.

## **11 Minor amendment** ▲

The Director of Financial and Material Resources may, on the recommendation of health and safety advisors and the approval of the Chief Executive Officer, make minor amendments to this document.

## **12 Appendix** ▲

1. [Polytechnique](#) health and safety management organization chart

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