

**UNB SAFETY POLICY** – to be read; understood; and initialed

The University of New Brunswick is required to comply with all regulations pursuant to both Federal and Provincial Government health and safety legislation. The University must provide an example to the students, as well as the visiting public, for maintaining the highest degree of safety for all, and for demonstrating a high level of responsibility to the environment.

The University of New Brunswick is committed to taking every reasonable precaution to ensure the provision of a safe and healthy work environment, and requires all faculty, staff, and students to comply with the laws and statutes that have been enacted by the federal and provincial governments, and with the policies and guidelines that have been established by the University in cooperation with the University Joint Health & Safety Committees.

Responsibility for safety at the University exists at three different levels - individual, supervisory or instructional, and organizational or institutional. The division of responsibility must be clearly assigned and accepted; steps should be taken to ensure responsibilities are exercised; and the assignments reassessed if unexpected problems arise.

Deans of faculties, heads or chairs of departments and directors or managers of administrative departments are responsible for the environmental health and safety of their respective faculties or departments and their members, including students.

The individual (student or employee) has a responsibility to learn the health and safety hazards of the materials or equipment he or she may be using or producing; the hazards which may occur from the equipment or techniques employed; and for following appropriate safety measures. The person acting in a supervisory capacity has responsibility for ensuring that those supervised observe normal safety precautions and, as well, has a responsibility for preventing accidental injuries from occurring. Any accident which occurs must be reported, recording the apparent causes and measures which may be required to prevent occurrence of similar accidents.

The University has a fundamental responsibility to provide the facilities, equipment and maintenance to ensure a safe working environment, and an organized program to make the improvements necessary for such an environment.

The Safety Office will act as a resource department, in an advisory capacity, assisting in the development of policies and procedures, in the handling of environmental health and safety matters, and in safety education and training. To assist in the implementation of this general policy, and to comply with provincial legislation, the University has constituted Joint Occupational Health and Safety Committees on each campus. Health and safety matters which cannot be resolved at departmental or Faculty levels may be referred to those committees.

All faculty, staff and students are expected to take individual responsibility for safe working practices and procedures so as to safeguard their own health and well-being, as well as that of their colleagues, and visitors to the campus.

R.L. Armstrong  
President – UNB  
September 2001

**REGULATIONS - NB OCCUPATIONAL HEALTH & SAFETY ACT**

**9(2)** Without limiting the generality of the duties under subsection (1), every employer shall

- (a) ensure that the necessary systems of work, tools, equipment, machines, devices and materials are maintained in good condition and are of minimum risk to health and safety when used as directed by the supplier or in accordance with the directions supplied by the supplier;
- (a.1) ensure that the place of employment is inspected at least once a month to identify any risks to the health and safety of his employees;
- (b) acquaint an employee with any hazard in connection with the use, handling, storage, disposal and transport of any tool, equipment, machine, device or biological, chemical or physical agent;
- (c) provide such information, instruction, training and supervision as are necessary to ensure an employee's health and safety;
- (d) provide and maintain in good condition such protective equipment as is required by regulation and ensure that such equipment is used by an employee in the course of work;
- (e) co-operate with a committee, where such a committee has been established, a health and safety representative, where such a representative has been elected or designated, and with any person responsible for the enforcement of this Act and the regulations.

**12** Every employee shall

- (a) comply with this Act, the regulations and any order made in accordance with this Act or the regulations;
- (b) conduct himself to ensure his own health and safety and that of other persons at, in or near his place of employment;
- (c) report to the employer the existence of any hazard of which he is aware;
- (d) wear or use such protective equipment as is required by regulation;
- (e) consult and co-operate with the committee where one has been established or with the health and safety representative where one has been elected or designated; and
- (f) co-operate with any person responsible for the enforcement of this Act and the regulations.

**Joint Occupational Health and Safety Committee**

**14(9)** The employer at a place of employment shall ensure that the names of the members of the committee of the place of employment and the minutes of the most recent committee meeting are posted in a prominent place or places at the place of employment.

<b>Members</b>	<b>Alternates</b>
D. Gillespie (Employer)	A. Chsiholm-Keith(Employer)
J. Furlong (Employer)	
TL. King (Employer/Co-Chair)	D. Munro(Employer)
P. Hayes (Employer)	
M. Mendelson (AUNBT/Employee)	S. Turnbull (AUNBT)
T. Colpitts (CUPE/Employee/Co-Chair)	R. Lavine (CUPE)
K. Doucet (APT/Employee)	S. Allen (APT)
K. Lerette (Dal Med NB)	

**RIGHT TO REFUSE**

**19** An employee may refuse to do any act where he has reasonable grounds for believing that the act is likely to endanger his health or safety or the health or safety of any other employee.

**20(1)** Any employee who believes that an act is likely to endanger his or any other employee's health or safety shall immediately report his concern to his supervisor, who shall promptly investigate the situation in the presence of the employee.

**DUTY TO REPORT****NOTICES**

**43(1)** Where an employee is injured in a manner that causes, or may cause, a fatality, loss of limb or occupational disease, or that requires or may require hospitalization, the employer shall ensure that notice of the injury is made to the Commission immediately after the occurrence thereof. It is the duty of the employee to report all incidents which have or may have resulted in an injury to their supervisor.

**HEALTH & SAFETY PROCEDURES SPECIFIC to EMPLOYEMENT****Remote Location Forms**

Please note, whenever doing field work off site with students a remote location form must be completed and dropped off to security. If you require any assistance in completing the form please contact security and 648-5504/5505.

**LAB SAFETY****Responsibility**

Individuals who work in a laboratory are required to be adequately informed about the physical and health hazards present in the laboratory, the known risks, and what to do if an accident occurs. Every laboratory worker must be trained to know the location and proper use of available personal protective clothing and equipment. The laboratory supervisor is responsible for providing information about any hazards present in the lab. This information must be provided at the time initial assignment and prior to any assignments involving new potential chemical exposure situations. The following lists the information which should be provided by the lab supervisor:

- Lab specific procedures and training for all hazards in the lab.
- Awareness of the N.B. Occupational Health & Safety Act and Regulations.
- The location and availability of known reference material on the hazards, safe handling, storage, and disposal of hazardous chemicals found in the laboratory.
- The permissible exposure limits (PEL) for OSHA regulated substances or recommended exposure limits for other hazardous chemicals where there is no applicable OSHA standard for OSHA Permissible Exposure Limits of some common laboratory chemicals.
- Signs and symptoms associated with exposure to hazardous chemicals used in the laboratory.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical.
- The physical and health hazards of chemicals in the work area.
- The measures lab workers can take to protect themselves from these hazards, including specific procedures the lab supervisor and/or safety coordinator has implemented to protect personnel

from exposures to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

Lab workers must be trained when new chemical hazards are introduced into their workplace, or when new hazards are shown on updated Material Safety Data Sheets (MSDS), as well as upon reassignment to different workplaces that involve new chemical hazards or protective measures.

Please see the [Safety Handbook](#) pages for more information on the following:

Policies & Procedures -

- Internal Accident Reporting
- Fire
- Medical Emergencies
- First Aid
- Flammable Liquids
- Corrosive Materials
- Toxic Materials
- Health & Safety

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### Laboratory Safety Guidelines

1. Be familiar with your departmental safety committee and its members.
2. Discuss your safety concerns with your supervisor or seek advice from the safety committee which meets regularly to discuss problems and seek solutions.
3. Report all accidents or near misses to your supervisor and complete the UNB Accident Report Form.
4. Encourage students and fellow staff members to develop a concern for their own safety and that of others.
5. Evaluate work for specific hazards and for minimizing the risk of injury.
6. Provide incentive to students and staff for safety performance.
7. Read the appropriate safety manuals. Students must be familiar with the laboratory's safety rules, staff with the UNB Safety Handbook, users of radioactive materials with the UNB Radiation Safety Manual.
8. Conduct periodic laboratory inspections to identify and correct hazardous conditions and unsafe practices.
9. Take opportunity to discuss the results of inspections and aspects of laboratory safety with staff and students.
10. Make learning how to be safe an integral and important part of the science education process.
11. Include in every pre-lab discussion considerations for environmental health and safety.
12. Do not work alone in any laboratory without prior knowledge of your supervisor or advising the Security Department.
13. Do not run experiments unattended unless they are fail-safe.
14. When conducting experiments with hazards or potential hazards, ask yourself these questions:

- . "What are the hazards?"
  - . "What are the worst possible things that could go wrong?"
  - . "How will I deal with them?"
  - . "What are the prudent practices, protective facilities and equipment necessary to minimize the risk of exposure to the hazards?"
15. Review accidents in-house to avoid re-occurrence.
  16. Store only minimum amounts of flammable liquids in each laboratory. Maximize container size 5 L.; maximum volume 50 L.
  17. Do not pipette by mouth.
  18. Do not smoke, eat, or drink in the laboratory.
  19. Do not store food in chemical refrigerators.
  20. Be familiar with procedures for such dangers as fire, explosion, poisoning, chemical spill, vapor release or personal contamination.
  21. Read the 'IN CASE OF FIRE' poster next to every pull station and posted prominently on bulletin boards in departments.
  22. Store acids and bases separately. Store fuels and oxidizers separately.
  23. Maintain a chemical inventory to avoid purchasing unnecessary quantities of chemicals.
  24. Use warning signs to designate particular hazards.
  25. Maintain good housekeeping practices in all working areas.
  26. Develop specific work practices for individual experiments, such as those that should be conducted only in a fume hood or involve especially hazardous chemicals.
  27. Acquire appropriate safety equipment (spills, PPE, fire).
  28. Use safety glasses and lab coats in all laboratories. No open toed shoes permitted.
  29. Use appropriate personal protective equipment - goggles, face shields, gloves, lab coats, and bench top shields. Many hazardous experiments should be done in a fume hood.
  30. Be familiar with the location of fire extinguishers, safety showers, eye-wash facilities and fume hoods in each laboratory.
  31. Access safety resources (department safety library, main library, Internet or supervisor).
  32. Provide guards on all vacuum pumps and secure all compressed gas cylinders.
  33. Be familiar with the location of the nearest First Aid kit and the F.A. trained staff in your area.
  34. Ensure MSDS are readily available for all chemicals in use.
  35. Require ground plugs on all electrical equipment. Ensure electrical cords are not damaged.
  36. Label all chemicals to show nature and degree of hazard (WHMIS, TDG).
  37. Date chemicals when purchased and discard after predetermined maximum periods of storage.
  38. Follow procedures for the safe and environmentally acceptable disposal of lab wastes (paper, glass, sharps, chemical, radioactive, biological).
  39. Store flammable chemicals in fire-rated facilities. Most departments have fire-rated central storage rooms and/or flammable storage cabinets in labs, where required.
  40. Store odoriferous chemicals in a well-ventilated area but do not clutter fume hood with chemicals.

## MSDS & WHMIS

Chemical Users,

- Security has a copy of the msd sheets for the chemicals as listed on the online inventory which fulfills the WorksafeNB requirement for hard copies for the campus. This will eliminate the need for lab managers to maintain their own hard copy of MSDS sheets.
- The copies at security are NOT for users to consult, users will continue to consult the appropriate suppliers website before ordering/using/storing a chemical
- Chemical holders do not need to print off the msd sheets for their own chemicals unless they find the print outs useful.
- EHS&S kindly requests you notify them of any new/unique chemicals ordered in and forward the hardcopy MSDS if received.
- The chemical holder has a duty to maintain an accurate inventory, and ensure container/lid/label integrity is adequate.
- Holders can print off their own chemical listing from the on line database , make any changes on the hard copy and send them to Chemistry for updating on the system.
- Please also continue in your much appreciated efforts at thinning out and repurposing unused or outdated chemical stores. The hazards we work around have a direct relationship to the volume we maintain.

## OFFICE ERGONOMICS

### Chair

Adjust the height of your chair so that your feet rest comfortably on the floor and your knees are about level with your hips. If your chair doesn't offer lumbar support, place a cushion between the curve in your lower back and the back of the chair.

### Key object positioning

Keep key objects — such as your telephone, stapler or printed materials — close to your body to prevent excessive stretching. Stand up to reach anything that can't be comfortably reached while sitting.

### Mouse position

Place your mouse within easy reach on the side of your keyboard. Keep your wrist in a natural and comfortable position when you're using your mouse.

### Wrist rest

Use a wrist rest to minimize stress on your wrists and prevent awkward wrist positions. While typing, hold your hands and wrists above the wrist rest. During typing breaks, rest the heels or palms of your hands — not your wrists — on the wrist rest.

### Wrist positioning

When you're typing, keep your wrists in a straight, natural position — not bent up, down or to either side.

**Headset**

If you frequently talk on the phone and type or write at the same time, use a headset rather than cradling the phone between your head and neck. Experiment with various styles until you find the headset that works best for you.

**Footrest**

If your chair is too high for you to rest your feet flat on the floor, consider using a footrest. Various types of footrests are available — or get creative and make your own. Try a small stool or a stack of sturdy books.

**Posture**

Center your body in front of your monitor and keyboard. Sit up straight, keeping your thighs horizontal with your knees and at about the same level as your hips. Keep your forearms level or tilted up slightly.

**Desk dimensions**

Generally, the desk should be at least 19 inches (48 centimeters) deep, 30 inches (76 centimeters) wide and, depending on your height, up to 34 inches (86 centimeters) high. Under the desk, make sure there's clearance for your legs, knees and thighs. Don't use space under the desk for storage.

**Monitor height**

Place the monitor directly in front of you, about an arm's length — generally 18 to 28 inches (46 to 71 centimeters) — away. The top of the screen should be slightly below eye level. If glare from fluorescent lighting or sunlight is a problem, turn off some or all of the overhead lights or close the window shades. Place your monitor so that the brightest light source is to the side.

## Working Alone

UNB Reference Number: 7839

Authorized by: E. Parr Johnston, President,

Effective Date: November 2001

[PDF version](#)

**INTENT:** To ensure procedures are developed, in so far as are reasonably practicable, to ensure the health and safety of employees and students who perform work alone in a potentially hazardous environment or with hazardous materials or equipment.

**SCOPE:** All faculty, staff and students who perform work on University premises. This policy does not apply to office environments or to employees or students in a non-employment situation.

**DEFINITION:** Working alone is defined as the performance of any work by an individual who is not directly supervised by another person, nor within audible or visual range of another individual.

### REGULATIONS:

1. The University department responsible shall develop and implement written procedures to ensure the health and safety of individuals required to work alone in hazardous environments or with hazardous materials or equipment. The department shall assess the requirement for emergency equipment, emergency aid and practical means of obtaining assistance based upon the nature and degree of exposure to the hazard.
2. Employees and students shall work only under conditions where the availability of emergency aid is compatible with the nature of the hazard and the degree of exposure to the hazard. Whenever doubt exists, the supervisor shall review the work assignment and define the emergency aid compatible with that work assignment.
3. Where a probability exists for exposure to a potentially hazardous material or piece of equipment, and individuals are required to work alone, or after regular working hours,
  - i) a second employee (provided the second employee is not required to be called in on overtime) or student shall be in the area to provide immediate aid or to summon additional emergency assistance; OR
  - ii) the Security office shall be notified prior to beginning any work involving hazards and again upon its completion; OR
  - iii) an alternate means of communication shall be provided.

## Health and safety

Safety is a responsibility to be shared by everyone - faculty, staff, students and visitors.

The primary function of the Campus Safety office is to assist others to fulfill their responsibilities for safe work practices by providing information on workplace hazards, evaluating work environments and recommending standard methods for improving safety in the workplace.

All health and safety policies contained herein apply to the University of New Brunswick Saint John campus.

## Accident reporting system

All accidents are to be documented using the **accident report forms** available from the Security and Safety Office (5504) or electronically at <http://www.unb.ca/saintjohn/security/services.html> . Copies of the forms are filed with the University Personnel Department. Accident investigation is an integral part of this system whereby every accident is investigated and corrective action initiated where necessary. Statistics are compiled each year with reports being issued by the Manager of Security and Safety to the campus Joint Health and Safety Committee as well as the Workplace Health Safety and Compensation Commission.

## First Aid

Emergency first aid is provided on several different levels, 24 hours security personnel are all First Aid qualified. As well some floors of a building have an individual trained in first aid/CPR. The first aid person is provided with a first aid kit and their name and location within the building is posted on a bulletin board so the University Community is informed.

With a more seriously injured person, unless it is a life-threatening situation, **Security (5675) is to be notified** for in any situation where it has been determined a direct call to 9-911 would be more prudent, Security must always be notified as they will then meet the responding emergency personnel and direct them to the appropriate location.

## Emergency response

The UNB Saint John emergency number is **648-5675**. If you reach a recording press "0" and a security member will answer. Campus-wide security is provided by an outsourced security company. Security members are on duty 24 hours per day, 7 days per week. They are willing to answer any questions or concerns you may have. Safewalk is provided to all students, faculty and staff. Call 648-5675 or **email Security & Safety**.

## Emergency Procedures

Attached and at the following

link:[http://www.unb.ca/saintjohn/security/\\_resources/emergencyprocedures.pdf](http://www.unb.ca/saintjohn/security/_resources/emergencyprocedures.pdf)

Please also view – Run, Hide, Fight presentation by US Homeland Security at <http://www.youtube.com/watch?v=1ESNae7OoyM>

**OTHER SAFETY RELATED POLICY & PROCEDURES** available on the Security Website

<http://www.unb.ca/saintjohn/security/healthsafety.html>

## Related links

[Be Air Aware Poster](#)

[Boat Safety Manual](#)

[Dangerous Goods](#)

[Diving Safety Manual](#)

[Diving Medical Release Form](#)

[Hazardous Waste Disposal](#)

[Lab Safety](#)

[Personal Safety](#)

[Remote Location Form](#)

[Scent Free Zone](#)

[Scent Reduction Initiative](#)

[UNB Scent Free Door Sign](#)

[UNB Scent Reduction Signs](#)

# Signature Page

I have received an orientation on the following safety related matters;

- UNB Safety Policy
- Applicable NB Occupational Health & Safety Regulations
- Workplace Joint Occupational Health and Safety Committee
- Right to Refuse Procedure
- Duty to Report accidents
- Safety Procedures specific to employment
- Record of Safety Specific Training
- Health and Safety Office
- Accident reporting systems
- First Aid in the workplace
- Emergency Contact number and response
- Emergency Procedures

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Employee Name ( Print)	Signature	Date
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Employer Rep (Print)	Signature	Date
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Return this page to EHS&S – retained for 3 years post employment.