

**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. Chisholm-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****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.

## **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. For the uptown locations the primary number is **647-6625** 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](#)

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[Remote Location Form](#)

[Scent Free Zone](#)

[Scent Reduction Initiative](#)

[UNB Scent Free Door Sign](#)

[UNB Scent Reduction Signs](#)

[Work Alone Policy](#)

# 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.