

SOE Safety Governance

Safety is the highest priority in the operation of the SOE and in the education of the students. The SOE Safety Committee acts as a Joint Health and Safety Committee and will follow the rules set out in the Ontario Health and Safety Act (OH&S), while partnering with the University of Guelph's Environmental Health and Safety Department (EH&S) to ensure that the school is following the OH&S's, the University of Guelph's and the SOE's safety regulations.

The SOE Safety Committee is established according to the OH&S act Section 9 and the management members are assigned by the Director of the SOE every 2 years when the schools committee assignments are renewed. The worker representatives will be elected by their Union Membership on the same 2 year cycle. The SOE Director will also assign a secretary to take and distribute minutes and to organize the quarterly meetings of the committee. (Note: One of the difficulties of the committee is that administrative tasks of organizing the meetings and taking minutes is done by committee volunteers who are often very busy and not held accountable, assigning this task to a member of the administrative staff as part of their job description will help ensure that the committee meets it's obligations.)

The SOE Safety Committee at a minimum will do the following items at each of it's quarterly meetings:

- Approve the minutes of the previous meeting
- Review Incident Reports that have occurred since the last meeting
- Review Workplace Inspection Reports and fixes sent by the Lab Manager
- Appoint committee members to conduct Workplace Inspections over the next 3 months
- Review training needs for faculty and staff
- Review old business
- Discuss new business
- Create an Action Item List for the Lab Manager to address

Additionally the SOE Safety Committee is responsible for:

- Creation of a Workplace Inspection schedule ensuring that a part of the SOE Complex is inspected once a month so that the whole complex is inspected yearly
- Creation of a general Workplace Inspection Check List and specific Workplace Inspection Lists for labs with unique activities in them

- Right to know and receive training about workplace hazards
- Right to participate in resolving health and safety concerns
- Right to refuse unsafe work
- Right to stop unsafe work

Responsibilities of the Safety Committee Secretary:

- Organize quarterly Safety Committee meetings
- Take the meeting minutes and distribute them to the Director, the Safety Committee, EH&S and the Lab Manager
- Maintain an electronic repository for:
 - Safety Committee meeting minutes and agendas
 - Workplace Inspection Reports

Responsibilities of the SOE Director:

- To establish an overall safety culture in the SOE Community
- To ensure (with the help of the Safety Committee and the Lab Manager) that all the safety rules and procedures are being followed
- To report to the University's EH&S Department quarterly on the safety status of the SOE

Universities EH&S Department

- To follow up with the SOE Director if the quarterly safety status report is not submitted
- To follow up with the SOE Safety Committee if the quarterly meeting minutes are not submitted
- To provide safety training for the SOE Community
- To maintain safety policies for the University community
- To conduct periodic workplace inspections of the SOE Complex
- To be a resource for the SOE on safety issues
- To issue Biohazard permits

Responsibilities of the Technical Staff:

- Work with the Faculty to ensure that labs can be conducted safely
- Help respond to injuries or incidents immediately with the Lab Manager and/or the University Emergency Response Team
- Complete and submit an “Incident report” to the Lab Manager in case of an injury or incident
- Ensure that the lab safety rules are followed and that the Graduate Teaching Assistants (GTA’s) in their labs understand and enforce the lab safety rules
- Address issues identified in “Workplace Inspection Reports” and Safety Committed Action Items as issued by the Lab Manager
- Maintain and restock as required a safety inventory in their labs
- To review and sign off every semester on Lab Access Forms for each researcher in their labs indicating that they are satisfied that the research project is safe to conduct and that they have discussed the safety aspects of the project with the researcher

Responsibilities of GTA’s

- Understand and enforce the lab safety rules when conducting a lab

Responsibilities of the SOE Faculty:

- Create a safety culture when instructing students
- Work with the Technical Staff to ensure that labs can be conducted safely
- To be primarily responsible for the safety of their research projects and to ensure that their researchers fully understand the safety aspects of their research projects
- To sign off on Lab Access Forms for their researchers every semester

Responsibilities of Researchers:

- To read, understand and comply with the Lab Safety Rules and Standard Operating Procedures
- To attend safety training courses as required
- To complete and submit a Lab Access Form to the Lab Manager every semester that they are working in a lab

Responsibilities of the SOE Community:

- Due Diligence means that everyone is responsible for safety
- All SOE Community members have the following rights:

- Establish safety training needs for the SOE faculty and staff
- Establish and periodically review a safety equipment inventory
- Co-chairs to meet with the Director quarterly to discuss the safety status of the SOE Complex

Responsibilities of the Lab Manager:

- Immediately respond to injuries in the SOE Complex with the help of the Technical staff and the University's Emergency Response teams
- Immediately correct (with the help of the Technical Staff) any unsafe situations
- Create or collect Incident Reports and distribute them to the Director and the University EH&S department
- Review monthly Workplace Inspection Reports submitted by the inspection teams, assign Action Items to the Technical Staff, send a Workplace Inspection Fixes Report to the Director and the Safety Committee
- Review Action Items from the Safety Committee meeting minutes, assign the Action Items to the Technical Staff and send an Action Item Fixes Report to the Director and the Safety Committee
- Maintain hard copy records of the following:
 - Safety Committee meeting minutes
 - Workplace Inspection Reports
 - Incident reports
 - List of Faculty and Staff completed training courses
 - Safety equipment inventory
- Working with Faculty and Staff implement access policies to the SOE Complex and labs
- To collect Lab Access Forms every semester and disable lab access for researchers who haven't submitted a form and to enable lab access for researchers who have submitted a form
- Ensure that upon vacating of a lab for renovation, relocation or retirement purposes, the laboratory is decommissioned accordingly using Room Decontamination and Decommissioning form. Additional documentation may be required for decommissioning of radiation spaces.

SOE Safety Governance Flow Chart

