



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Business Board

SPONSOR: Kelly Hannah-Moffat, Acting Vice-President, People Strategy, Equity &
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PRESENTER: Kelly Hannah-Moffat, Acting Vice-President, People Strategy, Equity &
CONTACT INFO: Culture, 416-978-4865, vp.psec@utoronto.ca

DATE: January 24, 2024 for January 31, 2024

AGENDA ITEM: 8 (a)

ITEM IDENTIFICATION:

Annual Review of the University of Toronto *Health and Safety Policy*.

JURISDICTIONAL INFORMATION:

Under Section 5 of its Terms of Reference, changes to the University of Toronto *Health and Safety Policy* (the *Policy*) fall within the Business Board's areas of responsibility:

“Monitoring and recommending policy on the occupational health and safety of members of the staff of the University and other policy pertaining to the health and safety of all members of, and visitors to, the University except for those matters falling within the terms of reference of the University Affairs Board.”

And under Section 5.12 (“Health and safety”) of its Terms of Reference, the Business Board also has responsibility for “approval of policies concerning the health and safety of members of the University and its visitors.”

The *Occupational Health and Safety Act* requires the *Policy* to be reviewed on an annual basis. The review has been conducted by staff reporting to the Vice-President, People Strategy, Equity & Culture.

GOVERNANCE PATH:

1. **Business Board [for Approval] (January 31, 2024)**

PREVIOUS ACTION TAKEN:

Under the *Occupational Health & Safety Act*, Section 25, An Employer is expected to prepare and review, at least annually, a written health and safety policy and develop and maintain a program to implement

that policy. In 2014, the government passed Bill 18, *Stronger Workplaces for a Stronger Economy Act*, 2014, which amended (among other things) the definition of a “worker” under the *Occupational Health and Safety Act*, which now includes students who undertake unpaid work placements as part of their academic program. The *Policy* was modified in 2016 to remove the exclusion of student coverage under the *Occupational Health & Safety Act*. Annual reviews are conducted by staff reporting into the Vice-President, People Strategy, Equity & Culture.

The University of Toronto *Health and Safety Policy* was most recently amended in 2022 with housekeeping changes approved by the Business Board at its meeting on February 1, 2022.

HIGHLIGHTS:

Based on this year’s review, there are no amendments to the University of Toronto *Health and Safety Policy* this year. The Vice-President, People Strategy, Equity & Culture recommends that the *Policy* be confirmed in its current state, with an updated date of January 31, 2024.

FINANCIAL IMPLICATIONS:

Not applicable.

RECOMMENDATION:

Be It Resolved:

THAT the on-going application of the University of Toronto *Health and Safety Policy*, a copy of which is attached, be confirmed in its current form without amendments.

DOCUMENTATION PROVIDED:

- University of Toronto *Health and Safety Policy*



UNIVERSITY OF TORONTO

University of Toronto
Governing Council

Health and Safety Policy

February 1, 2024

To request an official copy of this policy, contact:

The Office of the Governing Council
Room 106, Simcoe Hall 27 King's College Circle
University of Toronto
Toronto, Ontario
M5S 1A1

Phone: 416-978-6576

Fax: 416-978-8182

E-mail: governing.council@utoronto.ca

Website: <http://www.governingcouncil.utoronto.ca/>

University of Toronto Health and Safety Policy

The University of Toronto is committed to the promotion of the health, safety and wellbeing of all members of the University community, to the provision of a safe and healthy work and study environment, and to the prevention of occupational injuries and illnesses.

The Governing Council, the President and all levels of management will work in consultation and cooperation with University employees, joint health and safety committees, students, contractors and visitors to ensure that the requirements of the Occupational Health and Safety Act and its regulations, other applicable legislation with supporting guidelines and procedures, and the University's Occupational Health and Safety Management System are fully implemented and integrated into all University work and study activities.

Where reasonable, the University will strive to exceed the legislated requirements by adopting the best practices available to protect the University community and to promote a positive health and safety culture. The University will work towards continuous improvement in its health and safety program.

Managers and supervisors, whether academic or administrative, will take responsibility and accountability for the health and safety of all workers (i.e., employees and certain others as set out in OHS Act – Bill 18) under their direction and those workplaces under their charge. They will advise their workers of the existence of potential or actual workplace hazards, and will ensure that they work safely and in accordance with the Occupational Health and Safety Act and its regulations, and all applicable University policies and procedures. They will take every precaution reasonable in the circumstances for the protection of their workers.

All University workers, including faculty, librarians, and non-unionized and unionized employees, have some responsibility for ensuring health and safety in the workplace. Workers will work safely and in compliance with the Occupational Health and Safety Act and its regulations, and University policies and procedures. Workers will report all unsafe and unhealthy conditions and practices in the workplace to their immediate supervisors so that they may be promptly remedied.

Contractors, tenants and visitors at the University will comply with all relevant legislation, as well as University of Toronto policies and procedures.



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DIVISION OF PEOPLE STRATEGY, EQUITY & CULTURE

The University is also committed to ensuring that health and safety is considered in all aspects of student life. Students are responsible for conducting themselves in a safe manner, and are required to comply with all relevant legislation, University policies and procedures.

The University's Framework on Off-Campus Safety addresses health and safety responsibilities for faculty, staff and students engaged in field research beyond their geographical boundaries of the University.

Individuals who fail to meet their obligations concerning health and safety may, depending on the circumstances, face appropriate disciplinary action, up to and including discharge.

The Vice-President, People Strategy, Equity & Culture will provide quarterly reports on compliance with the Policy and its regulations and guidelines, as well as an annual report on health and safety.

Kelly Hannah-Moffat
Vice-President
People Strategy, Equity & Culture
February 1, 2024