

Policy Name: Health and Safety  
Approving Authority: Health and Safety Committee

Policy # HS-001  
Approval Date: 10/27/2023  
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## **Statement**

The Health and Safety Policy of Beal University Canada ("BUC" or the "University"), serves to inform all individuals, including but not limited to persons, faculty, staff, students, and visitors, who have access to BUC facilities or property, about the University's commitment to maintaining a safe and healthy environment. The Health and Safety Committee will review this policy annually.

## **Purpose**

The purpose of this policy is to establish a comprehensive framework and commitment to safeguarding the well-being and welfare of all individuals within our University. It is a primary objective of BUC to create a safe and healthy working and learning environment that minimizes the risk of accidents, injuries, and illnesses while ensuring compliance with all relevant laws and regulations.

## **Roles and Responsibilities**

The Director of Compliance, Health and Safety is responsible for the implementation and establishment of an Occupational Health and Safety Management System to ensure the employer and employees work together to promote health and safety, while also ensuring compliance with the New Brunswick Occupational Health and Safety Act.

The Health and Safety Committee is responsible for providing the reviewing of and making recommendations for revisions of the Emergency Response Guide and related policies. The Health and Safety Committee is also responsible for ensuring compliance is maintained with the New Brunswick Occupational Health and Safety Act.

## **Policy**

The University 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 a high degree of safety for all, and for demonstrating a high level of responsibility to the environment. The University 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 for all employers by the Federal and Provincial Governments, and with the policies and guidelines that have been established by the Health and Safety Committee.

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, 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 the student or employee 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 the 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 Director of Compliance, Health, and Safety, with the Health and Safety Committee, will act as resources, in an advisory capacity, assisting in the development of policies and procedures, in the handling of 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 created the Health and Safety Committee. Health and safety matters which cannot be resolved at departmental, or faculty levels shall be referred to this committee.

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

### **Related Policies and Documents**

Emergency Response Guide

Addendum: Communication Safety Incidents

### **Addendum**

For any incidents that happen during student clinical placement, an Ad hoc group will be formed and comprised of volunteer group members (3) to review all such incidents for the express purpose of analyzing, synthesizing, and disseminating to work sites, clinical sites, students, and staff.

As health and safety incidents can provide a valuable learning experience to both staff and students, all incidents will be reviewed. During this review, it is the responsibility of the Ad hoc group to investigate the incident and prepare a dissemination plan. For example, nursing faculty can be informed during the nursing practice committee (NPC) monthly meeting so they can discuss and provide future learning to students, which may include a class discussion, presentation from the clinical site, or post conference. Prior to dissemination to the larger faculty and students, this must be brought back to the Health and Safety Committee for review and approval.

See the communication plan below for initial health and safety events within the clinical setting. The first report of an incident, if required, will be between the instructor and the student, then the incident report is completed with the primary nurse, and then followed up with a physician if required. If the incident is warranted, the report will be submitted to the Dean of Nursing at the University who will consult with the point person at the institution for further discussion and mitigation.

Communication of all incidents at the health care sites will be communicated by the clinical instructor and followed up, if necessary, by the Dean of Nursing who will notify the Director of Compliance, Health, and Safety, chair of this committee.

### Communication – Safety Incidents

