



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

Policy # HS-001
Approval Date: 12/3/2025
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Statement

The Health and Safety Policy of Yorkville University ("Yorkville" or the "University") serves to inform all individuals, including but not limited to persons, faculty, staff, students, and visitors who have access to Yorkville facilities or property about the University's commitment to maintaining a safe and healthy environment. The Joint Health and Safety Committee will review this policy every five (5) years.

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 Yorkville 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

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 Joint Health and Safety Committee is tasked with reviewing and recommending updates to the Emergency Response Guide and related policies. Additionally, the committee ensures ongoing compliance with the New Brunswick Occupational Health and Safety Act.

Policy

The University is required to comply with all applicable health and safety regulations set by the federal and provincial governments. The University must provide an example for students and visitors by prioritizing safety and demonstrating a strong commitment to environmental responsibility. Yorkville is dedicated to taking all reasonable steps to ensure a safe and healthy work environment, requiring all faculty, staff, and students to follow the relevant laws and the policies established by the Joint Health and Safety Committee.

Responsibility for safety at the University is shared across seven levels. These responsibilities must be clearly defined, assigned, and accepted. Measures must be taken to ensure these responsibilities are effectively carried out, and they should be reassessed when unforeseen issues arise.

1. Individual Responsibility

Each individual—whether a student or employee—has a responsibility to understand and manage the health and safety risks associated with the materials, equipment, and techniques they use. This includes:

- Identifying potential hazards.
- Following established safety protocols and guidelines.

- Taking necessary precautions to prevent accidents and injuries.
2. Supervisory/Instructional Responsibility
Supervisors, instructors, and managers are responsible for ensuring that individuals under their supervision follow safety precautions. This includes:
- Ensuring that all safety measures are understood and followed by those under their guidance.
 - Taking proactive steps to prevent accidents and injuries.
 - Reporting accidents promptly, recording the apparent causes, and recommending corrective actions to prevent future incidents.
3. Organizational/Institutional Responsibility
The University, as an institution, has a fundamental responsibility to:
- Provide facilities, equipment, and maintenance that support a safe working and learning environment.
 - Implement an organized program for continuous safety improvements.
 - Ensure compliance with health and safety regulations, including federal and provincial legislation.
- Additional training will be provided for designated University employees, as required, through an approved training provider. This training will include:
- First Aid and CPR,
 - Use of an Automated External Defibrillator (AED), and
 - Administration of Naloxone.
4. Faculty and Departmental Leadership
Deans of faculties and directors or managers of administrative departments are responsible for ensuring the health and safety of their respective faculties, departments, and their members, including students. They must ensure that:
- Health and safety procedures are integrated into their operational activities.
 - Necessary resources and training are provided for staff and students to minimize health and safety risks.
5. Director of Compliance, Health, and Safety
Director of Compliance, Health, and Safety, in collaboration with the Joint Health and Safety Committee, will serve as a resource in an advisory capacity. Their responsibilities include:
- Assisting in the development of health and safety policies and procedures.
 - Offering guidance on handling health and safety matters.
 - Coordinating safety education and training programs across the University.
6. Joint Health and Safety Committee
In compliance with federal and provincial legislation, the University has established the Joint Health and Safety Committee (JHSC). The JHSC will:
- Support the implementation of health and safety policies and procedures.
 - Address unresolved health and safety matters at the departmental or faculty level.
 - Provide oversight and recommendations for improving the University's safety culture.
- Additional duties, under the guidance of WorkSafeNB, may include:
- Making recommendations to establish or enforce health and safety policies and practices.
 - Helping to identify hazards and recommending controls.
 - Informing others in the workplace about existing or potential hazards and their risks.
 - Establishing and promoting health and safety programs.

- Evaluating and investigating employee complaints or concerns and, where required, making recommendations to the employer or a supervisor for resolution.
- Keeping records of complaints, concerns and recommendations.
- Requesting information from the employer about the identification of hazards or potential hazards.
- Carrying out [monitoring or measuring](#) by trained committee members, as required.
- Participating in inspections, inquiries, and investigations that concern employee health and safety.
- Other duties when they are assigned by WorkSafeNB.

7. General Safety Expectations for All Individuals

Whether working on-site or remotely, all faculty, staff, and students are expected to take individual responsibility for maintaining safe working practices. This includes:

- Protecting their own health and well-being.
- Safeguarding the health and safety of colleagues, visitors, and others on University premises.
- Reporting unsafe conditions or behaviours and taking corrective action as needed.

Related Policies and Documents

HS-002 Joint Health and Safety Committee - TOR

HS-003 Reporting Incident/Accident Policy

Emergency Response Guide

Addendum: Incident/Accident Report

Addendum: Communication – Clinical Safety Incidents

Addendum: Communication – General Safety Incidents

Addendum

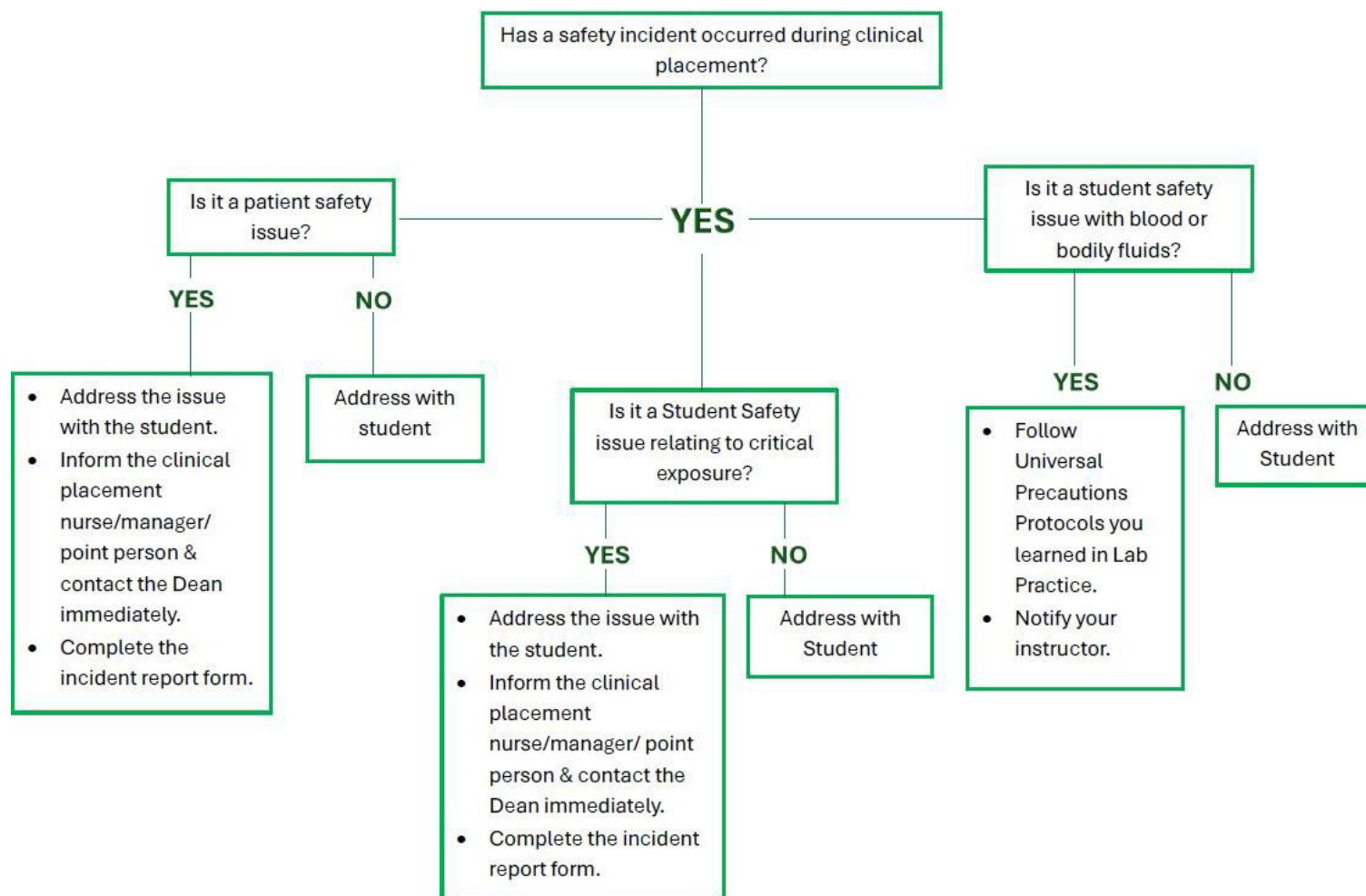
For any incidents that happen during student clinical placement, an ad hoc group will be formed, and composed of three (3) volunteer group members, to review all such incidents for the express purpose of analyzing, synthesizing, and disseminating information to work sites, clinical sites, students, and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

As health and safety incidents can provide valuable learning experiences 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, faculty can be informed during the Program Committee meeting for Nursing, held each module. In the meeting faculty 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 Joint 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. The incident report is completed with the primary nurse, and then followed up with a physician if required. If warranted, the report will be submitted to the Dean at the University who will consult with the point person at the institution for further discussion and mitigation.

COMMUNICATION – CLINICAL SAFETY INCIDENTS

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



COMMUNICATION – GENERAL SAFETY INCIDENTS

