

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	1012
Policy Title	IBU Policy for Occupational Health and Safety
Policy Owner / Responsible Offices	Human Resources
Approval Authority	Board of Directors
Applies To	All members of the IBU community
Approval Date	March 28, 2024
Effective Date	March 28, 2024
Review Date/s	March 2026
Revision Date/s	-
Revision Implementation Date/s	-

1. INTRODUCTION AND BACKGROUND

Occupational Health and Safety at the International Business University ("IBU") speaks to IBU's desire to create a work environment that goes well beyond meeting legislative requirements. An integration of different disciplines and innovation foster, in the university and its community, an environment where risks are understood and effectively managed, safety is first, and people feel supported in the achievement of their academic and professional goals.

GENERAL PRINCIPLES

- The maintenance and promotion of the health and working capacity of IBU staff, faculty, and community as a whole.

- To ensure a highly quality working environment and work to become conducive to safety and health.
- The promotion of a working culture that prioritizes health and safety at work and thereby promotes individual and community well-being.

2. PURPOSE

IBU strives for continuous improvement in safety and health related programs to address risks and achieve excellence in accident prevention and health promotion. The university is fully committed to complying with legislative requirements, proactively dealing with issues, anticipating changes and their impact and striving for excellence.

In furtherance of this purpose, the policy establishes an institutional commitment to a proactive and preventive health and safety culture that supports the well-being of staff, faculty, students, contractors, volunteers, and visitors. It is intended to guide the identification and management of workplace hazards, strengthen shared accountability across the institution, and support continuous improvement in safety performance through effective communication, training, supervision, and responsive corrective action.

3. POLICY STATEMENT

IBU believes that a safe and healthy focused workplace is the product of collaborative partnerships between employees and management. Reducing and eliminating the risks of occupational illnesses and injuries and the creation and maintenance of a work environment that is fair and free from violence and harassment of any kind, including sexual harassment, is a shared responsibility of the university's board of governors, executives, management, employees, contractors, students, volunteers and visitors. The university will maintain its position on health and safety, to support this policy and ensure ongoing implementation.

4. APPLICABILITY

This policy applies to all members of the IBU community.

5. DEFINITIONS

Occupational Health and Safety (OHS)

The system of policies, procedures, and practices intended to prevent workplace illness, injury, and harm, and to promote a safe and healthy work and learning environment.

Workplace

Any location where IBU activities occur, including IBU premises and IBU-related functions, events, placements, field activities, or other sites where work or study is undertaken on behalf of IBU.

Hazard

Any source, situation, or act with the potential to cause injury, illness, or harm, including physical, chemical, biological, ergonomic, psychosocial, and environmental hazards.

Risk

The likelihood that a hazard will cause harm, combined with the severity of that harm.

Incident

An unplanned event related to IBU activities that results in, or could result in, injury, illness, damage, or loss.

Near Miss

An unplanned event that did not result in injury, illness, or damage but had the potential to do so.

Injury / Illness

Any physical or psychological harm, condition, or impairment arising out of, or in the course of, IBU-related work or study activities.

Corrective Action

Steps taken to eliminate or reduce a hazard or to prevent recurrence of an incident, including changes to practices, supervision, training, or controls.

Personal Protective Equipment (PPE)

Specialized clothing or equipment worn to reduce exposure to hazards (e.g., gloves, eye protection, masks, hearing protection), as appropriate to the context.

Training

Instruction provided to enable community members to perform activities safely and understand hazards, controls, and reporting expectations relevant to their roles.

Supervisor / Manager

An individual with responsibility for overseeing the work or study activities of others and for implementing health and safety requirements within their area.

Contractor

An individual or organization providing services to IBU that is not an IBU employee, including vendors, consultants, and service providers.

Visitor

A person on IBU premises or participating in IBU-related activities who is not an employee, student, volunteer, or contractor.

Safety Culture

Shared values, attitudes, and practices that prioritize safety, encourage hazard reporting, and support continuous improvement in health and safety performance

6. POLICY

IBU is responsible for the provision of resources, hazard identification and control, training, and appropriate personal protective equipment. It is also responsible for developing procedures and for ensuring that employee and student health and safety needs are considered in all decision-making processes. This policy will be communicated to all members of the university community.

7. ROLES AND RESPONSIBILITIES

IBU's head of Marketing department shall develop and maintain internal and external communication strategies in consultation with the President. The President & Vice Chancellor shall be responsible for reporting to the Board of Directors periodically at Board meetings on any new communication strategies.

Managers and Supervisors

Managers and supervisors are responsible for ensuring compliance with health and safety legislation, university requirements, and the timely implementation of corrective actions to address hazards and issues. This includes advising the Board of Directors of any major threat, issue or incident affecting the health and safety of the IBU community; and also ensuring that employees and students are informed of any risks and receive appropriate training and supervision.

Employees, Students, Contractors and Visitors

It is the responsibility of all employees, students, contractors and visitors to comply with legislative requirements, university procedures, guidelines and standards, to wear appropriate personal protective equipment, and to report hazards and accidents to their supervisor or manager.

IBU is responsible for providing community members with the necessary resources and training to carry out their functions. Management will respond to concerns and recommendations raised by employees, students and other community members.

8. REVIEW

This policy shall be reviewed periodically (once every 3 years) in accordance with the stated review date to ensure continued alignment with legislative requirements and institutional health and safety priorities.

9. COMPLIANCE PROCEDURES

Compliance with this policy is expected of all members of the IBU community. Hazards, accidents, threats, issues, or incidents affecting health and safety must be reported to the appropriate supervisor or manager, with corrective actions implemented in a timely manner as required under legislative and university requirements.

10. EVALUATION AND QUALITY ASSURANCE

IBU will support ongoing implementation through provision of resources, training, hazard identification and control, and responsive management of concerns and recommendations raised by members of the university community.

11. RELATED DOCUMENTS

- Occupational Health and Safety Act and Applicable Regulations
- Occupational Health and Safety Procedures
- Criminal Code of Canada, Chapter 21 (Criminal Liability of Organizations)
- IBU's Communications Policy
- IBU's Sexual Violence Policy