

PA 15: Workplace Health and Safety

2 points available

Rationale

This credit recognizes institutions that help ensure the health and safety of their employees. Institutions that work to minimize workplace injuries and occupational disease cases help ensure that all employees enjoy a safe working environment and a socially responsible workplace.

Applicability

This credit applies to all institutions.

Criteria

Part 1. Health and safety management system

Institution has an *occupational health and safety management system* (OHSMS).

The system may use a nationally or internationally recognized standard or guideline (see Standards and Terms for a list of examples) or it may be a custom management system.

Part 2. Incidents per FTE employee

Institution has less than four annual *recordable incidents of work-related injury or ill health* per 100 *full-time equivalent* (FTE) employees.

Scoring

Each part is scored independently.

Part 1

An institution earns the maximum of 0.5 points available for Part 1 for having an occupational health and safety management system that uses a nationally or internationally recognized standard or guideline. Partial points are available for institutions that have custom systems that do not use recognized standards or guidelines. An institution with such a system earns 0.25 points (half of the points available for Part 1).

Part 2

An institution earns the maximum of 1.5 points available for Part 2 for having zero recordable incidents of work-related injury or ill health per 100 full-time equivalent (FTE) employees. Incremental points are awarded based on the institution's performance between four incidents per 100 FTE employees and the target of zero incidents. For example, an institution with two incidents per 100 FTE employees would earn 0.75 points (half of the points available for Part 2).

Points earned for Part 2 are calculated according to the formula below. Please note that users do not have to calculate the number of points earned themselves; points earned will be calculated automatically when the data listed under Reporting Fields is entered in the online Reporting Tool.

$$\text{Points earned} = 1.5 \times \{ [0.04 - (A / (B + C))] / 0.04 \}$$

A = Annual number of recordable incidents of work-related injury or ill health

B = Full-time equivalent of employees

C = Full-time equivalent of workers who are not employees but whose work and/or workplace is controlled by the institution (optional)

Reporting Fields

Required

Part 1

- ☐ Does the institution have an occupational health and safety management system (OHSMS)?

If yes:

- ☐ Does the system use a nationally or internationally recognized standard or guideline?

If yes, provide:

- ☐ The nationally or internationally recognized OHSMS standard or guideline used (e.g., ISO 45001 or OHSAS 18001)

If no, provide:

- ☐ A brief description of the key components of the custom OHSMS

Part 2

- ☐ Annual number of recordable incidents of work-related injury or ill health
- ☐ Full-time equivalent of employees

If the institution wishes to report on other on-site workers, provide:

- ☐ Full-time equivalent of workers who are not employees, but whose work and/or workplace is controlled by the institution

- ☐ A brief description of the methodology used to track and calculate the number of recordable incidents of work-related injury or ill health

Optional

- ☐ Website URL where information about the occupational health and safety program is available
- ☐ Additional documentation to support the submission (upload)
- ☐ Data source(s) and notes about the submission
- ☐ Contact information for a responsible party (an employee who can respond to questions regarding the data once it is submitted and available to the public)

Measurement

Timeframe

Report the most recent data available from within the three years prior to the anticipated date of submission. An institution may use the most recent single year for which data is available or an average from throughout the period.

Report FTE employees from the same time period as that from which workplace health and safety data are drawn (e.g., the consecutive 12-month or 3-year period that most closely overlaps with the incidents performance period).

Sampling and Data Standards

An institution may use any methodology to track and calculate the number of recordable incidents of work-related injury or ill health that is consistent with the definitions provided in Standards and Terms. See, for example, the International Labour Organisation (ILO) code of practice on [Recording and notification of occupational accidents and diseases](#) and the U.S. Occupational Safety and Health Administration (OSHA) [Recording and Reporting Occupational Injuries and Illness](#).

As a best practice, an institution should include all workers (including employees of contractors and self-employed persons) whose work and/or workplace is controlled by the institution, i.e., workers for whom the institution has control over the physical aspects of the workplace (e.g., access to the workplace), and/or the type of activities that can be performed in the workplace.

Standards and Terms

Employees

Employees are defined as personnel paid by the institution and include full-time and part-time workers (as defined by the institution), and both academic staff (i.e., “faculty members”) and non-academic staff.

Full-time equivalent

Consistent with Eurostat, full-time equivalent (FTE) is defined as follows:

A full-time equivalent, sometimes abbreviated as FTE, is a unit to measure employed persons or students in a way that makes them comparable although they may work or study a different number of hours per week.

An institution should report its best estimates for FTE figures, annualized as feasible and calculated according to relevant national, regional or international standards. IPEDS, for example, calculates the number of FTE staff by summing the total number of full-time staff and adding one-third of the total number of part-time staff.

Occupational health and safety management system

An Occupational Health and Safety Management System (OHSMS) is a coordinated and systematic approach to managing health and safety risks. The intent of an OHSMS is to prevent work-related injuries and illnesses and provide safe and healthy workplaces. An effective OHSMS:

- Is based on a Plan-Do-Check-Act (PDCA) cycle,
- Includes health and safety programs to identify and control hazards, prevent injuries and diseases, and promote a positive health and safety culture,
- Includes mechanisms to engage workers to help monitor, collect feedback, and advise on health and safety programs (e.g., joint worker-management health and safety committees), and
- Includes regular auditing for conformance to external standards or guidelines.

Examples of internationally recognized standards include:

- OHSAS 18001 Occupational Health and Safety Management standard
- ISO 45001 Occupational health and safety management systems standard
- ILO Guidelines on Occupational Safety and Health Management Systems

Examples of national guidelines include:

- U.S. Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP)
- U.S. ANSI/AIHA/ASSE Z10-2012 Occupational Health & Safety Management Systems standard
- CAN/CSAZ1000-14 - Occupational health and safety management
- Canadian Certificate of Recognition (COR) program

Recordable incident

A recordable incident of work-related injury or ill health is one that is identified by the institution through medical surveillance or notified to the institution by affected workers, compensation agencies, or healthcare professionals.

Work-related injury or ill health

Consistent with the Global Reporting Initiative (GRI) and the U.S. Occupational Safety and Health Administration (OSHA), work-related injury or ill health includes any incidence that:

1. Arises from exposure to hazards at work, AND
2. Results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or significant injury or ill health diagnosed by a physician or other licensed healthcare professional.

Hazards at work can be:

- Physical (e.g., radiation, temperature extremes, constant loud noise, spills on floors or tripping hazards, unguarded machinery, faulty electrical equipment);
- Ergonomic (e.g., improperly adjusted workstations and chairs, awkward movements, vibration);
- Chemical (e.g., exposure to solvents, carbon monoxide, flammable materials, or pesticides);
- Biological (e.g., exposure to blood and bodily fluids, fungi, bacteria, viruses, or insect bites);
- Psychosocial (e.g., verbal abuse, harassment, bullying); OR
- Related to work-organization (e.g., excessive workload demands, shift work, long hours, night work, workplace violence).