



**Health and Safety Responsibilities For  
All Members of the Academic Staff**

*Compliance with University health and safety policies and procedures is a condition of employment.*

General Responsibilities for all Employees of Concordia University from University policy VPS 40:

- *Take all reasonable steps to protect the health and safety of themselves, their colleagues and other members of the community;*
- *Give first priority to establishing safe practices and working conditions and maintaining an environment which is safe and healthy;*
- *Comply with all relevant regulations and standards of governments, agencies and other competent authorities respecting environmental health and safety;*

**Specific responsibilities for teaching personnel:**

Learn, understand and apply all relevant university, faculty and department policies.

Familiarize yourself with emergency procedures for the area(s) in which you are working or lecturing. Information is available from your departmental safety officer or the Environmental Health and Safety Office at 848-2424 local 4877 or <http://ehs.concordia.ca>.

In the case of an emergency requiring an evacuation of the premises, all faculty members are responsible to direct any employees, students and visitors under their supervision to safe exit routes and to follow instructions of emergency personnel.

In the case of an emergency requiring medical assistance, contact Security for immediate help by: calling 811 from any internal phone, 911 from public or cell phones, lifting red emergency phones or, if no telephone is available, the red fire alarm pull station located at exits may also be used. Have someone stay with the injured/sick person until help arrives.

Carry out your teaching and research activities in a manner that does not endanger yourself or any other person. Students working in or near hazardous

materials, situations or environments must be adequately supervised and receive information about risks and training on safe work procedures.

Dangerous situations which you cannot correct must be reported to the appropriate authority for correction as soon as is reasonably possible: departmental safety officer or chair, Facilities Service Centre 2400, Security 811 or 3717. Contact the Environmental Health and Safety Office at 4877 if the situation is not corrected in a timely manner.

All injuries and **most specifically those involving students** must be reported to Security immediately either by telephone or to the nearest Security desk. Injury/ incident/ hazards reports will also need to be submitted to the Environmental Health and Safety Office.

Attendance at all required EH&S training sessions and participation in other EH&S activities is expected.

Teaching staff who do not demonstrate due diligence with regard to their health and safety responsibilities shall be subjected to disciplinary measures. Serious violations may result in civil and criminal charges brought against both the University and the individual.

Further information is available from the Environmental Health and Safety Office at 848-2424 local 4877 or <http://web2.concordia.ca/EHS/>

**ENVIRONMENTAL HEALTH AND SAFETY GUIDE FOR FACULTY MEMBERS:  
RESEARCHERS AND PRINCIPAL INVESTIGATORS**

[HTTP://EHS.CONCORDIA.CA/COMPS/FACULTY/EHSFACULTYGUIDE/INDEX.HTM](http://EHS.CONCORDIA.CA/COMPS/FACULTY/EHSFACULTYGUIDE/INDEX.HTM)

---