

## OCCUPATIONAL HEALTH & SAFETY POLICY

### Policy Statement

Bow Valley College is committed to providing a healthy and safe environment for its community and will conduct its activities in a manner that complies with its legislated safety obligations.

### Purpose

The purpose of this policy is to confirm the College's commitment to achieving a safe and healthy environment for all members of the College's community, and to clarify the shared responsibility for achieving this by integrating safety into workplace activities. This policy provides a foundation for other operational procedures and documents on matters related to occupational health and safety at the College.

### Scope

All individuals involved in planning and conducting College activities or using College property are covered by this policy.

### Principal Objectives

1. The Alberta Occupational Health and Safety Act, Regulation and Code set out the minimum legal requirements that organizations, supervisors and workers must meet to protect their own health and safety and the health and safety of others.
2. The College respects and fulfills its legal and contractual obligations. In the event of a conflict or inconsistency between this policy statement and a provision in the relevant Occupational Health and Safety Legislation, the provisions of the Act shall apply.
3. Achieving a safe and healthy environment is the responsibility of every member of the College community.
4. The College supports the development and implementation of an Occupational Health and Safety Program.
5. The Executive Team, Deans, Directors, Managers, Coordinators, Supervisors, and the Occupational Health and Safety Specialist are responsible to familiarize employees with their rights and responsibilities in the workplace and with applicable safe work procedures for protecting their health and safety. The College establishes policies, procedures and programs to maintain safe conditions and work practices and to facilitate employee participation in health and safety activities (including involvement in the Occupational Health and Safety Committee).
6. The College is responsible to provide a workplace that is, as far as reasonably practicable, safe and healthy for employees, learners, visitors and the public.

7. It is the responsibility of all leaders to support a safe and healthy workplace by ensuring that safe work procedures are documented, understood and followed by the individuals they supervise. Employees and supervisors are responsible for reporting, with appropriate documentation, any incidents, exposures, hazards or occupational health and safety concerns within their authority to their direct supervisors and the Occupational Health and Safety Specialist. Supervisors share responsibility for the actions or inactions of those reporting to them.
8. It is the responsibility of employees, learners, independent contractors and visitors to do all that is reasonably practicable to ensure that their actions or inactions do not create or increase risk to the health and safety of themselves or others.
  - 8.1 Safe work procedures shall be observed at all times, and equipment must be used in accordance with safe work instructions.
  - 8.2 Any workplace accidents, situations requiring first aid, exposures, hazards of occupational health and safety concerns within the workplace should be reported to the appropriate supervisor and Occupational Health and Safety Specialist.
9. The Occupational Health and Safety Specialist is responsible to support the development and implementation of occupational health and safety policies, procedures and programs, to enhance health and safety outcomes at the College. This includes providing technical support in the implementation of safety programs and to ensure compliance with all legal obligations.

## Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

## Definitions

**Occupational Health & Safety:** Is an area concerned with the safety, health and welfare of people engaged in work or employment.

**Supervisors:** Are those individuals who have been delegated supervisory responsibility for others working at the College.

## Policy Data

### DATA SHEET

#### Accountable Officer

Associate Vice President, Human Resources

#### Responsible Officer

Associate Vice President, Human Resources

#### Approval

Executive Team

#### Contact Area

Human Resources (Occupational Health & Safety Specialist)

#### Relevant Dates

Approved	January 25, 2018
Effective	January 25, 2018
Next Review	January 2021
Modification History	September 12, 2017
	January 25, 2018

#### Associated Policy(ies)

Employee Code of Conduct Policy (200-1-1)

Crisis Communication Policy (200-2-2)

Protected Disclosure Policy (200-1-6)

#### Directly Related Procedure(s)

Employee Code of Conduct Procedures (200-1-1)

#### Related Legislation

Government of Alberta, Occupational Health and Safety Act, Regulation, Code and Code Explanation Guide

#### Attachments (Optional)