



<b>Health and Safety Policy</b>	
<b>Category:</b> Administrative	<b>Approval Date:</b> September 28, 2016
<b>Policy Owner:</b> Chief Human Resources Officer	<b>Effective Date:</b> September 28, 2016
<b>Policy Administrator:</b> Manager, Health, Safety and Wellness Centre	<b>Review Period:</b> Annually
<b>Recommended by:</b> Service Council upon recommendation by Deans' Council	
<b>Associated Documents</b> Health and Safety Program	

## PURPOSE

The purpose of this policy is to demonstrate a commitment to protecting the environment and to creating, maintaining, and continuously improving safe and healthy working, learning, and living conditions. This policy ensures that all individuals understand their rights, obligations, and responsibilities under the Alberta Occupational Health and Safety Act, Regulations and Code.

## SCOPE

This policy applies to all individuals in the Polytechnic work, learning, and living environment – employees, students, contractors, volunteers, and visitors.

## POLICY

1. Red Deer Polytechnic considers health, safety and the preservation of the environment (primarily the elimination or control of workplace and learning environment hazards) to be a priority. The Polytechnic is committed to providing a safe and healthy work, learning, and living environment for our post-secondary community, in conjunction with all applicable legislation (acts, codes, guidelines, and regulations).
2. Health, safety, and environmental stewardship are shared responsibilities by all employees at the Polytechnic.
3. All persons involved in conducting the Polytechnic's daily affairs integrate health and safety into their work according to all pertinent Acts, Codes, Guidelines, Regulations, and all Polytechnic Policies. As far as it is reasonably practicable, all faculty, staff, and students are expected to meet these minimum standards and to eliminate or control workplace and learning environment hazards. As far as it is reasonably practicable, senior and middle level administrators are responsible and accountable for making their work areas safe and

for ensuring that employees are aware of the health and safety requirements of their work activities. All employees, students, contractors, volunteers, and visitors are responsible and accountable for working and learning in a manner which will not put themselves, their coworkers, fellow students, contractors, volunteers, or visitors at risk of injury.

4. The Chief Human Resources Officer, through the Manager, Health, Safety and Wellness and the Health and Safety Committee creates, implements, communicates, and updates procedures that meet applicable legislation and best practices; the Polytechnic community must abide by these procedures.
5. The Chief Human Resources Officer, through the Manager, Health, Safety and Wellness, is responsible for creating, implementing, updating, and communicating the Health and Safety Management Program including ensuring Element #1 Management Commitment and Element #8 Program Administration are fulfilled. The Health and Safety Management Program is available in Appendix A and on the Polytechnic portal and website.
6. All individuals in the workplace are required to carry out their responsibilities as described in the Health and Safety Management Program, specifically: Element #2 Responsibilities, Element #3 Worker Orientation and Training, Element #4 Hazard Identification and Control, and Element #5 Inspections.
7. Employees, students, contractors, volunteers, and visitors are required and expected to cooperate fully to facilitate the Polytechnic's compliance with legislation and to ensure that the Polytechnic environment is safe for everyone. This includes obeying posted signs and procedures authorizing acceptable use of tools and equipment and wearing personal protective equipment when required.
8. All employees are responsible for taking all reasonable means to protect themselves and others from work related injury or illness. All employees must follow all Polytechnic safety guidelines, procedures and rules, and are required to have knowledge regarding health and safety rights and responsibilities, and training. Specific safety functions for employees are identified in the Health and Safety Management Program (Element #2 Responsibilities). This is a shared responsibility of the supervisor and employee. (Element #3 Worker Orientation and Training).
9. All contractors and subcontractors are required to comply with applicable legislation and Polytechnic safety policies and procedures. This includes compliance with the Contractor Safety Program (available in Appendix B and on the Polytechnic portal and website).
10. The Health, Safety and Wellness Centre (HSWC) provides support and advisory services to assist those with responsibilities under this policy. HSWC is responsible for identifying regulatory requirements, developing support and advisory services to assist supervisors in carrying out their responsibilities, and reporting regularly to the Senior Administration members on the Polytechnic's health and safety status and performance.
11. Failure to comply with this Policy may result in disciplinary action up to and including termination or expulsion.
12. The Health, Safety and Wellness Centre, maintains a Safety Manual with detailed safety practices and procedures that is reviewed and updated on a regular basis. The manual is available on the Polytechnic portal and website.

## **Health and Safety Committee**

1. The purpose and mandate of the Health and Safety Committee is to maintain a safe and healthy learning, working, and living environment that meets legislative requirements of the Occupational Health and Safety Act, Regulations and Codes and industrial standards (e.g. Canadian Standards Association). There are the following sub-committees reporting to the Health and Safety Committee:
  - a. Mental Health/Psychological Safety – makes recommendations regarding mental health programming and initiatives for students and employees.
  - b. Threat Management – investigates potential or actual threats.
  - c. Biosafety – advises on the safe use of biohazardous materials and notifiable biological substances, makes recommendations and issues permits.
  - d. Incident/Accident Investigation – investigates actual incidents/accidents and makes recommendations for mitigation and resolution.
  - e. Trades Health and Safety Sub-Committee – addresses health and safety issues specific to the School of Trades and Technologies.
  - f. Barrier Free Working Group - makes recommendations about improvements to physical accessibility.
  - g. Emergency Response – prepares for and responds to emergency incidents.
2. The Committee submits an annual report to Service Council.
3. The Health, Safety and Wellness Manager and Manager of Security and Emergency Response jointly take the lead for Element #6 Emergency Response.
4. The Health and Safety Committee ensures that all members are trained in and responsible for Element #7 Incident Investigations.

## **RELATED POLICIES**

[Alcohol at Polytechnic Events and Facilities](#)

[Biosafety](#)

[Disability and Health Recovery Support Program Policy](#) and [Procedure](#)

[Emergency Response and Business Resumption Plan](#)

[Respectful Workplace and Learning Environment](#)

[Hazardous Material Disposal Standard Practice](#)

[Animals on Campus Procedure](#)