

**OLDS COLLEGE
 POLICIES AND PROCEDURES MANUAL**

CATEGORY: **C. Human Resources**

SUBJECT: **Occupational Health and Safety Policy**

POLICY NUMBER: **C15**

APPROVALS: New/Revision

Board of Governors	Academic Council	Academic Coordinating Committee	Administrative Services	Executive Committee
(Policy Approval)				(Authority)
Date: September 22, 2011	Date:	Date:	Date: September 12, 2011	Date:

POLICY STATEMENT:

Olds College strives to provide a healthy and safe environment for students, employees and visitors, and is committed to the prevention of occupational illness and injury in every area of operation.

GUIDING PRINCIPLES:

Olds College complies with appropriate health and safety legislation including the Occupational Health and Safety Act, Workers' Compensation Act, and the Environmental Protection and Enhancement Act, etc.

Olds College recognizes the need to promote, foster and maintain the health, safety and well being of students, employees and visitors and will conduct its activities in a manner which will comply with or enhance the requirements of relevant legislation.

Olds College accepts responsibility for establishing and maintaining an occupational health and safety program designed to minimize the incidence and severity of occupational illness and injury.

Olds College will ensure that employees and students are made aware of their personal responsibility to work safely and to report all unsafe or unhealthy conditions in their living, working and learning environments.

Olds College recognizes and will ensure that employees and students are aware that the prevention of accidents and the maintenance of a safe and healthy work environment is the responsibility of all employees and students.

Olds College holds Managers, Supervisors, and Contractors accountable for the safety of employees and students under their supervision. They will ensure compliance with the Occupational Health and Safety Act.

RESPONSIBILITIES:

The Board of Governors shall be responsible for approving the Occupational Health and Safety Policy for Olds College. Responsibility for the development, implementation and management of an Occupational Health and Safety Program is delegated to the Director of Human Resources.

The Director of Human Resources shall be responsible for the development, implementation and ongoing operation of Occupational Health and Safety at Olds College, for ensuring that senior management and the Board of Governors remain informed of its status, for the delegation of responsibility to individuals under his/her direction, and for the administration of an Occupational Health and Safety Committee.

The Human Resources Department will be responsible for the design, distribution and supply of necessary web pages, forms, and procedural directions pertaining to Occupational Health and Safety. Procedures to implement the intent of this policy have been developed. Updating these procedures falls within the purview of the Common Issues Team.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY:

The Policy will be reviewed whenever changes are warranted and at least annually. The Director of Human Resources is responsible for administration of the Policy.

Dr. H. J. (Tom) Thompson
President & C.E.O.

Date