

## OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

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| <b>SUBJECT AND POLICY NUMBER</b> | <b>C 15 Occupational Health &amp; Safety – Program</b> |
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| <b>NEW \ REVISED</b> |
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| <b>Vice President<br/>Student and Support Services</b> | <b>Vice President<br/>Academic and Research</b> | <b>Vice President<br/>Advancement</b> |
| February 11, 2016                                      |   |                                       |

The Director of Human Resources is responsible for the ongoing operation of the Occupational Health and Safety Program and for the administration of the Occupational Health and Safety Committee.

### The Occupational Health and Safety Committee

#### I. Responsibilities of the Committee

The Occupational Health and Safety Committee shall be responsible for:

- identifying situations which may be unhealthy or unsafe in the living, working and learning environments of the College through review of issues arising from inspections, the review of reported health and safety concerns, health and safety information, occupational hygiene test results, and injury/incident/concern report forms;
- making recommendations for action to improve the health and safety of employees, students and/or visitors to the appropriate Department, Manager, Supervisor and/or employee or student;
- following up on recommendations to ensure that corrective action has been taken; and recommending educational programs related to the health and safety of employees and/or students.
- Comply with Olds College’s health and safety standards and management systems of the college set out in the OH&S program within Human Resources Department.

#### II. Procedures of the Committee

The Occupational Health and Safety Committee shall accomplish its mandate by:

- holding regular meetings;
- maintaining and posting meeting minutes and related records;
- sending minutes to the Board of Governors via the Administrative Services Committee,
- establishing Operating Procedures;
- reporting to the Vice President of Student and Support Services through the Chair of the Occupational Health and Safety Committee, who shall be appointed; and
- The Chair of the Occupational Health and Safety Committee will be responsible for securing administrative support.

#### III. Resolution of Concerns

Although the Committee is advisory in nature, where possible, the Committee is empowered to resolve problems through direct discussion with appropriate persons. Such resolutions shall be recorded in the Committee minutes. Where resolution cannot be obtained through Committee action, the Committee shall forward these issues to the Vice President of Student and Support Services.

#### IV. Accountability and Membership

The Committee shall be accountable, through its Chair, to the Vice President of Student and Support Services. The Chair shall be the Director, Human Resources unless otherwise assigned by the Vice-President, Student and Support Services. Membership of the Committee shall include:

- Two members from the Olds College Faculty Association;
- Two members from the Alberta Union of Provincial Employees;
- One member from the Olds College Students' Association;
- Director, Campus Facilities;
- Supervisor, Caretaking;
- Director, Human Resources; and
- Coordinator, Student Health Services.

#### V. Health and Safety Responsibilities

Managers and Supervisors shall be accountable for ensuring those engaged in work in their departments are aware of their responsibilities under the Occupational Health and Safety program, including hazard identification and controls, inspections, and accident investigations. They shall ensure that those engaged in work in their areas receive appropriate health and safety training including job-specific training.

Employees and students shall work safely in all areas. They will comply with the Occupational Health and Safety Act and the Olds College Occupational Health and Safety Program including participating in training, following safe work procedures, and using hazard controls as directed by the Manager/Supervisor and/or the Instructor.

Contractors shall be accountable for working within the requirements of the Occupational Health and Safety Act, Regulation and Code and the Olds College Occupational Health and Safety Program.

#### VI. Objectives of the Occupational Health and Safety Program

- Active involvement and contribution of members of the College community to Occupational Health and Safety at the College and the ongoing development of a safer, healthier environment for working, learning and living;
- Development of procedures and programs to address Occupational Health and Safety legislation, requirements of the Partnerships protocol and other Occupational Health and Safety initiatives, as required;
- Selection and placement of employees in a safe work environment consistent with their physical, emotional and psychological capacities;
- Provision of safe equipment, tools, and working procedures;
- Provision of first aid and transport for the ill or injured;
- Purchase of goods and services consistent with the principles of the Occupational Health and Safety Policy;
- Establishment and maintenance of a disability and claims management program aimed at rehabilitation of employees disabled from work by illness or injury;
- Provision of preventive education, occupational hygiene assessments, and health monitoring programs to ensure the achievement and maintenance of optimal health for students and employees;
- Identification, documentation and control of hazards inherent in College operation;
- Communication of information obtained through hazard identification and control, and accident/incident investigations;
- Education and training of Managers, Supervisors, employees and students to meet their site specific occupational health and safety responsibilities, including the requirement to work safely and report health and safety hazards;
- Prevention of illness, injury, and property damage through the investigation of reported concerns, incidents, and accidents to identify and correct the root causes; and
- Development and maintenance of an Emergency Response Plan.

## VII. POLICY SUMMARY

The following policy summary will be posted on Health and Safety Bulletin Boards, in Newsletters, Student Calendars, and Employee Orientation Handbooks.

Olds College requires that health and safety is a primary objective in every area of operation. Employees, contractors, students and visitors are responsible for contributing to a healthy, safe living, working and learning environment, through:

- Active prevention of illness and injury;
- Identification and correction of hazards; and
- Adherence to regulatory or higher internal standards of safe practice in all activities.