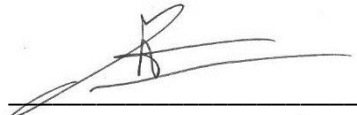


# POLICY

<b>CATEGORY</b>	C. Human Resources	
<b>SUBJECT</b>	Occupational Health and Safety	
<b>POLICY NUMBER</b>	C15	
<b>CROSS REFERENCE</b>		
	<b>ADMINISTRATIVE SERVICES COMMITTEE</b>	<b>ACADEMIC COUNCIL</b>
<b>POLICY STATEMENT</b>		
<p>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.</p>		
<b>GUIDELINES</b>		
<p>Olds College complies with appropriate health and safety legislation including the Alberta Occupational Health and Safety Act, Regulation and Code, Workers' Compensation Act of Alberta, and the Environmental Protection and Enhancement Act, etc.</p> <p>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.</p> <p>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.</p> <p>Olds College will ensure that employees and students are made aware of their personal responsibility to work safely and to report all accidents, and unsafe or unhealthy conditions in their living, working and learning environments.</p> <p>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.</p> <p>Olds College holds Managers, Supervisors, and Contractors accountable for the safety of employees and students under their supervision. They will ensure compliance with the Alberta Occupational Health and Safety Act, Regulations and Code, Workers' Compensation Act of Alberta and other relevant legislation.</p> <p>Olds College employees will comply with Olds College's Health and Safety standards set out within the Occupational Health and Safety Program. Employees are responsible to familiarize themselves with policy, procedures, guidelines, apps, etc., developed within Human Resources Health and Safety Program and communicate health and safety concerns and reports as needed.</p>		
<b>RESPONSIBILITIES</b>		
<p>The Administrative Services Committee shall be responsible for approving the Occupational Health and Safety Policy for Olds College. The Vice President responsible for Human Resources is accountable for the Occupational Health and Safety Program at Olds College. This includes responsibility for ensuring that senior management and the Board of Governors remain informed of its status and for the delegation of responsibility to individuals under his/her direction.</p> <p>Responsibility for the development, implementation and management of an Occupational Health and Safety Program is delegated to the Director of Human Resources.</p>		

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 and fall within the purview of the Vice President responsible for Human Resources.



Stuart Cullum  
President  
Olds College

November 24, 2017  
Date

**IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

<b>VICE PRESIDENT Responsible for:</b>	Human Resources
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<b>REVIEW PERIOD:</b>	Annually
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