

## B – Governance Process

## Occupational Health, Safety and Environmental Policy

### Background

The Board of Governors of The Northern College of Applied Arts and Technology is vitally interested in the health and safety of its employees. It will make every reasonable effort in the protection of its employees from injury or occupational disease. It will provide ongoing leadership and will endeavour to provide a safe work environment in which all employees are able to carry out their duties without danger to themselves or others.

The term environment, for purposes of this policy, is used holistically to include the college's responsibility to provide a safe learning environment, as well as to include its environmental regulatory responsibilities under various provincial ministries.

### Philosophy

The Board of Governors of The Northern College of Applied Arts and Technology supports an Occupational Health, Safety and Environmental policy that provides direction to maintain healthy and safe workplaces and work practices for all employees. The Board of Governors supports the provision of a healthy and safe environment for all persons at all locations in order to prevent injury and illness. It is the philosophy of The Board of Governors that:

- every employee of the College has the right to work in a healthy and safe environment.
- all in attendance at the College are encouraged to be actively involved in maintaining a healthy and safe environment.
- cooperation and communication among the College and the unions and the administrative group is required in developing healthy and safe workplaces.
- the prevention of accidents, injuries, and occupational illnesses should be an integral part of every job.

### Policy

It is a policy of The Board of Governors of The Northern College of Applied Arts and Technology that the College will meet or exceed legislated requirements of the Occupational Health and Safety Act (hereinafter referred to as OHSA) and other related legislation. Every employee of the College must work in a healthy and safe environment. All employees will be actively involved in maintaining a healthy and safe environment.

## Mandatory Requirements

Northern College's Occupational Health and Safety Program shall be developed in consultation with the Joint Occupational Health and Safety Committee. It shall be implemented, maintained, evaluated and communicated to all employees in order to meet the requirements of this policy and of the Act.

- A Northern College Occupational Health and Safety policy statement must be posted at all college work sites.
- Reasonable provision for the prevention of accidents must be made in compliance with OHSA.
- OHSA programs specific to College needs must be developed, applied, and communicated to all staff.
- All employee training will be consistent with divisional and legislative programs and policies, as well as specific plant and departmental needs in accordance with the OHSA.

## Roles and Responsibilities

### A. The Board of Governors

The role of the Board of Governors of The Northern College of Applied Arts & Technology is to ensure that Northern College's Occupational Health and Safety Program will consist of Campus Joint Occupational Health and Safety Committees and an Occupational Health and Safety Coordinator. Defined occupational health and safety procedures and safety programs specific to a department's operational needs are also part of the College's program. A report will be presented to the Board on an annual basis.

The Board of Governors of The Northern College of Applied Arts and Technology promotes health and safety as being the responsibility of all persons in its workplace. The Board expects this responsibility to be equally shared by all parties on this premise as part of the Internal Responsibility System (IRS).

### B. The President and the Executive Team must take reasonable care to:

- ensure that the corporation complies with the OHSA and regulations, as well as with any orders and requirements of the Ministry of Labour inspectors, directors, and the Minister.
- appoint competent supervisory personnel.

C. Supervisory Personnel of the College must take reasonable care to:

- ensure that employees comply with the OSHA and associated regulations.
- ensure that any equipment, protective devices, or clothing required is used or worn by the staff.
- advise employees of potential or actual health and safety dangers known by the Supervisor.
- protect the employees at the College.
- help committees and health and safety representatives to carry out their duties.
- establish a program to implement the health and safety policy in their area.
- ensure that proactive training is provided to all employees in all aspects of health and safety.

D. The employees of the College must:

- adhere to the principles of this policy.
- take responsibility for personal health and safety insofar as they are able.
- comply with the OSHA and regulations.
- use and wear approved protective equipment or clothing.
- report missing or defective equipment, workplace hazards or known violations of the OSHA or regulations to their Supervisor, Director or Manager.
- not operate equipment or work in a way that may endanger themselves or anyone else.

E. Responsibility of Others on Site at Northern College

i. Students of the College must:

- work in compliance with this policy and legislation, which includes maintaining their awareness of the College health and safety environment.
- cooperate with College staff in such a way as to identify potential hazards.
- not engage in any activity which could be hazardous to employees of the College, to themselves, or to anyone else.
- report potential hazards to Student Services.

ii. Visitors, Parents, and the General Public must:

- take responsibility for personal health and safety, insofar as they are able, while visiting the College.
- cooperate with College staff in such a way as to identify potential hazards.
- not engage in any activity which could be hazardous to employees of the College, to themselves, or to anyone else.
- report potential hazards to the Main Reception/Security Office.

iii. All Contractors and Subcontractors must:

- become familiar with this policy and must not undertake work on any site of the College until they are, and can provide proof of their own Occupational Health & Safety policy.
- ensure that they have competent supervisors and competent employees on work sites and must participate in health and safety meetings as required.
- Have all training records readily available if requested.
- be held accountable for any health and safety infractions on their work sites, including Ministry of Labour orders.

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