

## HEALTH AND SAFETY POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Human Resources
<b>Approval Date:</b>	December 13, 2012
<b>Effective Date:</b>	December 13, 2012
<b>Policy Owner:</b>	President and CEO
<b>Policy Administrator:</b>	Executive Director, Workforce Development and Human Resources

**Objective:** The Health and Safety Policy is a statement of NorQuest College's commitment to providing a safe and healthy work and learning environment for students, employees, contractors and visitors.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

**Policy:** At NorQuest College (college) the health, safety and wellness of our students, employees, contractors and visitors comes first. We are committed to doing everything possible to prevent injuries and to maintain a healthy work and learning environment.

The following principles govern workplace health, safety and wellness at the college:

- The college will maintain a safe working/learning environment in accordance with industry standards, legislated acts, statutes and regulations, and collective agreements.
- The college will maintain a Joint Workplace Health, Safety and Wellness (WHSW) Committee, with members represented by management, employees, and the student association.
- College leaders will support the WHSW Committee by ensuring that advice and/or recommendations from the committee are promptly reviewed and appropriate action is taken.
- The college will ensure that safety procedures and the wearing of personal protective equipment are in accordance with the Alberta Occupational Health and Safety Act.
- The college will ensure all Supervisors understand their responsibility to make sure employees are aware of the approved work procedures to obtain optimal output without accidents and injuries and to ensure that employees follow safe and healthy work methods, and regulations.
- The college will promote providing a work and learning environment that is healthy for all and encourages health activity, eating and education to improve the overall health of employees and students.
- Supervisors will ensure employees, contractors, and consultants are made aware of their personal responsibility to work safely and to report all unsafe or unhealthy work conditions.

**Definitions:** **College Leaders:** For the purpose of this policy, college leaders mean members of the Executive Team and the Operations Committee.

**Supervisor:** means an employee whose job function requires him/her to organize, direct and control the work of others. Supervisors can include team leads, chairs, associate chairs, managers, deans, directors, vice-presidents, or president.

<b>Related Information:</b>
<b>Related Procedures:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

- [AUPE Collective Agreement](#)
- [Faculty Collective Agreement](#)
- [Occupational Health and Safety Act](#)
- [Occupational Health and Safety Regulation](#)
- [Workplace Health, Safety and Wellness Committee - Terms of Reference](#)
- Occupational Health & Safety Framework and related procedures are under development

- [Slip, Trip and Fall Procedure](#)
- [Working Alone Procedure](#)

June 2020

December 2012: replaces Standard Practice 4.09: Workplace Health, Safety and Wellness  
August 2013: update for document links and branding  
November 2014: update for change in policy owner and document links  
September 2015: update document links  
June 2016: reviewed and approved as per Policy and Procedure Framework