



Medicine Hat College Policy OCCUPATIONAL HEALTH AND SAFETY

Policy #:	HS-01
Policy Authority:	Manager, Occupational Health and Safety
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	September 29, 2021
Next Mandatory Review Date:	September 29, 2022
Frequency of Review:	Annual

1. POLICY OBJECTIVE

The purpose of this policy is to

- (a) protect and maintain the health and safety of workers at the work site;
- (b) communicate and outline Medicine Hat College's (MHC) expectations and commitment to creating, maintaining and continually improving health and safety within the organization to provide an injury and occupational illness free environment through leadership, training, prevention and collaboration;
- (c) define roles and responsibilities for occupational health and safety within the college community; and
- (d) identify accountability for establishing a system to facilitate the protection of members of the college community from hazards and incidents.

2. POLICY SCOPE

This policy applies to all members of the Medicine Hat College Community.

3. DEFINITIONS

- **Employer:** a person who employs one or more workers.
- **Medicine Hat College Community:** members under this policy includes, but is not limited to the following:
 - (a) Employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
 - (b) Student: any person enrolled in study at MHC.
 - (c) Volunteer: any person performing work for MHC in an unpaid capacity.
 - (d) Contractor/Lessee: an individual, company, supplier or service provider (and its employees) who provides services to MHC (with or without a service contract) (i.e. a non-employee-employer relationship.)
 - (e) Community Member: any person working in collaboration with MHC for a business or an academic purpose, or a visitor to campus.
- **MHC or the College:** Medicine Hat College.

- **Occupational Health and Safety:** multidisciplinary field concerned with the safety, health, and welfare of people at work.
- **Occupational Health and Safety Management System (OHSMS):** a MHC framework that reflects best practice and guidelines to control hazards and reduce risk in the organization.
- **Partnerships Injury Reduction Program:** a voluntary program in which employer and worker representatives work collaboratively with government to build effective health and safety management systems.
- **Senior Executive Officer:** any college employee holding the title of president or vice-president.
- **Supervisor:** a person who has charge of a work site, authority over a worker or directs the work of others. This includes but is not limited to Executive Directors, Directors, Deans, Managers, Chairs, and Coordinators.
- **Worker:** a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation (volunteers.)

4. PRINCIPLES

- 4.1 MHC is committed to providing and promoting a healthy and safe environment that addresses the physical, psychological, and social well-being of workers including the provision of a work site that is free from harassment or violence.
- 4.2 The Alberta Occupational Health and Safety (OHS) Act, Regulations and Code set out the minimum legal requirements that employers, supervisors, and workers must meet to protect their own health, safety and welfare as well as the health, safety and welfare of others.
- 4.3 Achieving a safe and healthy environment is the responsibility of all members of the college community. Occupational health and safety considerations will be integrated into all college activities according to applicable legislation, college policies, procedures, and the OHSMS.

5. DIRECTIVES

- 5.1 The college will establish and maintain an OHSMS that meets or exceeds applicable standards established by the Partnerships Injury Reduction Program (or any successor or replacement program) and all applicable laws.
- 5.2 All employees are required to comply with applicable legislation, this policy, and MHC's OHSMS.
- 5.3 Workers who fail to comply with this policy will be subject to disciplinary action, up to and including termination for cause.

5.4 All contractual relationships entered into by the college will be governed by a standard contract compliance clause stating that contractors and lessees must comply with this policy. Breach of the clause may result in penalties, contract cancellation or other sanctions.

6. RESPONSIBILITIES

6.1 **Senior Executive Officers** are ultimately responsible for occupational health and safety and welfare at the work site including

- (a) establishing occupational health and safety policies consistent with applicable law;
- (b) having systems in place to protect the occupational health and safety of the college community; and
- (c) ensuring the OHSMS is established and maintained so that operational activities are managed.

6.2 **The Occupational Health and Safety Office** is responsible for

- (a) knowing and understanding the college's obligations under the OH&S Act, Regulation, Code, and all other applicable laws;
- (b) establishing, maintaining, and administering the OHSMS so that operational activities are managed in a manner consistent with applicable law and this policy;
- (c) monitoring compliance with the OHSMS including procedures relating to hazard identification and control, workplace inspections, and incident investigations;
- (d) conducting inspections or investigations relating to occupational health and safety when required;
- (e) providing training on matters relating to occupational health and safety;
- (f) promoting awareness of the OH&S Act, Regulation and Code, all other applicable laws, this policy and all components of the OHSMS; and
- (g) acting as a resource to the college community on matters relating to occupational health and safety.

6.3 **Supervisors** are responsible for

- (a) communicating and reinforcing this policy and the components of the OHSMS that apply to their areas of responsibility;
- (b) knowing, understanding, and complying with the components of the OHSMS that applies to their areas of responsibility;
- (c) implementing the components of the OHSMS that apply to their areas of responsibility into the unit specific standard operating procedures.

6.4 **Workers, Contractors, and Lessees** are responsible for

- (a) knowing and understanding their obligations under the OHSMS;
- (b) carrying out their work, research, or study in accordance with the components of the OHSMS that apply to their areas of responsibility;
- (c) reporting workplace hazards; and
- (d) in addition to the above, contractors/lessees are responsible for knowing, understanding, and complying with their obligations under the OH&S Act, the Regulation, the Code, all other applicable laws, and their own company policies and procedures.

6.5 **Members of the Medicine Hat College Community** are responsible for taking reasonable care to protect their own health and safety and the health and safety of others who may be affected by their acts or omissions including harassment or violence.

7. APPLICABLE LEGISLATION/REGULATIONS

Alberta Occupational Health and Safety Act, Regulation and Code
Workers' Compensation Act of Alberta

8. RELATED POLICIES

HR-01: Respectful Work and Learning Environment
HS-02: Smoke Free Environment
HS-03 Alcohol Management
6.1: Emergency Management
6.8: Weapons and Controlled Materials
6.9: Working Alone
SD-04: Student Non-Academic Misconduct

9. RELATED PROCEDURES

PR-HR-01-01: Respectful Work and Learning Environment
PR-SD-04-01: Student Non-Academic Misconduct
6.9: Working Alone

10. RELATED INFORMATION

Occupational Health and Safety Management System

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: September 29, 2021

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and
Finance

Date: September 29, 2021

DOCUMENT HISTORY

June 2017	Revised policy approved
September 2018	Revised policy approved
June 2019	Revised policy approved
July 2020	Revised policy approved
September 2021	Revised policy approved