

## COLLEGE POLICY

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Policy No. & Title: **P-101 Health & Safety**  
Policy Sponsor: Director, People & Culture  
Reference Cmtee: Policy & Procedure Committee  
Effective: 2021-08-01  
Next Review: 2023-07-31

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### **Purpose**

To establish the guidelines and demonstrate the College's commitment to provide a safe and healthy campus learning and working environment.

### **Scope**

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

### **Definitions**

As prescribed in the respective provincial legislation.

## **POLICY**

### *Principles*

- The College is committed to providing a safe and healthy learning and working environment for all members of the College community, which includes:
  - Compliance with applicable legislation and regulations.
  - The Process for the identification of hazards.
  - Awareness training, risk mitigation and incident management.
  - Leadership towards the implementation of best practices in the prevention of illness and injury.
- Health and safety in the campuses is the responsibility of everyone.

### *Application*

- 1) Human Resources will ensure:
  - a) All employees are made aware of this policy and its procedures as part of new hire orientation.
  - b) All campus locations have at least two (2) certified staff members on the Joint Health & Safety Committee (JHSC).
    - i) Training for JHSC certification is provided on a regular basis.
  - c) All campus locations will hold routine JHSC meetings, at least once every three (3) months.
  - d) All JHSC meetings will be documented with an agenda and minutes.
  - e) Facilities are inspected monthly.
  - f) Monthly inspection reports are filed.

- g) Templates are made publicly available in XCAS for all JHSC member's use.
- h) All campus locations post, publicly, information pertaining to Health & Safety, JHSC agendas, minutes, Inspection Reports, and Ministry/Department recommendations/findings and their resolution date.
- i) All employees are made aware of Policy P-103 Anti-Violence, Harassment & Discrimination and its procedures as part of new hire orientation.

**Related Policies**

P-103 Anti-Violence, Harassment & Discrimination

**Supporting Documents/Forms**

P-101p Health & Safety Procedure

P-101p Health & Safety – Administering Naloxone Procedure (October 2022)