



POLICY

Policy Name	HEALTH AND SAFETY			<i>Revised</i>
Policy Number	HS-01	Department	Health and Safety	
Policy Authority	Manager, Occupational Health and Safety		Approval Date	April 3, 2024
Executive Sponsor	Vice-President, Administration and Finance		Next Review Date	April 4, 2027
Approved By	President and CEO		Review Frequency	Every 3 Years

1. POLICY OBJECTIVE

The purpose of this policy is to:

- (a) protect and maintain the health and safety of all members of the college community;
- (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 illness free environment through leadership, training, prevention, and collaboration; and
- (c) define roles and responsibilities for health and safety.

MHC's Occupational Health and Safety Management System is fundamental in achieving this objective.

2. POLICY SCOPE

This policy applies to all members of the college community at MHC owned and leased facilities as well as MHC sanctioned events. This policy also applies to contractors, vendors, and suppliers while providing direct services to MHC and working at MHC facilities.

3. DEFINITIONS

- **College Community:** includes, but is not limited to the following:
 - (a) Community Member: any person working in collaboration with MHC for a business or an academic purpose, or a visitor to campus.
 - (b) Contractor/Tenant: an individual, company, supplier, or service provider (and its employees) who provides services to MHC (with or without a service contract).
 - (c) Employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
 - (d) Student: any person enrolled in study at MHC.
 - (e) Volunteer: any person performing work in an unpaid capacity.
- **Employer:** a person or company who employs one or more workers.
- **Executive Officer:** any college employee holding the title of president or vice-president.
- **Health and Safety:** the physical, psychological, and social well-being of all members of the college community.
- **Occupational Health and Safety Management System (OHSMS):** an MHC framework of processes and guidelines that reflects best practices to control hazards, reduce risk and promote continuous improvement in Occupational Health and Safety.

- **Partnerships in Injury Reduction Program:** a voluntary program where employer and worker representatives work collaboratively with government to build effective health and safety management systems.
- **Supervisor:** a person who has charge of a work site or authority over a worker.
- **Worker:** any 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 all members of the college community including the provision of an environment that is free from harassment or violence.
- 4.2 The Alberta Occupational Health and Safety (OHS) Act, Regulation and Code set out the minimum legal requirements that employers, supervisors, and workers must meet to protect their own health and safety as well as the health and safety of others.
- 4.3 Achieving a healthy and safe environment is the responsibility of all members of the college community. Health and safety considerations are integrated into all college activities according to applicable legislation, college policies, procedures, and the OHSMS.

5. DIRECTIVES

- 5.1 The college establishes and maintains an OHSMS that meets or exceeds applicable standards established by the Partnerships in Injury Reduction Program (or any successor or replacement program) and all applicable laws.
- 5.2 MHC provides opportunities for employees to participate in the Health and Safety Committee.
- 5.3 Employees are responsible for protecting their own health and safety as well as the health and safety of other persons in the vicinity of the worksite while engaging in work.
- Failure to do so may result in corrective or disciplinary action, up to and including termination for cause.
- 5.4 All contractual relationships entered into by the college are governed by a standard contract compliance clause stating that contractors must comply with this policy. Breach of the clause may result in penalties, contract cancellation or other sanctions.

6. RESPONSIBILITIES

- 6.1 **Executive Officers** have overall responsibility for health and safety within the organization including:
- (a) having health and safety policies that are consistent with applicable Occupational Health and Safety legislation;
 - (b) having systems in place to protect the health and safety of the college community;
 - and
 - (c) ensuring the OHSMS is 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 Alberta Occupational Health and Safety Act, Regulation and 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) conducting inspections or investigations relating to occupational health and safety when required;
- (d) providing training on matters relating to health and safety;
- (e) promoting awareness of the Alberta Occupational Health and Safety Act, Regulation and Code, all other applicable laws, this policy, and all components of the OHSMS; and
- (f) acting as a resource to the college community on matters relating to health and safety.

6.3 Supervisors are responsible for:

- (a) knowing, understanding, and implementing the components of the OHSMS that apply to their areas of responsibility;
- (b) communicating and reinforcing this policy and the OHSMS with the employees under their supervision;
- (c) developing and maintaining area specific standard operating procedures; and
- (d) complying with the OHSMS including procedures relating to hazard identification and control, workplace inspections, and incident investigations.

6.4 Workers are responsible for:

- (a) knowing and understanding their obligations under the OHSMS;
- (b) carrying out their work (inclusive of research), or study in accordance with the components of the OHSMS that apply to their areas of responsibility; and
- (c) reporting workplace hazards.

6.5 Contractors and tenants are responsible for:

- (a) knowing, understanding, and complying with their obligations under the Alberta Occupational Health and Safety Act, Regulation and Code, all other applicable laws, and their own company policies and procedures;
- (b) carrying out their work, research, or study in accordance with the components of the OHSMS that apply to their areas of responsibility; and
- (c) reporting workplace hazards.

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
SD-04 Student Non-Academic Misconduct
6.1 Emergency Management
6.8 Weapons and Controlled Materials
6.9 Working Alone

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: April 3, 2024

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and Finance

Date: April 3, 2024

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
November 2022	Revised policy approved
April 2024	Revised policy approved