

**TITLE: HEALTH and SAFETY POLICY****APPROVED:** September 19, 2003 **REVIEWED:** April 2004
October 19, 2004
February 1, 2010**NEXT REVIEW:** 2012-2013**RESPONSIBILITY:** Vice-President Administration**APPENDICES:** Appendix 1: Health and Safety Committee – Terms of Reference**CROSS-REFERENCE:** GPRC Emergency Guidelines
Critical Response Committee**POLICY STATEMENT :**

Grande Prairie Regional College is committed to providing a safe and healthy environment for all members of the College community.

PURPOSE :

Through a proactive approach, the Health and Safety Committee will raise the level of health and safety awareness throughout the College Community.

SCOPE :

This policy applies to the entire College Community.

PROCEDURE/GUIDELINES :**OBJECTIVES**

1. Establish, as a minimum standard, compliance with all relevant statutes, regulations and standards of regulatory authorities representing occupational health and safety.
2. Ensure that safety and incident prevention are an integral part of planning, operations and College activities.
3. Promote safe working practices and awareness through training, education and the implementation of safety programs.
4. Establish a common link between the Emergency Management Program and Health and Safety Committee Activities.

RESPONSIBILITIES

1. The College will:

- 1.1 Establish a Health and Safety Committee. The Committee shall be comprised and charged with the responsibility as outlined in its Terms of Reference (Appendix 1).

2. The Executive will:

- 2.1 Ensure the management support and leadership necessary to provide a safe and healthy environment;
- 2.2 Ensure that all required inspections, facilities, training, committees and programs are provided;
- 2.3 Support, monitor and evaluate safety performance on campus, and recommend measures to bring about improvement;
- 2.4 Require minutes from the Health and Safety Committee.

3. Deans, Faculty, Directors, Managers and Supervisors will:

- 3.1 Plan and execute all activities in a manner that promotes compliance with the College Health and Safety Policy;
- 3.2 Ensure that individuals in their areas of responsibility have been given adequate direction, training and instruction in the safe performance of their work, and that it is performed without undo risk;
- 3.3 Ensure that work areas are regularly inspected to prevent the development of unsafe conditions and practices;
- 3.4 Report on substandard conditions or procedures as necessary, and correct such conditions or practices;
- 3.5 Ensure that all incidents are reported and investigated and take action to prevent a recurrence where it is within their authority to do so;
- 3.6 Ensure that instructors are responsible for student awareness of College safety rules and regulations.

4. Employees will:

- 4.1 Practice safe work habits, and observe all safety rules and procedures established in their work areas;
- 4.2 Promptly report hazardous or unsafe equipment, conditions, procedures or action to a supervisor, Campus Operations, a member of the Health and Safety Committee or the

Safety/Emergency Preparedness Officer and make suggestions for their correction or take corrective behaviour;

- 4.3 Immediately report to a supervisor or other appropriate person all work-related incidents or injuries, and obtain medical treatment, if necessary, without delay,
- 4.4 Any work related incidents or injuries must be reported to the Safety/Emergency Preparedness Officer in accordance with Worker's Compensation Act regulations.

5. Department/Association responsibilities will:

- 5.1 Keep a current listing of Material Safety Data Sheets - (update every three years);
- 5.2 Ensure controlled products, dangerous goods and hazardous materials (including wastes), are properly labeled;
- 5.3 Provide employees within work areas with W.H.M.I.S., T.D.G. and Hazardous Waste training, where necessary;
- 5.4 Dispose of hazardous waste in accordance with the Chemical Hazards Regulation, the Transportation of Dangerous Goods Act and Regulations, as well as local regulations.

Notwithstanding sections 1-5, the prevention of incidents and the maintenance of a safe and healthy environment is a responsibility that is shared by all members of the College Community.