

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.

HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Purpose:

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

Scope:

The Health and Safety Committee will be comprised of:

1. Regional Health and Safety Committee
2. Campus Health and Safety Working Groups

GPRC will manage its Health and Safety Committee on a regional basis from the recommendations of the Campus Health and Safety Working Groups.

Responsible to:

Vice-President, Administration

Responsibilities:

The committee shall be charged to:

1. Investigate and assist with the interpretation of the Occupational Health and Safety Act and other legislation as necessary to review, develop, and recommend changes to policies, regulations and procedures regarding health and safety issues and concerns raised by Colleges constituents
2. Solicit input from College constituents ensuring College wide accessibility for the voicing of concerns regarding health and safety issues
3. Consider and make recommendations for action regarding health and safety issues;
4. Deal with concerns received from the College community.
 - a. Where possible, the Committee is empowered to resolve problems through direct discussion with the assistance of the Safety/Emergency Preparedness Officer and through direct discussion with the appropriate Chair, Supervisor, Director or Employee.
 - b. Where problems cannot be resolved through direct discussion or because of fiscal expenditures, the Committee Chair will refer the matter to the Vice-President, Administration.
 - c. Resolution of such problems shall be reported in the Committee minutes.

5. Make recommendations on educational programs regarding health and safety.
6. Review recommendations/minutes from the Critical Response Committee as it relates to safety.

Membership:

The membership for the Regional Health and Safety Committee will be comprised of the following:

1. Chair (Fairview's Safety/Emergency Preparedness Officer)
2. Co-Chair (Director Campus Operations)
3. Coordinator Facilities Operations (Fairview)
4. Manager Facility Services (Grande Prairie)
5. Safety/Emergency Preparedness Officer (Grande Prairie Campus)
6. Housing Manager of each Campus

Each campus will have its own Working Group with the Co-Chairs working in coordination to ensure cross-campus compliance. Membership of the Working Groups will be comprised of the following:

1. Chair / Co-Chair (Safety/Emergency Preparedness Officer of each Campus)
2. Housing Services
3. Human Resources
4. Students' Association
5. Academic Staff Association
6. Workforce Development
7. Trades Representative
8. Facility Services
9. A.U.P.E.
10. Employee's Association
11. Science Representative
12. Campus Operations
13. Security
14. Custodial
15. Food Services

Meetings:

The Health and Safety committees will meet every two months or more often as deemed appropriate.

The committee will maintain minutes of each meeting. The minutes shall be posted on the network in the public folders, along with being posted on the Health and Safety Bulletin Board.