

OCCUPATIONAL HEALTH AND SAFETY POLICY			
Effective Date	April 16, 2019	Policy Type	Administrative
Responsibility	Vice-President Administration	Cross-Reference	1. GPRC Health, Safety and Environmental Program 2. Campus Security Policy 3. Occupational Health and Safety Legislation
Approver	Executive Council	Appendices	
Review Schedule	Every 3 years		

1. Policy Statement

- 1.1 Grande Prairie Regional College (“GPRC” or the “College”) is committed to the protection of GPRC resources and “all members of the College community”.
- 1.2 This policy demonstrates GPRC’s commitment to provide and maintain a Health, Safety and Environmental Program according to the Alberta OHS Act, Codes, Regulations and Post-Secondary Institutional Requirements.
- 1.3 GPRC management will take a leadership role in fulfilling the GPRC commitment to protect both people, property and the environment, by providing the resources to support safety initiatives across college campuses.
- 1.4 GPRC supervisors, who direct the work of others, are responsible for the health and safety of those individuals and the work areas under their direction. Supervisors must implement the necessary safety requirements to eliminate or control potential health and safety hazards associated with the activities under their supervision.
- 1.5 All GPRC personnel at every level share in the responsibility and accountability of effectively engaging in the overall safety initiatives and abiding by the safety requirements that apply to their work or department as outlined in this Occupational Health and Safety Policy and the GPRC Health, Safety and Environmental Program.

2. Background

- 2.1 According to Federal and Provincial legislation, an employer must coordinate and maintain a system of procedures, processes and other measures, that will benefit the occupational health and safety of their workers and others who may be directly or indirectly involved in a work activity.
 - 2.1.1 The GPRC Health, Safety and Environmental Program, Emergency Preparedness Program and Security Program are considered necessary resources to deliver quality services throughout the College.
- 2.2 Through a proactive approach, GPRC’s Enterprise Risk Management Unit, in consultation with the Occupational Health and Safety Committee(s) will raise the level of health and safety awareness throughout the College.
- 2.3 Occupational regulations and standards will be incorporated into daily job duties and business decisions as required by law.

3. Policy Objective

- 3.1 The purpose of this policy is to demonstrate GPRC's commitment to a safe and healthy learning and work environment. In order to facilitate this commitment, an ongoing Health, Safety, and Environmental Program will be provided to meet and exceed the safety requirements of a learning institution.

4. Scope

- 4.1 This policy applies to all members of the College community.

5. Definitions

- 5.1 "Members of the College community" include faculty, staff, students, visitors, contractors, and any other individual using College premises.
- 5.2 "Supervisor" is an employee whose job function requires them to organize, direct and control the work of others. Supervisors can include Team Leads, Chairs, Associate Chairs, Managers, Deans, Directors, Vice-Presidents, or the President. Supervisors can also be Instructors in a teaching setting. Work shall be done in accordance with the Health, Safety, and Environmental Program and will be monitored by the Enterprise Risk Management Unit.

6. Guiding Principles

- 6.1 All members of the College community must comply with relevant Federal and Provincial legislation as well as all GPRC policies and procedures regarding health, safety, and the environment.
- 6.2 Through a proactive approach, supported by GPRC Executive, the Enterprise Risk Management Unit and the GPRC Occupational Health and Safety Committee(s) will work to raise the level of health, safety and environmental awareness across all campus locations.
- 6.3 All faculty and staff shall use safe work practices on all assignments, as governed by GPRC policies and procedures. It is the responsibility of every individual to report unsafe conditions and workplace injuries to their supervisors in accordance with Provincial legislation.
- 6.4 It is the responsibility of all members of the College community to do all that is reasonably practical to ensure that their actions or inactions do not create or increase risk to the health and safety of themselves or others, to adhere to GPRC programs and policies, and in case of incident or accident to adhere to GPRC guidelines. Safe work procedures and practices shall be observed at all times.
- 6.5 Vehicles, equipment, machines, tools and personal protective equipment shall be maintained and inspected according to regulatory standards and manufacturer's specifications.
- 6.6 Incidents / accidents, hazards or exposure to a hazard, or occupational health and safety concerns within the workplace should be reported to the appropriate supervisor or officer in accordance with the Health, Safety, and Environmental Manual.
- 6.7 The Health, Safety, and Environmental Manual includes:
 - 6.7.1 Provision for mechanical and physical safeguards for all areas of operation that are associated with a level of risk.

- 6.7.2 Provision for appropriate written instructions, available for reference by all GPRC personnel, to supplement Occupational Health and Safety Regulations.
- 6.7.3 Provision to hold Health and Safety Committee meetings in compliance with the Alberta OH&S Act, 2018, for the purpose of reviewing health and safety activities and incident trends and for the determination of necessary courses of action.
- 6.7.4 Provision for regular inspections of premises, vehicles, equipment, work methods and work practices at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found.
- 6.7.5 Provision for open communications between management, supervisors, workers, students, contractors, and the public.
- 6.7.6 Provision for the appropriate new hire orientations and safety training as required.
- 6.7.7 Provision for the maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to include the Health and Safety Committee(s) members, or an OH&S Officer as applicable.
- 6.7.8 The maintenance of records and statistics kept on file in the safety office, including reports of inspection and incident investigation are used to establish a means of recognizing trends in safety or number of incidents and injuries to correct hazardous conditions.

7. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none"> • Approve and formally support this policy. • Commit to protect people, property and the environment. • Provide the management support and leadership necessary to provide a safe and healthy work environment. • Provide leadership and strategic direction in GPRC safety initiatives. • Support, monitor and evaluate safety performance on campus, and recommend measures to bring about improvement.
Vice President, Administration	<ul style="list-style-type: none"> • Oversee the implementation of this policy. • Provide direction for change.
Enterprise Risk Management Unit	<ul style="list-style-type: none"> • Strive to eliminate any foreseeable hazards which may result in accidents, personal injury, illness, or property damage. • Ensure compliance with all relevant Federal and Provincial legislation, regulations, and regulatory authorities representing occupational health and safety and other relevant legislation. • Ensure that safety and incident prevention are an integral part of planning, operations and College activities.

STAKEHOLDER	RESPONSIBILITIES
Enterprise Risk Management Unit	<ul style="list-style-type: none"> • Promote a safety culture through safe work practices and procedures and safety awareness. Awareness will be created through new hire orientations, training, education and the continued implementation of health and safety initiatives. • Establish a common link between the the Campus Security Policy, and the Occupational Health and Safety Policy. • Utilize an ‘open door’ approach while soliciting input from members of the College to ensure College wide accessibility for the voicing of concerns regarding health and safety issues. • Follow up with reports on any incidents, injuries, work related illnesses, and near misses. • Provide a Health, Safety, and Environmental Manual in accordance with Alberta OH&S Act, Codes of Practice and Regulations, best practices and Post-Secondary institutional requirements.
Health and Safety Committee(s)	<ul style="list-style-type: none"> • Promote safe working practices and awareness through training, education and the implementation of safety programs. • Raise the level of health, safety and environmental awareness in the College community. • Participate in the inspection of work areas and make recommendations for improvement. • Respond to health and safety concerns and bring to the attention of the safety committee members for corrective action. • Provide input on new policies, safety procedures and practices. • All other responsibilities as outlined in the “Terms of Reference”, Health and Safety Committees, found in the HSE Manual.
Supervisors	<ul style="list-style-type: none"> • Plan and execute all activities in a manner that promotes compliance with GPRC’s Occupational Health and Safety Policy and the Health, Safety, and Environmental Manual. • 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 undue risk. • Ensure that work areas are regularly inspected to prevent the development of unsafe conditions and practices. • Report on substandard conditions or procedures as necessary and correct such conditions or practices by consulting with the Enterprise Risk Management Unit. • Ensure that all incidents are reported and investigated and take action to prevent a recurrence where it is within their authority to do so. • Ensure student awareness of College safety rules and regulations.

STAKEHOLDER	RESPONSIBILITIES
<p>Members of the College Community</p>	<ul style="list-style-type: none"> • Practice safe work habits, and observe all safety rules and procedures established in their work areas. • Share in the responsibility and accountability of effectively engaging in the overall safety initiatives and abide by the safety requirements that apply to their work or department as outlined in the GPRC Health, Safety, and Environmental Manual. • Promptly report hazardous or unsafe equipment, vehicles, tools, conditions, procedures, or actions to their Supervisor, and / or the Enterprise Risk Management Unit and make suggestions for their correction. • Immediately report to a Supervisor or other appropriate person all incidents or injuries, and obtain medical treatment, if necessary, without delay. • Incidents, injuries, work related illnesses, and near misses must be reported to the Enterprise Risk Management Unit. • Comply with legislative standards and strive to eliminate any foreseeable hazards that may result in occupational injury, illness or incident.

8. Exceptions to the Policy

8.1 Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice President, Administration.

8.1.1. Policy exceptions must describe:

8.1.1.1 The nature of the exception

8.1.1.2 A reasonable explanation for why the policy exceptions are required

8.1.1.3 Any risk created by the exceptions to this policy

8.1.1.4 Evidence of approval by the Vice President, Administration.

9. Inquiries

9.1 Inquiries regarding this policy can be directed to the Director, Facilities, Maintenance and Operations.

10. Amendments (Revision History)

10.1 Amendments to this policy will be published from time to time and circulated to the College community.