

## OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Human Resources
<b>Approval Date:</b>	September 9, 2020
<b>Effective Date:</b>	September 9, 2020
<b>Policy Owner:</b>	Vice President, People and Culture
<b>Policy Administrator:</b>	Manager, Compliance

### Objective:

The Occupational Health Safety and Environment Policy is a statement of NorQuest College's commitment to providing a safe and healthy work environment for employees, contractors, and visitors.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Policy:

At NorQuest College (college) the health, safety, and wellness of the workplace is of the utmost importance. We are committed to doing everything possible to prevent injuries and to maintain a healthy work environment, and safety culture.

The following principles govern workplace health, safety, and wellness at the college:

- The college will maintain a safe working/learning environment in accordance with industry standards, legislated acts, statutes and regulations, and collective agreements.
- The college will take all the necessary precautions to ensure a safe and healthy work environment.
- The college will maintain a Joint Work Site Health and Safety Committee (JWSHSC), with members represented by management and employees.
- Recommendations from the JWSHSC will be promptly reviewed and appropriate action will be taken.
- The college will ensure that safety procedures and the wearing of personal protective equipment are in accordance with the [Alberta Occupational Health and Safety Act](#).
- The college will ensure all Supervisors understand their responsibility to make sure employees are aware of the approved work procedures to obtain optimal output without accidents and injuries, and to ensure that employees follow safe and healthy work methods and regulations.
- The college will promote providing a work environment that is healthy for all and encourages education to improve the overall health of employees.
- Supervisors will ensure employees, contractors, and consultants are made aware of their personal responsibility to work safely and to report all incidents, and unsafe or unhealthy work conditions.

### Definitions:

**Supervisor:** means an employee whose job function requires him/her to organize, direct and control the work of others. Supervisors can include team leads, chairs, associate chairs, managers, deans, directors, members of the executive, or president.

<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

- [AUPE Collective Agreement](#)
- [Faculty Collective Agreement](#)
- [JWSHSC - Terms of Reference](#)
- [Occupational Health and Safety Management System \(OHSMS\)](#)
- [Slip, Trip, and Fall Procedure](#)
- [Working Alone Procedure](#)

- [Occupational Health and Safety Act](#)
- [Occupational Health and Safety Regulation](#)
- [Occupational Health and Safety Code](#)

June 2024

December 2012: replaces Standard Practice 4.09: Workplace Health, Safety and Wellness  
 August 2013: update for document links and branding  
 November 2014: update for change in policy owner and document links  
 September 2015: update document links  
 June 2016: reviewed and approved as per Policy and Procedure Framework  
 August 2019: Compliance Office template & reorganization update  
 August 2020: retitled (formerly was Health and Safety Policy), removed, added, and updated references