

# 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>	Director, People and Talent Operations

## 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 Health and Safety Committee (HSC), with members represented by management and employees.
- Recommendations from the HSC 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.

## Related information

### NorQuest College

- [AUPE Collective Agreement](#)
- [Faculty Collective Agreement](#)

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

## External

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

## Next review date

June 2024

## Revision history

Date	Version Number	Action
December 2012	V1	New (replaces Standard Practice 4.09: Workplace Health, Safety and Wellness).
August 2013	V2	Update for document links and branding.
November 2014	V3	Update for change in policy owner and document links.
September 2015	V4	Update document links.
June 2016	V5	Reviewed and approved as per Policy and Procedure Framework.
August 2019	V6 (published as V5-C)	Compliance Office template & reorganization update.
August 2020	V7 (published as V6)	Retitled (formerly was Health and Safety Policy), removed, added, and updated references.
February 2024	V8	Information, Risk & Compliance template & reorganization update.