

### **4.8.5 OCCUPATIONAL HEALTH AND SAFETY**

#### **A. POLICY**

- A.1 The Board of Governors along with the Senior Management Team of the College of the Rockies is committed to an Occupational Health, Safety and Environmental Program that protects students, staff, other workers and the general public, as well as the property and facilities of the College. Protection from accidental and preventable loss/injury is this program's goal.

Employees at every level are responsible for the College's Occupational Health and Safety performance and will be familiar with the requirements of the Workers Compensation Act, as it relates to their work routine.

All employees will perform their jobs according to established procedures, following safe work practices, and reporting foreseeable hazards. Safety is the direct responsibility of everyone. With the support and commitment of everyone, this goal can be accomplished.

#### **B. PROCEDURES**

##### **B.1 College Responsibility**

- B.1.1 The College of the Rockies shall establish and maintain facilities and equipment to ensure that physical and health hazards are guarded against or eliminated and shall develop work procedures conducive to an accident-free and disease-free work workplace.
- B.1.2 The College shall establish an Occupational Health & Safety Committee; shall consult and cooperate with the Committee; and shall cooperate with the Workers' Compensation Board, officers of the Board and any other person carrying out a duty under Part 3 of the regulations.
- B.1.3 The College shall establish an Occupational Health & Safety Program to promote the health and safety of its employees and others.
- B.1.4 Every manager shall ensure that both s/he and other employees are trained in and follow all safe work procedures and all pertinent regulations.

## **B.2 Employee Responsibility**

- B.2.1 It shall be the duty of every employee to follow proper safe work procedures, to observe all regulations (Federal, Provincial, civil and College) pertaining to his/her work, and to cooperate in attaining the objective of an accident-free and disease-free workplace.
- B.2.2 It shall be the duty of every employee to take reasonable care to protect his/her health and safety and the health and safety of others.
- B.2.3 It shall be the duty of every employee to report to the Occupational Health and Safety Committee and to his/her supervisor any issue that may negatively affect his/her personal health and safety or the health and safety of others.

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Manager Approval:	<i>Original signed by Sheila McDonald</i>	Title:	Director, HRD	Date:	<i>February 2010</i>
College Approval:	<i>Original signed by Nick Rubidge</i>	Title:	President/CEO	Date:	<i>February 2010</i>