



Approval Body	CLC
Policy Sponsor	President and CEO
Policy Administrators	VP, People and Engagement
Effective Date	2021-11-01

Approved	Last Minor Rev.	Last Major Rev. Approved	Last Reviewed
2020-04-17	2023-03-06	2021-11-29	-

Health and Safety Policy

Purpose

This policy affirms the College's commitment to Health and Safety and communicates the expectation that all Members of the College Community will contribute to a safe, healthy and Inclusive environment where all Members of the College Community can work and learn.

Scope and Limits

This policy applies to all Members of the College Community.

Definitions



Defined terms are capitalized throughout this Policy.

Disciplinary Action

means any action or threat of action by a person that does or would adversely affect a Member of the College Community with respect to any terms or conditions of employment.

Harassment

means any single incident or repeated occurrences of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action

because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and sexual solicitation or advance but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

Hazard

means a situation, condition or thing that may be dangerous to health and safety and can be grouped into four categories:

- **Physical Hazards** are substances or activities that threaten your physical safety. Examples of physical Hazards are slips, trips and falls, electricity, tools and machinery, heat stress, cold stress, noise, fire.
- **Chemical Hazards** are substances that can cause injury, illness, disease, fire, explosions, or property damage. Examples of types of Chemical hazards are compressed gases, flammable and combustible chemicals, corrosive chemicals, poisons/toxins, oxidizing chemicals, and dangerously reactive materials
- **Biological Hazards** are organisms or products of organisms that present a health hazard to humans (e.g. bacteria, viruses, fungi, insect bites/stings, allergic reactions, poisonous plants/animals).
- **Psychosocial Hazards** are situations, conditions or things that may affect the mental health of a worker and may result in physical effects by overwhelming individual coping mechanisms and impacting the worker's ability to work in a healthy and safe manner.

Health and Safety

Means the physical, psychological and social well-being of individuals.

Joint Occupational Health and Safety Committee

means the committee established pursuant to OHS Legislation to identify and help resolve Health and Safety concerns at the College.

Health and Safety Program

means a coordinated system of procedures, processes and other measures that are designed to be implemented by organizations in order to promote continuous improvement in occupational health and safety;

Incident

means an unplanned event that results in, or might have resulted in, property damage, accidents, personal injury or illness.

Inclusive	means the practice of ensuring that all individuals are valued and respected for their contributions and are equally supported.
OHS Legislation	<p>means the Alberta legislation that sets standards for occupational health and safety and includes the <i>Occupational Health and Safety Act, Regulation and Code</i>.</p> <ul style="list-style-type: none"> • The OHS Act sets standards to protect and support the health and safety of workers throughout Alberta and gives occupational health and safety officers the authority to visit work sites and enforce the requirements. • The OHS Regulation addresses certain requirements related to government policy and administrative matters. • The OHS Code specifies the technical standards and rules that employers and workers must comply with to fulfill their obligations. The Code covers different topic areas, such as hazard assessment and control, general safety, noise, chemical hazards, violence in the workplace and first aid, to name a few. There are 41 parts (i.e., chapters) in the Code. These parts are listed on page 81 of the supplemental information. There are also several handouts in the supplemental information that include excerpts from the Code.
Senior Administrator(s)	means the executive leadership team, associate vice president, deans, directors and other college leaders with college-wide responsibilities that are responsible for the overall operations of the College, including financial and operational results and administrative policy development, approval and renewal.
Supervisor(s)	means the person who has charge of a Lethbridge College work site or authority over a Member of the College Community.
Violence	means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence whether at a work site or work-related.

Policy Statements

1. Members of the College Community have a right to work and learn in a safe, healthy and Inclusive work and learning environment.
2. Lethbridge College is committed to the promotion and maintenance of the Health and Safety of all Members of the College Community. To this end, the College will:
 - a) ensure that no Member of the College Community is subjected to or participates in Harassment, Violence or Disciplinary Action for exercising a right or fulfilling a duty imposed by OHS Legislation on College premises or at a work site;
 - b) ensure the Health and Safety of Members of the College Community and those present at a work site or in the vicinity of a work site who may be affected by Hazards originating from the work site;
 - c) ensure that Members of the College Community are aware of their rights and responsibilities under OHS Legislation, College policies, procedures and programs, and of any Hazards arising from the work being conducted at a work site;
 - d) train and empower Members of the College Community to recognize and respond effectively to Hazards and Incidents, and to build a culture that fosters continuous improvement of Health and Safety for Members of the College Community;
 - e) conduct regular inspections of equipment and work areas to identify and minimize or eliminate any foreseeable Hazards which may result in Incidents;
 - f) consult and cooperate with the Health and Safety Committee to exchange information on Health and Safety matters and to resolve concerns related to Hazards in a fair and timely manner;
 - g) comply with OHS Legislation, and cooperate with any person exercising a responsibility imposed by such legislation; and
 - h) take appropriate action to address breaches of this policy in a fair and timely manner.
3. Lethbridge College recognizes that Members of the College Community, at every level, are responsible and accountable for Health and Safety at Lethbridge College and must comply with the responsibilities established by Lethbridge College and OHS Legislation. Suspected violations of this policy will be investigated and adjudicated through the processes outlined in the applicable conduct policy.

Policy Appendices

Appendix A Health and Safety Responsibilities

Policy Standard Operating Procedures (SOPs)

Animals on Campus SOP

Legislated References

[*Alberta Human Rights Act, RSA 2000, c A-25.5*](#)

[*Occupational Health and Safety Act, SA 2020, c O-2.2*](#)

[*Workers' Compensation Act, RSA 2000, c W-15*](#)

Other References

Joint Occupational Health and Safety Committee Terms of Reference

Occupational Health and Safety Manual

Statement of Health and Safety Responsibilities

Related Lethbridge College Policies

[*Academic Accommodation for Students with Disabilities*](#)

[*Alcohol, Tobacco, and Cannabis*](#)

[*Confidentiality*](#)

[*Gender-Based and Sexual Violence Policy*](#)

[*Human Resources*](#)

[*Lethbridge College Code of Conduct*](#)

[*Respectful Campus*](#)

[*Safe Disclosure*](#)

[*Student Rights and Code of Conduct*](#)

Related Board of Governors Policies

EL-1 – [*Treatment of Students*](#)

EL-2 – [*Treatment of Staff*](#)



Parent Policy	Health and Safety
Policy Sponsor	President and CEO
Policy Administrator(s)	VP, People and Planning
Appendix	A

Health and Safety Responsibilities



Defined terms are capitalized throughout this Policy. Refer to the parent Policy and the Policy Framework for definitions.

A: Health and Safety Responsibilities

Responsibilities of Senior Administrators

1. Senior Administrators, in their role as the employer, are responsible to:
 - a) establish and actively participate in the maintenance of the College's Health and Safety Program;
 - b) demonstrate the College's commitment to Health and Safety;
 - c) encourage employee engagement in Health and Safety;
 - d) verify that Supervisors and Employees engaged in work are aware of their responsibilities and duties under OHS Legislation;
 - e) verify that critical workplace documents such as reports, plans and procedures are in writing and available to Employees;
 - f) As required, provide Employees with:
 - adequate supervision at work sites;
 - required safety equipment;
 - Health and Safety information; and
 - Health and Safety training.
 - g) support the Health and Safety Program by:
 - reporting Health and Safety Incidents;
 - participating in Health and Safety investigations; and

- ensuring that corrective actions are taken.
- support and evaluate supervisors in carrying out their Health and Safety responsibilities; and
- address breaches of this policy are addressed in a fair and timely manner.

Responsibilities of supervisors

2. Supervisors are responsible to:

- actively participate in Health and Safety Program development and maintenance;
- promote Health and Safety awareness;
- instruct Members of the College Community to follow safe work procedures;
- enforce OHS Legislation and the College's Health and Safety Policy and Program;
- correct unsafe acts and conditions;
- inspect work areas and take remedial action to minimize or eliminate Hazards;
- verify that equipment is:
 - properly maintained; and
 - only operated by authorized workers with adequate training.
 - report and investigate all Health and Safety Incidents.
 - be familiar with the location, type and operation of emergency equipment;
 - facilitate and participate in safety meetings with those under their supervision;
 - ensure that they are familiar with OHS Legislation and are competent in discharging their responsibilities under such legislation; and
 - take all precautions necessary to protect the Health and Safety of Members of the College Community under their supervision.

Responsibilities of Members of the College Community

3. All Members of the College Community are responsible to actively participate in the College's Health and Safety Program by:

- understanding and complying with the College's Health and Safety policies and procedures;
- protecting their own safety and the safety of others while working or studying.
- using personal protection and safety equipment as required;
- immediately reporting to their supervisor or the College's Occupational Health and Safety department any:
 - Incidents and accidents (including injuries or occupational illnesses);
 - unsafe acts and conditions;

- hazards and potential hazards; or
 - unsafe equipment.
- e) checking tools and equipment, including personal protective and safety equipment, before using;
 - f) knowing the location, type and operation of emergency equipment;
 - g) refusing to perform work when they reasonably believe that an “undue hazard” exists. Any hazard that poses a serious and immediate threat to the Health and Safety of another Member of the College Community will be considered an “undue hazard”.
 - h) participating in all Health and Safety training offered by Lethbridge College, either on or off the work site; and
 - i) reviewing all Health and Safety communications and participating in safety meetings.

Responsibilities of the College’s Occupational Health and Safety department

4. As the department primarily responsible for developing, maintaining, and administering the College’s Health and Safety Program, Occupational Health and Safety will:
 - a) take a leadership role in assisting Lethbridge College to implement and maintain an effective Health and Safety Program;
 - b) liaise with regulatory authorities on behalf of the college and support activities of the Lethbridge College Occupational Health and Safety Committee;
 - c) assist and advise senior administrators and supervisors in complying with Alberta OHS Legislation and the College’s policies, procedures, and programs;
 - d) facilitate formalized audits to review the Health and Safety Program against established standards or best practices;
 - e) refer known or suspected violations of this policy and its procedures to the appropriate supervisor;
 - f) provide guidance and technical assistance to identify, evaluate and correct health and safety Hazards and respond to Health and Safety Incidents; and
 - g) maintain Health and Safety statistical data and communicate relevant information as required.