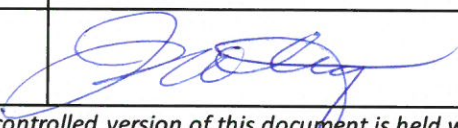


HEALTH AND SAFETY POLICY

Policy Section & Number:		Effective Date:	May 29, 2015
Policy Owner:	Vice President Infrastructure & CIO	Last Revised:	October 18, 2021
Policy Administrator:	Safety Advisor	Review Scheduled:	Every 1 year
Approver:	Executive Committee		
President & CEO		Review Date:	January 11, 2023
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>			

A. POLICY STATEMENT

Keyano College is committed to a health and safety program that protects our workers, students, contractors, and the public and those who enter our property.

1. Guiding Principles

1.1 The employer, supervisors and workers at every level are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

2. Responsibilities

- 2.1 The employer will ensure:
- a. the health, safety, and welfare of workers at the work site,
 - b. the health, safety, and welfare of other persons at or near the work site who may be affected by hazards originating from the work site,
 - c. that workers are aware of their OHS rights and duties,
 - d. that workers are not subjected to or participate in harassment or violence at the work site,
 - e. that workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,

- f. they consult and cooperate with the Safety Advisor,
- g. that health and safety concerns are resolved in a timely manner, and
- h. that supervisors and workers are adequately trained for the protection of health and safety at the work site.

2.2 Supervisors will ensure:

- a. they are competent to supervise the workers under their supervision,
- b. the workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code,
- c. the workers under their supervision use all hazard controls and properly uses or wears the personal protective equipment required by the employer or under the OHS Act, Regulation or Code,
- d. that workers are not subjected to or participate in harassment or violence at the work site,
- e. they take all precautions necessary to protect the health and safety of every worker under their supervision,
- f. they advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work, and
- g. they report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.

2.3 Workers will ensure to:

- a. protect the health and safety of themselves and other people at or near the worksite,
- b. cooperate with their supervisors and employers to protect the health and safety of themselves and others,
- c. use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code,
- d. refrain from causing or participating in harassment or violence, and
- e. report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.

2.4 Employers, Supervisors, and workers will:

- a. Cooperate with any person exercising a duty imposed by the OHS Act, Regulations, or Code, and
- b. Comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.

2.5 Other workers (e.g., contractors, suppliers, or service providers) will:

- a. comply with the OHS Act, Regulation and Code as well as Keyano College policies and procedures.

Workers at every level must be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work.

B. DEFINITIONS

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|---|--|
| (1) Policy: | means the Health and Safety Policy. |
| (2) College: | means Keyano College. |
| (3) Occupational Health and Safety Act, Regulation and Code: | The Occupational Health and Safety (OHS) Act describes obligations and duties that serve to protect and promote the occupational health and safety of workers throughout Alberta. It describes the rights and responsibilities of employers, workers, and others connected with the work site. |
| (4) Occupational Health and Safety Regulation: | The Occupational Safety and Health (OHS) Regulations set minimum requirements for specific hazards, work, and administrative practices in relation to work safety and health. It describes the rights and responsibilities of employers, workers and others connected with the work site. |
| (5) Occupational Health and Safety Code: | The Occupational Health and Safety (OHS) Code states the rules applicable to occupational health and safety at Alberta workplaces. |

C. RELATED POLICIES

- None

D. RELATED LEGISLATION

- *Occupational Health and Safety Act, Regulation and Code* (June 1, 2018).
- <https://www.alberta.ca/ohs-act-regulation-code.aspx>

E. RELATED DOCUMENTS

- Keyano College Health and Safety Manual
- Personal Protective Equipment Policy

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05/29/2015	New	All	Safety Advisor	Executive Director, Human Resources
08/15/2018	Update to new format	All	Safety Advisor	Executive Director, Human Resources
10/18/2021	Update to new format	All	Safety Advisor	VP Infrastructure & CIO
01/06/2023	Annual review	All	Safety Advisor	VP Infrastructure & CIO