

SECTION: Administration
TOPIC: Safety
EFFECTIVE: 26 November 1990

Policy Information	
Policy No:	AD-FA-3.10
Approved by:	Executive Management
Approval Date:	November 26, 1990
Executive Responsible:	VP Finance and Admin
Administrator Responsible:	Various Managers
Date of Last Review:	January 12, 2006

POLICY:

The College is committed to the promotion of the health, safety, and wellbeing of all members of the College community, to the provision of a safe and healthy work and study environment, and to the prevention of occupational injuries and illnesses.

The College's health and safety objectives are:

1. Take all reasonable care to prevent work or study related accidents and disease.
2. Promote the awareness of occupational health and safety issues and safe work practices and procedures.
3. Ensure all campuses maintain effective health and safety systems.
4. Support employee involvement in all aspects of occupational health and safety.
5. Comply with all legislated requirements relating to the health and safety of employees, students and the public who use our facilities.

Health and safety at the College is a shared responsibility. The following areas of responsibility are essential to the overall success of this policy.

1. College Management will:
 - Develop and maintain an occupational health and safety program.
 - Establish procedures to ensure tasks are performed in a safe and efficient manner.
 - Provide necessary education and training in safe work practices and procedures for employees and students.
 - Communicate known or reasonably foreseeable health or safety hazards to which employees or students are likely to be exposed.
 - Ensure there are emergency response plans in place that detail timely and appropriate actions to be taken.
 - Maintain facilities and equipment for the provision of safe working and study conditions.

2. Members of the College community who perform supervisory or instructional duties will:

- Ensure that all employees and students under their direction receive proper safety training and instruction and that safe practices are followed.
- Ensure that employees and students are made aware of all known or reasonably foreseeable health or safety hazards in the areas where they work or study.

3. All employees will:

- Take responsibility for avoiding risk to themselves and others.
- Follow safety rules, procedures and instructions.
- Ensure that his/her ability to work without risk to his/her health or safety, or to the health or safety of others is not impaired by alcohol, drugs or other causes.
- Report unsafe and unhealthy conditions and practices to their supervisor or a member of College management.

4. Students will:

- Conduct themselves in a safe manner.
- Take responsibility for avoiding risk to themselves and others.
- Follow safety rules, procedures and instructions.