

73.01	Occupational Health & Safety	POLICY
--------------	---	---------------

1.0 PURPOSE

1.1 It is public policy in Nova Scotia to promote, create and maintain learning and working environments that protect the health and safety of individuals in these environments. The Nova Scotia *Occupational Health and Safety Act*, 1996, c.7, s.1. and the Regulations under the *Act* are concerned with Occupational Health and Safety and the maintenance of reasonable standards for the protection of the health and safety of employees in Nova Scotia workplaces.

2.0 STATEMENT OF POLICY/SCOPE

- 2.1** The Nova Scotia Community College, as a post-secondary training institution as well as an Employer, values the health and safety of all students, employees and *other individuals* on College premises. It is, therefore, the policy of the College to protect and promote the health and safety of all students, employees and *other individuals* and to take every precaution, reasonable in the circumstances, to ensure that College premises are safe and healthy for all who come into contact with the College. Furthermore, the College shall incorporate the principles and practices of occupational health and safety in all programs for which the College grants a certificate or diploma. The *Occupational Health and Safety Act* and accompanying Regulations of the Province of Nova Scotia, along with acceptable occupational practices, shall describe the minimum standard expected for health and safety in the College. Where it is in the interest of occupational health and safety or program delivery, the College may exceed the requirements prescribed by legislation.
- 2.2** The Nova Scotia Community College shall promote a learning and workplace culture where students and employees are supported and encouraged to contribute to health and safety programs. The College commits to working in partnership with employees, students and their representatives to develop and implement measures to eliminate and minimize risk of injury and illness.
- 2.3** The Nova Scotia Community College holds all levels of Campus and Central Office management responsible for implementing this policy, for developing and implementing an occupational health and safety program specific to each campus, and for ensuring that each campus is in compliance with the Occupational Health and Safety Act and Regulations. All College employees, including management, are responsible to comply with the duties set out in this policy, to follow campus health and safety programs, and to cooperate with the Joint Occupational Health and Safety Committees and Representatives. Outside contractors and constructors are to be informed of the sections of this policy that apply to them and they will be held responsible to comply with those sections.

Executive Policy Sponsor: VP College Services and CFO	Policy Steward: Manager, OHS&E	Approved: Board of Governors Dec 14, 2017	Effective Date: JAN 1, 2018	Next Review: Dec 2018
--	--	--	---------------------------------------	---------------------------------

73.01	Occupational Health & Safety	POLICY
--------------	---	---------------

3.0 DEFINITIONS

3.1 In this Policy, **other individuals** refer to those persons who are not employees or students of the College but who are on College premises for authorized purposes. *Other individuals* include, but are not limited to, constructors and contractors (as defined in the *Occupational Health and Safety Act*) and members of the general public.

4.0 POLICY

4.1 The objectives of this policy are to ensure that the Nova Scotia Community College is in compliance with the *Occupational Health and Safety Act* and Regulations and that every precaution, reasonable in the circumstances, is taken to provide for a healthy and safe College environment. Implementation of this policy, through the incorporation of the principles and practices of occupational health and safety in College curricula and the establishment of an occupational health and safety program specific to each campus based on the concepts of internal responsibility, will assure that management and employees work together to promote healthy environments and prevent accidents and illnesses to themselves, students, and *other individuals*.

4.2 Health and safety is a shared responsibility involving employer, employees, students and other individuals. Under guidance from the office of Occupational Health, Safety, and Environmental Services, all are responsible and accountable to work safely at all times, to identify and report hazards and to take whatever measures, necessary and reasonable in the circumstances, to protect and promote a healthy and safe environment. This shared responsibility, referred to as the *Internal Responsibility System in the Occupational Health and Safety Act*, is fundamental to this policy.

4.3 The College shall prepare students for workplace health and safety by providing instruction, relevant to the chosen occupational area, in the principles and practices of occupational health and safety in all programs for which the College grants a certificate or diploma.

4.4 Each Campus is responsible for implementing and complying with this policy in all areas of College operations. Each level of College management is responsible for the provision of a safe and healthy environment and the achievement of the objectives of this policy. Faculty members, as supervisors to students enrolled in their classes, are responsible to maintain a safe and healthy learning environment and to instruct their students in safe work practices and procedures. Without limiting the responsibility of other levels of College management, policy implementation, compliance and the provision of a safe and healthy working environment are part of the President’s general responsibility for management and operations, including administration of laws and policies applicable to the College.

Executive Policy Sponsor: VP College Services and CFO	Policy Steward: Manager, OHS&E	Approved: Board of Governors Dec 14, 2017	Effective Date: JAN 1, 2018	Next Review: Dec 2018
--	--	--	---------------------------------------	---------------------------------



COLLEGE ACCOUNTABILITY Policies and Procedures

73.01	Occupational Health & Safety	POLICY
--------------	---	---------------

- 4.5 Campus management is responsible for ensuring that the campus environment is safe and healthy, that employees, students and other individuals are advised of actual or potential hazards, and are instructed in and follow safe procedures.
- 4.6 Active employee and student participation, involvement and full cooperation in health and safety are key ingredients in effective Health and Safety Programs.
- 4.7 The Campus Joint Occupational Health and Safety Committees are key mechanisms for the collaborative, cooperative initiation, maintenance and support of health and safety programs.
- 4.8 Campus Occupational Health and Safety Programs will be coordinated and consistent with this policy and with any College policies and guidelines regarding safety and security.
- 4.9 Safety rules and practices shall be enforced, shall be reasonable and consistent, and shall be in compliance with the Occupational Health and Safety Act and Regulations.
- 4.10 This Policy shall be reviewed and, where applicable, updated annually through a consultative process coordinated by the College’s Steering Committee on Occupational Health and Safety and involving participation of all Campus Joint Occupational Health and Safety Committees.

5.0 POLICY SUPPORTS

Occupational Health and Safety Act.

Executive Policy Sponsor: VP College Services and CFO	Policy Steward: Manager, OHS&E	Approved: Board of Governors Dec 14, 2017	Effective Date: JAN 1, 2018	Next Review: Dec 2018
--	--	--	---------------------------------------	---------------------------------