



# HEALTH AND SAFETY POLICY

<b>Policy Type:</b>	Institutional	<b>Initially Approved:</b>	February 8, 2008
<b>Policy Sponsor:</b>	President and CEO	<b>Last Revised:</b>	August 21, 2019
<b>Primary Contact:</b>	Facilities	<b>Review Scheduled:</b>	October 2023
<b>Approver:</b>	President and CEO		

**A. INTENT**

This policy recognizes Alberta University of the Arts' (AUArts) legal requirements under the Occupational Health and Safety Act (OHSA) and establishes the framework for AUArts to meet its obligations under this Act.

**B. SCOPE**

This policy applies to all employees, contractors and general users of AUArts' facilities. AUArts is responsible for ensuring the health and safety for those present at AUArts' facilities for the purpose of this policy.

**C. POLICY STATEMENT**

**1. General**

- 1.1 Health, Safety, and Environment management at AUArts consists of a framework made up of the following, in accordance with the OHSA:
  - a. An HSE management system established through policy and associated procedures as set out in the HSE Management System Policy.
  - b. A Joint Work-Site Health and Safety Committee established through the Joint Work-Site Health and Safety Committee policy, committee membership TOR and procedures to be established by the Committee.
  - c. Clearly established roles and responsibilities for all those who are the employer, supervisors and workers at AUArts as set out in this policy.
  - d. Ease of access, both electronic and hard copy, to policies, procedures and notices related to the administration of OHSA at AUArts.
  - e. Any other measures which AUArts deems necessary to ensure the protection of the health, safety and environment at AUArts.
  - f. Users of AUArts facilities are expected to adhere to this policy and any associated policy and procedure as part of health and safety management at AUArts.

## **Roles and Responsibilities**

### **2. Employer**

- 2.1 The Board of Governors, as the employer, has delegated the administrative duties assigned to the employer under the OHSA, to the President and CEO. The Board retains oversight of health, safety and environment at AUArts through annual reporting and incident reporting at established thresholds to ensure that the administration is effective in protecting the health, safety and environment for those at AUArts. The Board will also make reports to the Ministry as requested and as legislation requires.
- 2.2 The President and CEO administers those employer responsibilities under the OHSA that the Board has delegated to the position through the Delegation of Authorities. The President and CEO can sub-delegate administrative duties through the President's Delegation of Authorities. The President will also inform the Board if any employee, student, contractor or visitor makes a report to the Ministry of Labour of any significant health and safety risk or incident at AUArts as established under s. 40 (1-9) of the OHS Act.

### **3. Supervisors**

- 3.1 Supervisors at AUArts have all the rights and responsibilities assigned to them under the OHSA as well as AUArts policies and procedures. Supervisors are expected to complete training related to their roles as supervisors and to ensure that their employees have also received appropriate training. Supervisors will report to their supervisors, the Vice-President, Administration, or the President and CEO any event where their own, another individual's health and safety or the environment is at risk or harmed.

### **4. Workers**

- 4.1 Workers or employees have the rights and responsibilities granted to them under the OHS Act and are expected to adhere to AUArts' policies and procedures. Employees are expected to complete training to understand their roles in health and safety and report to their supervisors any event where their own or another individual at AUArts' health and safety or the environment is at risk or harmed.

## **D. DEFINITIONS**

To ensure consistency with legislation and in recognition of the breadth of definitions under the OHSA, all Health, Safety and Environment (HSE) definitions for this policy and related policies and procedures are set out in the HSE Definitions Procedure.

## **E. RELATED LEGISLATION**

- Occupational Health and Safety Act (OHSA), Regulation and Code

## **F. RELATED DOCUMENTS**

- 100. Board of Governors: Code of Conduct Policy
- 700 Health, Safety and Environment: All Policies and Procedures

**G. REVISION HISTORY**

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
10/03/2018	Revisions			