

1.1. Keyano College Health and Safety Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	November 26, 2019	Cross Reference:	Health & Safety Manual
Policy Owner:	President & CEO	Appendices:	Not Applicable
Policy Administrator:	Executive Director HR		
Approver:	Executive Committee		
Review Schedule:	Every 4 Years		

1. Policy Statement

The health, safety and welfare of all individuals working within Keyano College environment is of vital importance. Management will set an example and provide leadership in health and safety, set health and safety policies and procedures, and provide training, equipment and adequate resources to perform work safely.

It is our firm belief that all injuries can be prevented and every effort shall be made to identify all health and safety hazards. The college will inform its staff, students and campus visitors of all potential safety risks and take all necessary steps to eliminate or control the hazard.

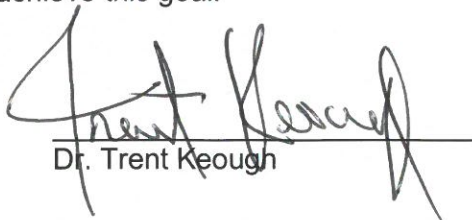
Employees at all levels are responsible and accountable for Keyano College's health and safety. Active participation by everyone, at all times, and in every position, is necessary for the health and safety excellence this College expects. It is our belief that all incidents can be prevented and every effort shall be made to:

- Identify hazards
- Tell other about the hazards
- Control or reduce the risk of those hazards
- Participate and promote safety within our environment

Safety is a shared responsibility of Keyano College and its staff, as well as the stakeholders, customers, and public. Safety shall be an integral component of our operation and activities – together we can create a positive safety culture and ensure a successful working environment.

All individuals involved will be expected to follow Keyano College's health and safety program, as well as understand and adhere to Alberta's Occupational Health and Safety Act, Regulations, and Code

Our goal is a healthy and injury free workplace for all employees. By working together, we can achieve this goal.



Dr. Trent Keough

29 Nov 19
 Approved on this date

2. Background

- 2.1. A written Health and Safety Policy is required by Alberta Occupational Health and Safety Legislation. This Policy must demonstrate Keyano College's commitment to the protection and maintenance of Health and Safety.

3. Policy Objective

- 3.1. The objective of this Policy is to inform all staff, students and campus visitors that Keyano College will take all the necessary precautions to ensure their Health and Safety, meet all Legislative Health and Safety requirements and achieve an incident free environment.

4. Scope

- 4.1. This policy applies to all staff, students and campus visitors of the College under the authority of the President and CEO as outlined under the Governance Policy, 'We Delegate Authority to the President and CEO'.

5. Guiding Principles

- 5.1. All members of the College community are bound by the College policies and are responsible for ensuring they have been read and understood accordingly. Any person who knowing or unknowingly violates a College policy may be subject to disciplinary action as outlined in the Employee Progressive Discipline Policy, Student Code of Conduct, Terms and Conditions of the Contract or applicable legislation.

6. Roles & Responsibilities

- 6.1. All employees are accountable to comply with the Health and Safety Program, as outlined in the Health and Safety manual, at all times.
- 6.2. Detailed Roles and Responsibilities for members of the College community are outlined in the Health and Safety manual.

7. Policy Management

Policy Title:	Health and Safety Policy
Approval Date:	August 15, 2018
Effective Date:	August 15, 2018
Historical Review Dates:	May 29, 2015
Next Review Date:	August 15, 2022
Related Legislation:	Occupational Health & Safety Act, Alberta Human Rights Act
Supersedes Policies:	Policy 707.0
Monitoring/Frequency:	Every 4 Years
Policy Owner:	President & CEO
Policy Administrator:	Executive Director Human Resources
Policy Coordinator:	Executive Assistant, President & CEO and Board of Governors