

HEALTH AND SAFETY POLICY

Policy Section:	Health and Safety	Effective Date:	May 11, 2026
Policy Owner:	Executive Director, People & Culture	Last Revised:	May 5, 2026
Policy Administrator:	Manager Health and Safety	Review Scheduled:	Every 4 years
Approver:	Executive Leadership Team		
<i>The official controlled version of this document is held with the Legislative Compliance / 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 who enter onto our property.

1. GUIDING PRINCIPLES

- 1.1 The employer, supervisors, and employees at every level share responsibility and accountability for the College's health and safety performance, in accordance with Alberta occupational health and safety legislation. Active participation by everyone, everyday in every role is essential in creating and maintaining a safe, healthy, and respectful campus. Health and safety excellence includes promoting and supporting the physical, psychological, and social wellbeing of all employees. This goal is achieved through collaboration, hazard prevention, and a shared commitment to an injury free worksite.

2. RESPONSIBILITIES

- 2.1 The College as employer is responsible for ensuring:
- a. the health, safety, and welfare of workers at the worksite;
 - b. the health, safety, and welfare of students, visitors, contractors, volunteers, and other persons at or near the worksite who may be affected by hazards arising from College operations;
 - c. workers are informed of their rights and obligations under Alberta occupational health and safety legislation, including the right to know, participate, and refuse dangerous work;
 - d. workers are not subjected to or engaged in harassment or violence at the worksite;
 - e. workers are supervised by competent persons who are adequately trained and familiar with applicable legislation, hazards, and controls;
 - f. consultation and cooperation with the Joint Work Health and Safety Committee, Health and Safety Advisor, external OH&S representative(s) as applicable;

- g. ~~that~~ health and safety concerns, incidents, and corrective actions are addressed in a timely manner;
- h. appropriate training, instruction, and resources are provided to workers and supervisors;
- i. Hazard assessments are completed and controls implemented, maintained, and reviewed;
- j. Incidents, injuries, and near misses are reported, investigated, and corrective actions implemented where required.

2.2 Supervisors are responsible for ensuring:

- a. they are competent to supervise-workers under their authority;
- b. workers comply with applicable legislation, College procedures, and safe work practices;
- c. workers properly used required personal protective equipment and hazard controls;
- d. workers are not subjected to or engaged in harassment or violence;
- e. all precautions are taken to protect the health and safety of workers under their supervision;
- f. workers are informed known or reasonably foreseeable hazards;
- g. incidents, injuries, near misses, and Insafe conditions are promptly reported and addressed;
- h. workers receive orientation, training, coaching, and supervision appropriate to their work.

2.3 Workers are responsible for:

- a. taking reasonable care to protect their health and safety and that of others;
- b. cooperating with the employers and supervisors on health and safety matters;
- c. using required PPE, devices, and hazard controls;
- d. refraining from causing or participating in harassment or violence;
- e. promptly reporting hazards, injuries, incidents, and unsafe conditions; and
- f. following applicable legislation, policies, procedures, and safe work practices.

2.4 Employers, Supervisors and workers must:

- a. Cooperate with any person exercising duties the OHS Act, Regulation, or Code;
- b. Comply with applicable legislation and College policies, procedures, and codes of practice; and
- c. actively participate in maintaining a safe, healthy, and respectful worksite.

2.5 Contractors, subcontractors, suppliers, consultants, and service providers must:

- a. Comply with applicable occupational health and safety legislation and College policies, procedures, and worksite specific requirements;
- b. ensure their workers are competent and adequately supervised; and
- c. report hazards, incidents, and unsafe conditions while on College property.

2.6 Students must:

- a. take reasonable care to protect their own health and safety and that of others while participating in College activities;
- b. comply with applicable College health and safety policies, procedures, instructions, and posted signage;
- c. follow safety requirements in classrooms, laboratories, shops, studios, residences, clinical placements, practicums, off-campus and other learning environments;
- d. properly use required PPE, tools, equipment, and safety devices when instructed or required;
- e. promptly report hazards, injuries, incidents, near misses, harassment, violence, or unsafe conditions to an instructor, supervisor, placement coordinator, Security, Health and Safety, or the appropriate College representative;
- f. participate in required safety orientation, training, or emergency preparedness activities relevant to their program or activities;
- g. refrain from conduct that may endanger themselves or others, including misuse of equipment, impairment, or failure to follow safety directions;
- h. cooperate with emergency procedures, investigations, and corrective actions related to health and safety matters; and
- i. comply with applicable off-campus, host site or placement site safety requirements when engaged in practicum, clinical, co-op, work integrated learning, research, or field placement activities.

B. DEFINITIONS

(1)	Employer:	means Keyano College, as represented by its Board of Governors, Executive Leadership Team, Senior Management Team, and any delegated officials who exercise authority over employment relationships, workplace standards, employee conduct, compensation, performance management, and compliance with applicable legislation, including OHS.
(2)	College:	means Keyano College.
(3)	Occupational Health and Safety Act:	means 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:	means 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:	means the Occupational Health and Safety (OHS) Code states the rules applicable to occupational health and safety at Alberta workplaces.

(6)	Worksite:	means College Premises - space either owned, leased or operated by the College, as well as any off-campus sites utilized by the College for instruction, practicums, co-op or work experience placements, and/or other locations in which an employee is working as part of their position.
(7)	Personal Protective Equipment (PPE):	Means any device or clothing worn or used by a worker to protect against injury or exposure to a hazard at the work site when other control measures are insufficient. Under Alberta's OHS legislation, PPE includes equipment such as eye and face protection, headwear, footwear, respiratory equipment, high-visibility or flame-resistant clothing, gloves, and other items required to control identified hazards at the workplace.
(8)	Policy:	means the Health and Safety Policy.

C. RELATED POLICIES

- Working Alone Policy

D. RELATED LEGISLATION

- *Occupational Health and Safety Act, Regulation and Code*

E. RELATED DOCUMENTS

- Administration Terms and Conditions
- CUPE Local 2157 Collective Agreement
- KCFA Collective Agreement
- Keyano College Health and Safety Manual

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
5/29/2015	New format	All	Safety Advisor	HR Executive Director
8/15/2018	New format/review	All	Safety Advisor	HR Executive Director
10/13/2021	New format/review	All	Safety Advisor	VP Infrastructure
5/5/2026	Minor edits, content remains. Due to the significance, the approval/review cycle was applied. New effective date set.	All	OH&S Advisor Manager, Security & Safety	Executive Director, People & Culture