



HEALTH AND SAFETY POLICY

POLICY #:	500.11.01
SECTION:	Executive Administration
ORIGINAL APPROVAL DATE:	February 8, 2008 (under Board of Governors)
LATEST APPROVAL DATE:	October 3, 2018
APPROVING AUTHORITY:	Original signed by the President + CEO

Purpose

This policy recognizes ACAD's legal requirements under the Occupational Health and Safety Act (OHSA) and establishes the framework for ACAD to meet its obligations under this Act.

Scope

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

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.

Policy

1 General

- 1.1 Health, Safety, and Environment management at ACAD consists of a framework made up of the following, in accordance with the OHSA:
 - 1.1.1 An HSE management system established through policy and associated procedures as set out in the HSE Management System Policy.
 - 1.1.2 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.



HEALTH AND SAFETY POLICY

- 1.1.3 Clearly established roles and responsibilities for all those who are the employer, supervisors and workers at ACAD as set out in this policy.
- 1.1.4 Ease of access, both electronic and hard copy, to policies, procedures and notices related to the administration of OHSA at ACAD.
- 1.1.5 Any other measures which ACAD deems necessary to ensure the protection of the health, safety and environment at ACAD.
- 1.1.6 Users of ACAD facilities are expected to adhere to this policy and any associated policy and procedure as part of health and safety management at ACAD.

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 + CEO. The Board retains oversight of health, safety and environment at ACAD 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 ACAD. The Board will also make reports to the Ministry as requested and as legislation requires.
- 2.2 The President + CEO administers those employer responsibilities under the OHSA that the Board has delegated to the position through the Delegation of Authorities. The President + 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 ACAD as established under s. 40 (1-9) of the OHS Act.

3 Supervisors

- 3.1 Supervisors at ACAD have all the rights and responsibilities assigned to them under the OHSA as well as ACAD 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 + 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 ACAD's 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 ACAD's health and safety or the environment is at risk or harmed.

5 Multiple Roles

- 5.1 Those who have multiple roles under the roles and responsibilities as set out above will ensure that they meet all obligations under all applicable sections.

Related Documents

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

Related Legislation

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