



HSE MANAGEMENT POLICY

POLICY #:	700.01.01
SECTION:	Health, Safety, and Environment
ORIGINAL APPROVAL DATE:	October 3, 2018
LATEST APPROVAL DATE:	October 3, 2018
APPROVING AUTHORITY:	Original signed by the President + CEO

Purpose

This policy establishes the health and safety program for the Alberta College of Art and Design (ACAD) as required under s. 37 of the provincial Occupational Health and Safety Act (OHSA). In the event of legislative amendments, the Act supersedes this policy and any related procedures.

Scope

This policy applies to all employees, service providers, contractors and volunteers working in or around ACAD's facilities.

Definitions

To ensure consistency with legislation and in recognition of the breadth of definitions under the OHS Act, Regulations and Code, all Health and Safety definitions for this policy and related procedures are set out in the HSE Definitions Procedure.

Policy

1 General

- 1.1 This policy and related procedures establishes the Health, Safety + Environment (HSE) program to manage ACAD's legislative obligations to protect the health and safety of employees, service providers, contractors and users of ACAD's facilities as required under the President and CEO's delegation of authorities and Board of Governors stated expectations through terms of reference and the Health and Safety policy.

2 Hazard Management

- 2.1 Hazard identification is a component of a HSE management program. Procedures setting out the requirements for hazard assessment and control will establish the following in accordance with the OHSA:
- 2.1.1 Assessment methods to identify new and existing hazards
 - 2.1.2 Hazard reporting methods
 - 2.1.3 Scheduling regular and irregular assessments
- 2.2 Once identified, hazards are to be eliminated or controlled through either one of or a combination of engineering, administration, and Personal Protective Equipment. Procedures will establish the methods for safe hazard elimination or the implementation of these controls in accordance with the OHSA.

3 Duty to Report + Investigate

- 3.1 Injuries and incidents can result from exposure to a hazard and all those to whom this policy applies have a duty to report when an injury or incident occurs. ACAD has a duty to investigate and report incidents and injuries to the Director of Inspection. Procedures will establish reporting and investigation methods.
- 3.2 Workers have the right to refuse work free from discriminatory action and still be paid when they have reasonable grounds to believe the work is taking place in unsafe conditions or constitutes a danger to their own or another individual's health and safety. Procedures will establish methods for reporting refusals and discriminatory actions, disclosing to other workers, correcting the situation and investigation when the issue cannot be immediately resolved or discriminatory action is reported.

4 Emergency Response Plan

- 4.1 Despite best efforts, emergency situations can arise from time to time. ACAD's emergency response plans, in accordance with the OHSA, will establish the roles and responsibilities of individuals in the event of an emergency related to hazard exposure. These plans will also establish reasonable steps to control the hazard(s) while corrective measures are implemented.



5 Training and awareness

- 5.1 HSE program compliance requires effective communication of the policies and procedures in the HSE Management framework. Procedures shall be established for the training and orientation of workers and supervisors as part of a reasonable effort to ensure compliance with the OHSA.
- 5.2 Employees, service providers, contractors and users of ACAD's facilities must also be provided with copies of orders and notices under the OHSA. Procedures shall be established for circulating orders and notices.

6 Another employer, self-employed individuals and contractors

- 6.1 Procedures will establish methods for evaluating, selecting and monitoring health and safety compliance for another employer, self-employed individuals or contractors conducting work on behalf of ACAD and within ACAD facilities.

7 Review of Framework

- 7.1 In order to ensure compliance with the legislation, this policy, associated procedures, and any associated guidelines or other materials established as part of the HSE management program are to be reviewed at least every three years. Procedures will establish the review methods and timelines.

Related Documents

- 100. Board of Governors: Code of Conduct Policy
- 500. Executive Administration: Health and Safety Policy
- 700. Health, Safety and Environment: Joint Work-Site Health and Safety Committee Policy

Related Legislation

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