

<b>POLICY TITLE</b>	PO-02 Health & Safety Policy
<b>POLICY HOLDER</b>	President's Office
<b>ORIGINAL DATE</b>	October 17, 1992
<b>REVIEW DATE</b>	November 2014
<b>REVISED DATE</b>	November 2014
<b>NEXT REVIEW</b>	November 2019


**POLICY**

Yukon College is committed to providing a safe and healthy environment for employees, students, and other members of the College community. The College strives to meet or exceed federal and territorial health and safety legislation and is committed to a culture of healthy, safe and environmentally sustainable operations.

This policy is established to define the standards expected of all members of the College community to ensure health and safety is a primary focus of our organization, and is supported by our comprehensive health and safety program.

**Approval Statement**

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the 26<sup>th</sup> day of November, 2014.



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President, Yukon College

November 26, 2014

Date

## 1.0 PURPOSE

Yukon College is a complex and dynamic institution working with a diverse partnership network, student body, and general public. The College strives to provide a working environment that encourages employees to manage College resources prudently and to ensure financial management practices will bear close scrutiny when conducting College business.

Yukon College is committed to ensuring administrative and operational policies incorporate Board of Governors policies, comply with laws, and reflect the College's values, legal, and ethical requirements.

Pursuant to the Yukon College Act, Section 4.1(a) the College may, "establish and implement policies concerning the organization, administration and operation of the College."

This policy works in conjunction with federal and territorial standards and the Collective Agreement to ensure that Yukon College employees conduct themselves at all times with the highest of ethical standards when performing College related duties.

## 2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Yukon College Act  
Collective Agreement  
Occupational Health and Safety Act and Regulations  
Workers Compensation Act and Regulations  
Yukon College Health and Safety Program  
Student Handbook

## 3.0 SCOPE

This policy applies to all Yukon College staff and students.

## 4.0 DEFINITIONS

N/A

## 5.0 PROCEDURES

The College is committed to the promotion of the health, safety, and well-being of all members of the College community, to the provision of a safe and healthy work and study environment. The College will fully comply with the requirements of Occupational Health and Safety legislation and strive to prevent occupational injuries and illnesses.

### 5.01 Key Beliefs

The College is committed to the following key health and safety beliefs:

- Incidents are preventable;
- Safety is everyone's responsibility;
- All members of Yukon College must be committed to working and learning safely;
- Meeting and exceeding regulatory standards is our goal;
- All hazards will be identified and mitigated to the best of our ability;
- Leadership is accountable for Safety, Health and Environmental performance.

### 5.02 Health and Safety Objectives

The College's health and safety objectives are:

1. Take all reasonable care to prevent work or study related incidents and disease.
2. Promote the awareness of occupational health and safety issues and safe work practices and procedures.
3. Ensure all campuses maintain effective health and safety systems.
4. Support employee involvement in all aspects of occupational health and safety.
5. Comply with all legislated requirements relating to the health and safety of employees, students and the public who use College facilities.

### 5.03 Health and Safety Responsibilities

Health and safety at the College is a shared responsibility. The following areas of responsibility are essential to the overall success of this policy.

The College will:

- Conform to applicable fire, health and safety regulations in the Yukon Territory;
- Provide an environment conducive to the health of students, staff and all facility users to the extent possible and consistent with available resources, monitoring and enforcement capabilities and the ability to interpret prevailing views of staff and students;
- Develop guidelines/procedures related to specific concerns, establish committees, communication channels, planning and administrative structures to ensure needs identification and action plans to meet policy requirements in the domains of hazardous materials, fire, smoking, first aid and emergency health care, communicable diseases, etc.

College Management will:

- Develop and maintain an occupational health and safety program;
- Establish procedures to ensure work activities are performed in a safe and efficient manner;
- Provide necessary education and training in safe work practices and procedures for employees and students;
- Communicate known or reasonably foreseeable health or safety hazards to which employees or students are likely to be exposed;
- Ensure there are emergency response plans in place that detail timely and appropriate actions to be taken;
- Maintain facilities and equipment for the provision of safe working and study conditions.

Members of the College community who perform supervisory or instructional duties will:

- Ensure that all employees and students under their direction receive proper safety training and instruction and that safe practices are followed;
- Ensure that employees and students are made aware of all known or reasonably foreseeable health or safety hazards in the areas where they

work or study.

College employees will:

- Take responsibility for eliminating and avoiding risk to themselves and others. Risks that cannot reasonably be eliminated or avoided by an employee must be immediately reported to their supervisor;
- Follow safety rules, procedures and instructions;
- Ensure that their ability to work without risk to their health and safety, or to the health and safety of others is not impaired by alcohol, drugs or other causes;
- Report unsafe and unhealthy conditions and practices to their supervisor.

Students will:

- Conduct themselves in a safe manner;
- Take responsibility for avoiding risk to themselves and others.
- Follow safety rules, procedures and instructions.

Managers and supervisors will be accountable for the safety of staff and students under their supervision.

Instructors will be responsible for student adherence to safety regulations and safe practices in classrooms, labs and shops.

Maintenance of a safe and healthy work environment and prevention of incidents is a responsibility shared by all facility users, particularly staff and students.

#### **5.04 Occupational Health and Safety Committee**

The Occupational Health and Safety Committee is an advisory body reporting to the President of the College to identify health and safety concerns, to recommend preventive measures, to recommend/promote/sponsor relevant educational or awareness initiatives, and to ensure that all regulations under the Yukon Health and Safety Act are followed.

## 6.0 PROBLEM SOLVING

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the President's Office.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the President's Office should be notified as soon as possible after the decision has been made. In such cases the President's Office will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

## 7.0 FORMS

See Q-Pulse Safety data base for current forms

## 8.0 APPENDICES

See Q-Pulse Safety data base for;  
Safe Work Procedures  
MSDS data Sheets  
Incident Tracking

## 9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

## ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name:  
Number:  
Submitted by:

List those consulted with in preparation of this policy:

Name	Department	Date
Brian Bonia	Human Resources	October 2014
Amber Shewen	Human Resources	October 2014
SEC	President's office	September 2014

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC			
Student Union			
Employee's Union	Sent October 21, 2014		
Occupational Health and Safety Committee	Sent October 21, 2014		
Academic Council	Sent October 21, 2014		
Board or a Board subcommittee			
<i>Other</i>			
SEC for Final Review			