

POLICY NAME: Occupational Health and Safety	POLICY NUMBER: 1.4.4	CATEGORY: Administration and Operations
RESPONSIBLE EXECUTIVE: President	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: OCTOBER 4, 2023
NEXT FULL REVIEW DATE: October 3, 2028	REVISED: October 30, 2023	REPLACES:

Purpose

The purpose of this policy is to outline Coquitlam College’s (the College) commitment to promoting and maintaining a safe and healthy working and learning environment for all members of the College community.

Scope

This policy applies to all members of the College Community.

This policy is governed by relevant statutes, regulations and standards of government agencies and other regulatory authorities representing occupational safety, health and the environment.

Policy Statements

1. The College is committed to promoting and maintaining a healthy and safe working and learning environment for all members of the College Community through measures to prevent accidents, injuries and/or occupational diseases.
2. The College is committed to developing and implementing a comprehensive, effective Occupational Health and Safety Program.
3. All members of the College Community share responsibility for protecting their own safety and health, and that of others affected by their actions, by working in compliance with prevailing regulations and standards and with safe work practices and procedures established by the College.
4. The College meets its responsibilities for health and safety by:
 - a. adhering to health and safety standards, policies, regulations and legislative requirements;
 - b. developing an Occupational Health and Safety Program;
 - c. creating and supporting an Occupational Health and Safety Committee (OHSC); and
 - d. assigning general and specific roles and responsibilities for Occupational Health and Safety in the workplace.

POLICY AND PROCEDURES

5. The College provides safety systems, policies, training and services that meet related safety, violence prevention and loss prevention regulatory requirements, duties and obligations.
6. Failure to comply with regulations or procedures associated with this policy may be grounds for disciplinary action, up to and including termination.

Procedures

7. The College takes all reasonable steps to inform members of the College community with their rights and duties in the workplace and applicable regulations and procedures for protecting their safety and health. Where appropriate, the College establishes special arrangements and programs to assist in maintaining safe and healthy conditions and work practices and facilitating participation in safety and health activities.

Roles and Responsibilities

8. Senior Administrators are responsible for:
 - establishing, supporting and regularly reviewing the College's health and safety program
 - providing leadership support and resources to maintain the safety standards of the College
9. Supervisors are responsible for:
 - knowing and following the College's emergency procedures
 - knowing the health and safety requirements, procedures and guidelines for their specific work area
 - ensuring that workers in their area are provided with orientation and training, and personal protective equipment when required
 - monitoring compliance with safe work practices
 - reporting any unsafe act or condition, and taking action to eliminate them
 - conducting incident investigations in collaboration with the OHSC as needed
10. All members of the College community are responsible for:
 - conducting themselves in a manner that does not endanger the well-being of themselves or others
 - knowing, following and participating in the College's emergency procedures and drills
 - knowing and following the health and safety requirements, procedures and guidelines for their specific work area
 - reporting injuries, incidents, and unsafe acts or conditions to their immediate supervisor and/or the OHSC, without delay
 - making recommendations for ways to improve health and safety
 - using personal protective equipment when required

Occupational Health and Safety Committee

11. The OHSC consists of employee representatives who consult in a cooperative manner to identify and resolve health and safety issues in the workplace.

12. Members of the OHSC work together to promote safe work practices and conditions to improve the effectiveness of the College's Occupational Health and Safety Program.

13. The OHSC is responsible for:

- participating in site safety inspections and safety investigations
- meeting monthly to discuss and follow up on workplace health and safety matters
- making recommendations to improve occupational health and safety

Definitions

College Community: All College employees, students, board members, and any other person who is contractually obligated to comply with this policy.

Occupational Health and Safety Program: The plan of action designed to prevent accidents, injuries and/or occupational diseases.

Personal protective equipment – items designed to be a protective barrier between the worker and potential environmental hazards.

Senior Administrator: The President, Chief Academic Officer, Principal or other administrator responsible for the operations of a college department, faculty, or service area.

Supervisor: An employee who instructs or directs employees in the performance of their duties.

Related Documents

[1.3.3 Sexual Misconduct Policy](#)

[1.4.3 Emergency Management Policy](#)

[1.4.5 Weapons on Campus Policy](#)

[Workers Compensation Act, RSBC 2019, c. 1](#)

[WorksafeBC Occupational Health and Safety Regulations](#)

[Environmental Management Act, SBC 2003, c. 53](#)

[Canada Environmental Protection Act, S.C. 1999, c. 33](#)

[Hazardous Products Act and Controlled Products Regulations](#)

[Occupational Health and Safety Program](#)