

## HEALTH AND SAFETY POLICY

Classification: Health and Safety

Responsible: Director, Operations

Executive Sponsor: Vice President, Product and Operations

Approval Authority: Robertson College Leadership Team

Date First Approved: October 17, 2022

Date Last Reviewed: N/A

Scheduled Review Date: October 16,, 2024 or as needed

### A. PURPOSE

The health and safety of staff and students is of utmost importance at Robertson College. Robertson College is committed to providing a healthy and safe work environment and preventing occupational illness and injury.

### B. SCOPE

This Policy applies to all members of the Robertson College community including students, employees, and guests.

### C. DEFINITIONS

TERM	DEFINITION
Supervisors	A Supervisor is anyone who has oversight or authority over employees or supervises the learning environment.
Health and Safety Committee/ Working Group	Designated Robertson team members who serve on the Health and Safety committees/working groups representing each province (AB and MB) responsible for identifying and implementing health and safety

	initiatives at the college to ensure a safe work environment for the Robertson Community.
Robertson Community	Includes Robertson students, stakeholders, Instructors and team members.

## D. POLICY

Robertson College is responsible for the health and safety of its workers and is dedicated to making every effort to provide a healthy and safe work environment and preventing illness and injury.

### 1. PRINCIPLES

- 1.1 Robertson College values the health, safety and well-being of the college community and is committed to providing a safe working and learning environment.

### 2. RESPONSIBILITIES

- 2.1 Each group has different responsibilities to support health and safety.

#### 2.2 SUPERVISORS

- 2.2.1 Supervisors are responsible for ensuring the safety of the staff and students under their supervision. This includes but is not limited to;

- a. consider health and safety in day-to-day decision making
- b. general responsibility for the safety of equipment and the facility
- c. eliminate hazards
- d. provide personal protective equipment as necessary
- e. informing workers of potential hazards
- f. providing orientation training to specific hazards
- g. communicate and enforce health and safety requirements
- h. review workers safety performance and training needs

#### 2.3 TEAM MEMBERS

- 2.3.1 TEAM Members are responsible for supporting Robertson College's health and safety initiatives and to create a healthy and safe work environment. This includes but is not limited to;
  - a. comply with all policies, procedure, rules and instructions related to health and safety created by Robertson
  - b. report any hazardous conditions, injury, accident or illness related to the workplace to the supervisor.
  - c. Refuse an unsafe working situation

## 2.4 INSTRUCTORS

- 2.4.1 Instructors are responsible for supporting Robertson College's health and safety initiatives and to create a healthy and safe teaching and learning environment. This includes but is not limited to;
  - a. comply with all policies, procedure, rules and instructions related to health and safety created by Robertson
  - b. consider health and safety in day-to-day decision making
  - c. general responsibility for the safety of equipment and the facility
  - d. eliminate hazards
  - e. provide personal protective equipment as necessary
  - f. informing workers of potential hazards
  - g. providing orientation training to specific hazards
  - h. communicate and enforce health and safety requirements
  - i. report any hazardous conditions, injury, accident or illness related to the workplace to the supervisor
  - j. Refuse an unsafe working situation

## 3. TRAINING

- 3.1 Supervisors will be trained and be held responsible for those under their supervision.
- 3.2 Supervisors are accountable for ensuring that those under their supervision receive training around equipment use and safe work practices to protect their health and safety.

## 4. OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

- 4.1 An Occupational Health and Safety Committee will meet quarterly to discuss and problem-solve around health and safety concerns across the Robertson Campus.
- 4.2 A separate committee will be designated for both Alberta and Manitoba to ensure provincial guidelines and legislation is met as applicable to the Health and Safety Act and Regulations of each province.
- 4.3 The Occupational Health and Safety Committee will include;
  - a. representation from the Robertson Leadership Team
  - b. team member representatives.

## 5. NONCOMPLIANCE

- 5.1 Noncompliance with this policy or other safety related policies and procedures may result in disciplinary action.

## E. RELATED LEGISLATION

Manitoba Workplace Safety and Health Act C.C.S.M. c. W210 and Regulations  
Manitoba Labour and Immigration Workplace Safety and Health Code of Practice for Workers  
Alberta Occupational Health and Safety Act and Regulations

## F. PROCEDURE

Departmental Safe Work Procedures (In Development)  
Eye injury/Head and Limb Injury SWP (p. 45 -H&S Manual)  
Fire and Use of Fire Extinguishers SWP (p. 46- H&S Manual)

## G. RELATED POLICIES

Incident Reporting Policy  
Infection Control Policy  
Sexual Violence and Harassment Policy  
Respectful Environment Policy

## H. RELATED MATERIALS AND SUPPORTING DOCUMENTATION

[Incident Investigation Form](#)

**Approved:** October 17, 2022

**Approved by:** Robertson Leadership Team

**Signatures:**



Terena Caryk  
VP, Product and Operations



Belinda Loschiavo  
VP, Global



Jason Locke  
VP, Business Development