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## OCCUPATIONAL HEALTH AND SAFETY POLICY

<b>Policy:</b>	#2-15
<b>Approved by:</b>	Leadership Team
<b>Effective Date:</b>	June 24, 2003
<b>Date of Approval:</b>	June 24, 2003
<b>Date to be Reviewed:</b>	Policy under development 2024
<b>Administrator Responsible:</b>	Vice President, Finance & College Services

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### POLICY

North Island College is committed to maintaining a safe and healthy work environment for its employees and students.

### PURPOSE

North Island College recognizes and accepts that health and safety hazards can represent significant impediments to professional, creative, intellectual, and social growth of employees and students. The North Island College community of employees and students is committed to promoting and maintaining a safe and healthy working environment throughout its operations and as an integral part of its strategic planning and implementation.

### GUIDELINES

1. North Island College will comply with all legislated requirements relating to the health and safety of employees, students, and the public who use its facilities.
2. An Occupational Health and Safety Program will be maintained that will establish minimum standards for the health and safety of all employees and students. This program is the responsibility of the Director, Facilities, Safety and Security and is governed by the WorkSafeBC and Joint Occupational Health and Safety Committees.

This will include, but not be limited to:

- a. Establishing procedures to ensure that work is performed in a safe manner without undue risk;

- b. Regular inspections of the facilities, equipment, work methods, and practices to minimize the potential for injury;
  - c. Investigating, controlling, and monitoring, in a timely manner, any physical and/or health hazards that are identified by Joint Occupational Health and Safety Committees;
  - d. Prompt attention to injuries to enable immediate first aid treatment; and reporting in compliance with WorkSafeBC regulations;
  - e. Investigating significant accidents and near miss incidents to determine the factors that contributed to the event and recommend corrective measures to prevent recurrence; and
  - f. Providing ongoing support for the college-wide Joint Occupational Health and Safety Committee and all Regional Occupational Health and Safety Committees.
3. North Island College will ensure that employees and students are adequately instructed and trained to perform tasks in a safe and efficient manner, and will enforce compliance with recognized safe practices and established requirements at all times.
  4. All North Island College employees and students are responsible for following prescribed procedures, reporting unsafe conditions, and participating in creating and maintaining an accident and disease-free environment.
  5. Employees and students will participate in developing and maintaining a safety culture through positive attitudes and actions.

#### **LINKS TO RELATED POLICIES**

[NIC Policy 1-20 Code of Ethical Conduct](#)

[NIC Policy 2-10 Protection of Employees from Violence in the Workplace](#)

[NIC Policy 2-17 Respectful Workplaces and Prevention of Workplace Bullying and Harassment](#)

[NIC Policy 3-06 Community Code of Academic, Personal and Professional Conduct \(Code of Conduct\)](#)

[NIC Policy 3-34 Sexualized Violence Prevention and Response](#)

#### **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

[College and Institute Act](#)

[Human Rights Code](#)

[Workers Compensation Act](#)

Collective Agreement between North Island College and CUPE Local No. 3479

Collective Agreement between North Island College and North Island College Faculty Association