



SUBJECT: Health and Safety	CATEGORY: Health and Safety	NO.: 602
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PREAMBLE

SIAS believes that:

- all incidents and occupational illnesses and injuries are preventable
- health and safety is everyone's responsibility

SIAS is committed to providing and promoting a safe and healthy workplace for its employees, students and visitors, and providing active leadership, cooperation and complete support to its health and safety program and in all of its health and safety practices. To achieve this goal, SIAS will ensure its Health and Safety policy:

- complies with applicable occupational health and safety legal requirements;
- protects workers and ensures continual improvement;
- provides a process for setting and reviewing occupational health and safety objectives and targets;
- is documented, implemented and maintained;
- is posted and communicated to all employees;
- is available to external parties, as appropriate; and
- is appropriate to the nature, scale and occupational health and safety hazards and risks associated with SIAS's activities.

POLICY

SIAS will provide a place of employment and learning that is as free as possible from recognized hazards in accordance with *The Occupational Health and Safety Act* and Regulations. SIAS will meet its objectives by educating members of the SIAS community of their responsibilities and duties in fulfilling the requirements of this policy.

This policy applies to all members of the SIAS community including, but not limited to, employees, students, student groups, volunteer staff, third-party tenants, contractors, and board members.

PROCEDURES

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1. To provide internal health and safety representation:
 - 1.1. A joint labour-management SIAST-wide health and safety committee will be established and maintained in accordance with the collective agreement;
 - 1.2. A health and safety committee will be established at each of the four campuses and at the SIAST Administrative Offices.
2. Employees, supervisors and managers will be provided training in occupational health and safety, and given opportunities to attend occupational health and safety training specific to their job requirements.
3. Occupational health and safety guidelines will be posted on the SIAST portal.
4. The course of action with respect to occupational health and safety issues will be based upon *The Occupational Health and Safety Act* and *Regulations of Saskatchewan*.
5. Guidelines for occupational health and safety issues such as designated smoking areas, scent-safe environment, space allocation and hearing conservation will be developed and posted on the SIAST portal.
6. Assignment of duties and responsibilities for health and safety will be allocated as follows:
 - 6.1. SIAST is responsible:
 - 6.1.1. Insofar as is reasonably practical, to establish and maintain health, safety, environment and quality systems designed to ensure compliance with applicable legislation is met or exceeded;
 - 6.1.2. To recognize the roles, rights and responsibilities of all employees related to occupational health and safety (OH&S) and ensure that all employees are aware of these and other conditions embodied in provincial legislation;
 - 6.1.3. To work with employees, students, contractors and stakeholders to support its goals;
 - 6.1.4. To set targets for performance in health and safety;
 - 6.1.5. To ensure that health and safety is part of its organizational culture;
 - 6.1.6. To support safe work procedures with proper programs, training, adequate equipment and standards for safe work practices.
 - 6.2. The management team have a responsibility and are expected to:

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- 6.2.1. To provide internal and external leadership for occupational health and safety activities and assume overall responsibility for the SIAST Integrated Safety Management System (SISMS). This responsibility includes:
- 6.2.1.1. Providing appropriate financial, human, and organizational resources to plan, implement, check, review and update the SIAST Integrated Safety Management System;
 - 6.2.1.2. Defining roles, assigning responsibilities, establishing accountability, and delegating authority to implement an effective SIAST Integrated Safety Management System;
 - 6.2.1.3. Establishing and implementing an occupational health and safety policy and measurable objectives;
 - 6.2.1.4. Defining roles, assigning responsibilities, establishing accountability, and delegating authority to implement an effective SIAST Integrated Safety Management System;
 - 6.2.1.5. Actively setting a good example by following and positively supporting the SIAST Integrated Safety Management System;
 - 6.2.1.6. Reviewing the SIAST Integrated Safety Management System at planned intervals;
 - 6.2.1.7. Ensuring that employees and employee representatives are consulted as required by legislation; and
 - 6.2.1.8. Encouraging active participation on the part of employees and employee representatives in the establishment, promotion and ongoing improvements of the SIAST Integrated Safety Management System.
- 6.2.2. The SIAST director of health and safety shall have the defined role, responsibility, and authority:
- 6.2.2.1. To ensure that the SIAST Integrated Safety Management System is established, maintained, and reviewed to support effective systems and processes to identify and eliminate or control work related hazards and risks;
 - 6.2.2.2. To report on the performance of the SIAST Integrated Safety Management System to SIAST senior management, employees, and health and safety committee representatives for review and participation for improvement.

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- 6.3. Supervisors/program heads/managers have a responsibility and are expected to:
 - 6.3.1. develop the SIAST Integrated Safety Management System through encouragement, engagement, evolution and evidence based process with all SIAST employees;
 - 6.3.2. actively set a good example by following and positively supporting the SIAST Integrated Safety Management System;
 - 6.3.3. maintain necessary documentation and records for the SIAST Integrated Safety Management System;
 - 6.3.4. provide employees and health and safety committee representatives the ability and resources to participate effectively in the development of the SIAST Integrated Safety Management System and in the process of SIAST Integrated Safety Management System planning, implementation, training, evaluation, and corrective actions;
 - 6.3.5. engage and encourage employee participation by developing and implementing processes that:
 - 6.3.5.1. support employee participation through engagement and encouragement; and
 - 6.3.5.2. ensure that employees and employee representatives are trained in, consulted on, all aspects of occupational health and safety associated with their work.

- 6.4. SIAST employees have a responsibility and are expected to:
 - 6.4.1. contribute to a safety workplace through positive response to the SIAST Integrated Safety Management System;
 - 6.4.2. continue to use safe behaviours in the workplace;
 - 6.4.3. participate in and support continual improvement in the work areas;
 - 6.4.4. control and correct unsafe conditions, if within their power to do so;
 - 6.4.5. immediately report unsafe conditions, acts and behaviours;
 - 6.4.6. provide input and support to create a safe workplace;
 - 6.4.7. develop a personal concern for health and safety for themselves, co-workers, students, contractors and visitors, especially those who are not as familiar or experienced with the hazards in their workplace;
 - 6.4.8. participate and engage in health- and safety-related training;

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- 6.4.9. comply with SIAST health and safety standards, policies, programs and applicable government legislation.
- 6.5. Students have a responsibility and are expected to:
 - 6.5.1. follow SIAST health and safety standards, policies and programs as outlined by their SIAST program and as posted by SIAST;
 - 6.5.2. continue to use safe behaviours;
 - 6.5.3. participate in and support continual improvement;
 - 6.5.4. report and control unsafe conditions and behaviours; and
 - 6.5.5. provide input and support to create a safe workplace and learning environment.
- 6.6. All other members of the SIAST community including, but not limited to, board members, visitors, contractors, volunteer staff, and student groups have a responsibility and are expected to:
 - 6.6.1. follow SIAST health and safety standards, policies and programs as outlined by their SIAST contact and as posted by SIAST;
 - 6.6.2. use safe behaviours;
 - 6.6.3. participate in and support continual improvement;
 - 6.6.4. report and control unsafe conditions and behaviours;
 - 6.6.5. provide input and support to create a safe workplace and learning environment.
 - 6.6.6. comply with SIAST health and safety standards, policies, programs and applicable government legislation.

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