



Procedures

Policy Name	Health and Safety		
Policy #	602	Category	Health and Safety
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	February 4, 2013
Policy Approved by	President & CEO	Revision Date	October 3, 2019
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	See Policy Review Date or As Required

See the related [POLICY](#).

DEFINITIONS

Emergency: An urgent and/or critical situation that threatens or causes harm to people, the environment, Saskatchewan Polytechnic property, and/or disrupts critical operations.

PROCEDURES

Governance

1. The course of action with respect to occupational health and safety issues will be based upon *The Saskatchewan Employment Act* and *The Occupational Health and Safety Act and Regulations of Saskatchewan*.
2. As authorized by the Health and Safety Management Advisory Committee, specific health and safety Guidelines (e.g., standards, standard operating procedures) (see policy # 506-G) will be developed in accordance with the Saskatchewan Polytechnic Integrated Health and Safety Management System Program.
3. Specific health and safety standards, standard operating procedures, and guidelines will be developed in consultation with the department, school, or program and they shall be binding on Saskatchewan Polytechnic employees.
4. Occupational health and safety standards, standard operating procedures, and guidelines will be posted on the Health, Safety & Security website.
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 Health, Safety & Security website.

Training

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, in accordance with legislative requirements and as mandated by Saskatchewan Polytechnic Human Resources.

Roles and Responsibilities

1. A Health and Safety Management Advisory Committee shall lead the development and continuous improvement of the Integrated Health and Safety Management System Program under the authority of the President & CEO.
2. To provide internal health and safety representation from employees to the Health and Safety Management Advisory Committee:
 - 2.1. A joint labour-management Saskatchewan Polytechnic-wide health and safety committee will be established and maintained in accordance with the collective agreement;
 - 2.2. A health and safety committee will be established at each of the four campuses and at the Saskatchewan Polytechnic Administrative Offices.
3. Assignment of duties and responsibilities for health and safety will be allocated as follows:
 - 3.1. Saskatchewan Polytechnic is responsible:
 - 3.1.1. Insofar as is reasonably practical, to establish and maintain health, safety, and security systems designed to ensure compliance with applicable legislation is met or exceeded;
 - 3.1.2. 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;
 - 3.1.3. To work with employees, students, contractors and stakeholders to support its goals;
 - 3.1.4. To set targets for performance in health, safety, and security;
 - 3.1.5. To ensure that health and safety is part of its organizational culture;
 - 3.1.6. To support safe work procedures with proper programs, training, adequate equipment and standards for safe work practices.
 - 3.2. The Health and Safety Management Advisory Council has a responsibility and is expected to:
 - 3.2.1. Provide internal and external leadership for occupational health and safety activities and assume overall responsibility for the Saskatchewan Polytechnic Integrated Safety Management System (SPISMS), such as:
 - 3.2.1.1. Provide appropriate financial, human, and organizational resources to plan, implement, check, review and update the SPISMS;
 - 3.2.1.2. Define roles, assign responsibilities, establish accountability, and delegate authority to implement an effective SPISMS;

- 3.2.1.3. Establish and implement an occupational health and safety policy and measurable objectives;
- 3.2.1.4. Actively set a good example by following and positively supporting the SPISMS;
- 3.2.1.5. Review the SPISMS at planned intervals;
- 3.2.1.6. Ensure employees and employee representatives are consulted as required by legislation; and
- 3.2.1.7. Encourage active participation on the part of employees and employee representatives in the establishment, promotion and ongoing improvements of the SPISMS.

3.3. The Saskatchewan Polytechnic Director, Health, Safety, and Security, shall have the defined role, responsibility, and authority:

- 3.3.1.1. To ensure that the SPISMS is established, maintained, and reviewed to support effective systems and processes to identify and eliminate or control work related hazards and risks;
- 3.3.1.2. To report on the performance of the SPISMS to Saskatchewan Polytechnic senior management, employees, and health and safety committee representatives for review and participation for improvement.

3.4. Supervisors/program heads/managers have a responsibility and are expected to:

- 3.4.1. Develop the SPISMS through encouragement, engagement, evolution and evidence based process with all Saskatchewan Polytechnic employees;
- 3.4.2. Actively set a good example by following and positively supporting the SPISMS;
- 3.4.3. Maintain necessary documentation and records for the SPISMS;
- 3.4.4. Provide employees and health and safety committee representatives the ability and resources to participate effectively in the development of the SPISMS and in the process of SPISMS planning, implementation, training, evaluation, and corrective actions; and
- 3.4.5. Engage and encourage employee participation by developing and implementing processes that:
 - 3.4.5.1. Support employee participation through engagement and encouragement; and
 - 3.4.5.2. Ensure employees and employee representatives are trained in, and consulted on, all aspects of occupational health and safety associated with their work.

3.5. Saskatchewan Polytechnic employees have a responsibility and are expected to:

- 3.5.1. Contribute to a safe workplace through positive response to the SPISMS;

- 3.5.2. Continue to use safe behaviours in the workplace;
 - 3.5.3. Participate in and support continual improvement in the work areas;
 - 3.5.4. Control and correct unsafe conditions, if within their power to do so;
 - 3.5.5. Immediately report unsafe conditions, acts and behaviours;
 - 3.5.6. Provide input and support to create a safe workplace;
 - 3.5.7. 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;
 - 3.5.8. Participate and engage in health- and safety-related training; and
 - 3.5.9. Comply with Saskatchewan Polytechnic health and safety standards, policies, programs and applicable legislation.
- 3.6. Students have a responsibility and are expected to:
- 3.6.1. Follow Saskatchewan Polytechnic health and safety standards, policies and programs as outlined by their Saskatchewan Polytechnic program and as posted by Saskatchewan Polytechnic;
 - 3.6.2. Conduct themselves in a safe and lawful manner at all times;
 - 3.6.3. Participate in and support continual improvement;
 - 3.6.4. report unsafe acts and conditions to their program faculty and administration; and
 - 3.6.5. Provide input and support to create a safe workplace and learning environment.
- 3.7. All other members of the Saskatchewan Polytechnic community including, but not limited to, board members, visitors, contractors, volunteer staff, and student groups have a responsibility and are expected to:
- 3.7.1. Follow Saskatchewan Polytechnic health and safety standards, policies and programs as outlined by their Saskatchewan Polytechnic contact and as posted by Saskatchewan Polytechnic and comply with all applicable legislation;
 - 3.7.2. Use safe behaviours;
 - 3.7.3. Participate in and support continual improvement;
 - 3.7.4. Report and control unsafe conditions and behaviours; and
 - 3.7.5. Provide input and support to create a safe workplace and learning environment.

Special Instructions for Emergencies

In Emergency situations, see the roles, responsibilities, and processes set out in the Saskatchewan Polytechnic Emergency Response Plan, available on the Health, Safety & Security website.