



## Procedures

Policy Name	<b>Health and Safety</b>		
Policy #	<b>602</b>	Category	<b>Health and Safety</b>
Policy Sponsor	<b>Associate Vice President, Human Resources</b>	Previous Revision Date	<b>October 3, 2019</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>May 8, 2023</b>
Procedures Approved by	<b>CFO &amp; Vice President, Administrative Services</b>	Review Date	<b>May 8, 2028</b>

See the related [POLICY](#).

### DEFINITIONS

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

### PROCEDURES

#### Governance

1. The course of action with respect to occupational health and safety (OH&S) issues will be based upon and complement the requirements identified in *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations*.
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 Sask Polytech Integrated Health and Safety Management System (IHSMS).
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 Sask Polytech employees.
4. OH&S standards, standard operating procedures and guidelines will be posted on the internal [Health, Safety & Security site](#).
5. Guidelines for OH&S issues, such as designated smoking areas, scent-safe environment, space allocation and hearing conservation will be developed and posted on the internal [Health, Safety & Security site](#).

## Training

Employees, supervisors and managers will be provided training in OH&S and given opportunities to attend OH&S training specific to their job, in accordance with legislative requirements and as mandated by Sask Polytech Human Resources.

## Roles and Responsibilities

1. A Health and Safety Management Advisory Committee is established in accordance with the applicable legislation shall lead the development and continuous improvement of the IHSMS under the authority of the President and 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 Sask Polytech-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 satellite locations as required.
3. Assignment of duties and responsibilities for health and safety will be allocated as follows:
  - 3.1 Sask Polytech is responsible for the following:
    - 3.1.1 To establish and maintain health, safety and security systems that are designed to ensure compliance with applicable legislation is met or exceeded.
    - 3.1.1 To recognize the roles, rights and responsibilities of employees related to OH&S and ensure that all employees are aware of these and other conditions embodied in applicable provincial legislation.
    - 3.1.2 To work with employees, students, contractors and stakeholders to support its goals.
    - 3.1.3 To set targets for performance in health, safety and security.
    - 3.1.4 To ensure that health and safety is part of its organizational culture.
    - 3.1.5 To support safe work procedures with proper programs, training, adequate equipment and standards for safe work and learning practices.
  - 3.2 The Health and Safety Management Advisory Committee have responsibilities and expectations including:
    - 3.2.1 Provide internal and external leadership for OH&S activities and assume overall responsibility for the IHSMS, such as:
      - 3.2.1.1 Provide appropriate financial, human and organizational resources to plan, implement, check, review and update the IHSMS.
      - 3.2.1.2 Define roles, assign responsibilities, establish accountability and delegate authority to implement an effective IHSMS.

- 3.2.1.3 Provide oversight to the OH&S policy, procedures, standards and related measurable objectives.
  - 3.2.1.4 Actively set a good example by following and positively supporting the IHSMS.
  - 3.2.1.5 Review the IHSMS at planned intervals.
  - 3.2.1.6 Ensure employees and employee representatives are consulted as required by applicable provincial legislation.
  - 3.2.1.7 Encourage active participation on the part of employees and employee representatives in the establishment, promotion and ongoing improvements of the IHSMS.
- 3.3 The Director, Health, Safety and Security shall have the defined role, responsibility and authority for the following:
- 3.3.1 To ensure the IHSMS is established, maintained and reviewed to support effective systems and processes to identify and eliminate or control work-related hazards and risks.
  - 3.3.2 To report on the performance of the IHSMS to Health and Safety Management Advisory Committee, employees and health and safety committee representatives for review and participation for improvement.
- 3.4 Supervisors, program heads and managers have responsibilities and expectations including:
- 3.4.1 Know and ensure compliance with Sask Polytech's workplace health and safety policy, procedures, and standards.
  - 3.4.2 Ensure hazards are identified and proper steps are taken to eliminate the hazards or control the risks.
  - 3.4.3 Inspect work areas and correct unsafe acts and conditions.
  - 3.4.4 Instruct and coach workers to follow safe work procedures.
  - 3.4.5 Ensure only authorized, competent workers operate equipment.
  - 3.4.6 Ensure equipment is properly maintained.
  - 3.4.7 Ensure the necessary personal protective equipment is provided to workers and used properly.
  - 3.4.8 Know how to safely handle, store, produce and dispose of chemical and biological substances at the workplace.
  - 3.4.9 Understand and implement emergency procedures.
  - 3.4.10 Report and investigate incidents (i.e., accidents and dangerous occurrences).
  - 3.4.11 Promote health and safety awareness.

- 3.4.12 Cooperate with other parties in dealing with health and safety issues.
  - 3.4.13 Ensure that workers under their direct supervision are sufficiently supervised.
  - 3.4.14 Ensure that workers under their direct supervision are not exposed to harassment at their workplace.
  - 3.4.15 Provide health and safety committee representatives the ability and resources to participate effectively on their committees.
- 3.5 Employees have responsibilities and expectations including:
- 3.5.1 Follow safe work procedures.
  - 3.5.2 Take reasonable care to protect their health and safety and the health and safety of other workers who may be affected by their acts or omissions.
  - 3.5.3 Utilize necessary personal protective equipment as required.
  - 3.5.4 Know how to safely handle, store, produce and dispose of chemical and biological substances at the workplace.
  - 3.5.5 Understand and implement emergency procedures.
  - 3.5.6 Report and assist in investigation of incidents (i.e., accidents and dangerous occurrences).
  - 3.5.7 Promote health and safety awareness.
  - 3.5.8 Cooperate with other parties in dealing with health and safety issues.
  - 3.5.9 Refrain from causing or participating in the harassment of another worker or member of the Sask Polytech community.
- 3.6 Students have responsibilities and expectations as follows to:
- 3.6.1 Follow Sask Polytech health and safety standards, policies and programs as outlined by their Sask Polytech program and as posted by Sask Polytech.
  - 3.6.2 Conduct themselves in a safe and lawful manner.
  - 3.6.3 Report unsafe acts and conditions to their program faculty.
  - 3.6.4 Provide input and support to create a safe workplace and learning environment.
  - 3.6.5 Refrain from causing or participating in the harassment of another member of the Sask Polytech community.
- 3.7 All other members of the Sask Polytech community including, but not limited to, board members, visitors, contractors, volunteer staff and student groups have responsibilities and expectations including:

- 3.7.1 Follow Sask Polytech health and safety standards, policies and programs as outlined by their Sask Polytech contact and as posted by Sask Polytech and comply with all applicable provincial legislation.
- 3.7.2 Engage in safe behaviour.
- 3.7.3 Report and control unsafe conditions and behaviour.
- 3.7.4 Provide input and support to create a safe workplace and learning environment.
- 3.7.5 Refrain from causing or participating in the harassment of another member of the Sask Polytech community.

### **Special Instructions for Emergencies**

In emergency situations, see the roles, responsibilities and processes set out in the Sask Polytech Emergency Response Plan, available on the internal [Health, Safety & Security site](#).