

POLICY:  <p style="text-align: center;"><b>Occupational Health and Safety Policy</b></p>		POLICY NUMBER: <p style="text-align: center;"><b>AM-027-A1</b></p>
		PREVIOUS/REPLACES: <p style="text-align: center;"><b>N/A</b></p>
APPROVED BY: <p style="text-align: center;"><b>Executive Committee</b></p>	EFFECTIVE DATE AS OF: <p style="text-align: center;"><b>December 1, 2021</b></p>	PRIOR VERSIONS: <p style="text-align: center;"><b>2018 Policy</b></p>

## 1. Policy Statement

Herzing College intends to establish and maintain a safe and healthy work and learning environment. To that end the College also establishes an Occupational Health and Safety Committee as required under the applicable provincial regulations. The College accepts its duty and responsibility to take every precaution reasonable in the circumstances for the protection of employee and students.

The College recognizes that reducing and eliminating risks of occupational illnesses and injuries is a shared responsibility of its executives, management, employees, students, contractors, and visitors.

All Herzing College policies and programs will comply with the regulations/procedures as set out in the Occupational Health and Safety Act, the provincial Fire Code and all other applicable Federal, Provincial and Municipal Acts and Regulations, which apply to this institution.

## 2. Scope

This policy applies to all Herzing College employees, students, contractors, and visitors.

## 3. Procedure

1. An Occupational Health and Safety Committee (OHS Committee) will be created by the Campus President representing multiple departments. The OHS Committee is an important part of Herzing College’s Occupation Health and Safety Policy.
  - a. Managers and supervisors can gain valuable assistance in their areas by a joint effort with their committee members.
  - b. All managers, supervisors and employees are to fully support the efforts of the overall Occupational Health and Safety Policy of the College.
  - c. As per provincial guidelines, there cannot be more managers on the OHS Committee than other employees.
2. Goals of the OHS Committee
  - a. Involve employees in safety and loss control management.

- b. Lower the frequency and severity of accidents and injuries.
  - c. Maintain a safe environment for employees and visitors.
  - d. Involve all employee participation in safety programs.
3. Responsibilities of OHS Committee Members: Committee Members have the following responsibilities:
- a. Attend each meeting.
  - b. Discuss safety activities and unsafe acts/conditions.
  - c. Encourage all Employees to work safely.
  - d. Report safety and recommended loss control actions to management.
  - e. Record all meeting minutes.
4. Herzing College managers and supervisors must:
- a. Be accountable for the health and safety of employee under their supervision.
  - b. Ensure that employee work complies with legislation and established safe work procedures,
  - c. Ensure their employee are provided with health and safety training and education appropriate to their job requirements,
  - d. Be responsible for the timely implementation of corrective actions to eliminate or control potential health and safety hazards associated with the activities under their supervision.
5. Employees
- a. Each employee member is responsible for protecting their own health and safety by working in compliance with the Occupational Health and Safety Act and in accordance with the policies and procedures established by Herzing College
  - b. Failure by employees, contractors, or students to observe the OHS management system may lead to disciplinary action or jeopardize contractual agreements.

## 4. Administration

The college Campus President shall be responsible for administration of this policy.

## 5. Review

This policy will be reviewed as required by the Executive Committee in 2024.

## 6. Related Materials

[Occupational Health and Safety Act, R.S.O. 1990, c. O.1](#)