



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: OCCUPATIONAL HEALTH & SAFETY

Policy No.	HR-405	Division	Human Resources
Related Procedure	HR-405-PR HR-405	Board Policy Ref.	BP-HR-400B
Related Policies	FA-303; HR-402	Effective Date:	February 9, 2011 (R1)

1. PURPOSE AND SCOPE

The purpose of this policy is to provide direction to all faculty, staff, students, visitors/users and contractors regarding the various safety standards, policies and procedures established by the College.

The policy will apply to all buildings owned or operated by the College or facilities leased, rented or loaned to the College where staff of the College are working and where the College has the control of the applicable section of the building.

Each employee must protect his/her health and safety and the health and safety of other employees by working in compliance with legislation and established workplace practices and procedures.

The policy will also apply to all external organizations using or contemplating use of College facilities as well as contractors who may be contracted to perform work on any College facility. Contractors are expected to operate according to legislative requirements using best practices and following College of the North Atlantic policies and procedures regarding health and safety, where applicable.

While the College recognizes that health and safety is a shared responsibility and cannot simply be delegated to a particular person or division, the initial responsibility for ensuring a safe environment within a campus or department will rest with the campus/department administrator or delegate.

2. POLICY

It is the policy of the College to make all reasonable efforts to maintain a healthy and safe environment for students, faculty, staff and visitors. In this regard, the College will respect and comply with all legislation and regulations relating to workplace occupational health and safety including but not limited to the following:

- ✓ An Act Respecting Occupational Health and Safety in the Province and the Occupational Health and Safety Regulations
- ✓ Radiation Health and Safety Act and Radiation Health and Safety Regulations
- ✓ Mines Act and Mines Safety of Workers Regulations
- ✓ Workplace Hazardous Materials Information System (WHMIS) Regulations
- ✓ Occupational Health and Safety First Aid Regulations
- ✓ Nuclear Safety and Control Act
 - ✓ Dangerous Goods Transportation Act and Regulations
 - ✓ Waste Material Disposal Act
 - ✓ Workplace Health and Safety Compensation Act
 - ✓ Environment Act
 - ✓ Health Canada National Sossimetry Service
 - ✓ Canadian Standards Act
 - ✓ Associated codes of practice

3. PROCEDURE

The Executive Director of Human Resources shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	December 21, 2000
Revision 1	February 9, 2011
Next Review	February 2014