



Health and Safety Policy

Policy Type: Corporate

Policy Owner: Vice President, Finance, Administration and Applied Research

Approval Date: April 14, 2025

Replaces: Version 2024

Initial Year of Issue: 2016

Corresponding Procedure:

- Hazard Reporting Procedure
- Incident Reporting and Investigation Procedure

Purpose

To express Cambrian College's ("the College") commitment to health and safety.

Scope

Workplace health and safety is a joint responsibility shared by all members of the Cambrian community. This policy applies to all employees, students, visitors, contractors, and tenants of the College.

Definitions

Joint Occupational Health and Safety Committee: a committee comprised of worker and employer representatives engaging with all matters pertaining to occupational health and safety in the workplace.

Policy Statements

1. Cambrian College is committed to:
 - a. Providing a safe, healthy, and environmentally responsible workplace and learning environment by implementing health and safety programs and procedures that meet or exceed the requirements of the Occupational Health and Safety Act and its Regulations, and other applicable legislation and codes.

- b. Ensuring the safety of all College employees, students, visitors, contractors, and tenants against accidents and occupational hazards.
 - c. Complying with all relevant regulations and standards relating to occupational health and safety.
 - d. Giving priority to safe working conditions and job safety practices in the planning, budgeting, direction, and implementation of college activities.
2. The College, in consultation with the Joint Occupational Health and Safety Committee, shall ensure that all other policies and operating procedures meet the goals of this policy.
3. All employees, students, visitors, contractors, and tenants shall comply with all relevant legislation and all College policies and procedures regarding health and safety.

Responsibilities and Accountabilities

President is responsible for:

- Ensuring college-wide implementation and compliance of this policy and associated procedures.

Vice President, Finance, Administration and Applied Research is responsible for:

- Ensuring the development, review, and availability of this policy.

Joint Occupational Health and Safety Committee is responsible for:

- Functions including inspection, identification, evaluation, and recommending a resolution of all matters pertaining to occupational health and safety in the workplace to the College; encouraging adequate education and training programs, and addressing matters related to all applicable regulations.

Administrators are responsible for:

- Familiarizing themselves with the requirements of, and related to, this policy.
- Ensuring that individuals under their direction are familiar with and comply with the requirements of this policy and any associated procedures.
- Implementing safe work procedures on the worksite, including all necessary measures and programs to eliminate or control potential health and safety hazards

associated with activities under their supervision.

- Maintaining the standards that are required to meet this policy and ensuring that pertinent regulations and safe work procedures are followed by all Workers. Providing direction and training regarding the implementation of appropriate health and safety procedures for their areas of responsibility.
- Undertaking a regular review of the effectiveness of health and safety procedures and implementing appropriate remedial actions as required.
- Ensuring participation as required in health and safety incidents.

Employees are responsible for:

- Familiarizing themselves with the requirements of, and related to, this policy.
- Knowing and using safe work practices in the work area as governed by Cambrian College policies and procedures, the Acts, and regulations.
- Reporting unsafe conditions and unsafe behaviour in accordance with the Hazard Reporting Procedures.

Procedures/Forms

- Complaint/Incident Form
- Hazard Reporting Procedure
- Employee Hazard Report Form
- Incident Reporting and Investigation Procedure
- Incident Report Form
- PPE Guidelines

Related Policies

- [Workplace Violence Prevention Policy](#)

References

- [Environmental Protection Act, R.S.O. 1990, c. E.19](#)
- [The Occupational Health and Safety Act, RSO 1990, c. O.1](#)
- [Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16](#)
- Cambrian JOHSC Terms of Reference