

HEALTH AND SAFETY POLICY			
Effective Date	October 22, 2024	Policy Type	Administrative
Responsibility	Vice-President, Administration	Related Policies	<ol style="list-style-type: none"> 1. NWP Health, Safety and Environmental Program 2. Alberta Occupational Health and Safety Legislation 3. Campus Security Policy 4. Respectful Workplace Policy 5. Progressive Discipline Policy 6. Student Rights and Responsibilities Policy
Approval Authority	Executive Council	Review Schedule	Every 5 Years

1. Policy Statement

- 1.1. Northwestern Polytechnic (“NWP” or the “Institution”) is committed to providing, promoting and maintaining a safe and healthy work, learning and living environment for all worksite parties.
- 1.2. NWP will manage operations in a manner that protects and maintains health and safety, including the physical, psychological, and social well-being of the individuals who contact our operations.
- 1.3. NWP will provide and maintain a Health, Safety and Environmental Program according to the requirements of the Alberta Occupational Health and Safety Act, Regulation and Code and other relevant legislation or applicable regulatory requirements.
- 1.4. NWP will ensure that proactive measures are developed and implemented to prevent future incidents, minimize incident severity and minimize hazards.

2. Scope

- 2.1. This policy applies to all worksite parties including but not limited to employees, students, contractors, temporary employees, service providers, suppliers, contracting employers, subcontractors, volunteers and visitors.

3. Reason for Policy

- 3.1. Clearly communicating and affirming Northwestern Polytechnic's commitment to providing and maintaining a safe and healthy environment for all worksite parties.
- 3.2. Informing worksite parties of their rights and responsibilities under Alberta OHS Legislation and this Policy.
- 3.3. Outlining and communicating the accountability of all worksite parties for the health and safety of themselves as well as others.
- 3.4. Providing direction for managing health and safety at Northwestern Polytechnic.

4. Definitions

- 4.1. "Alberta OHS legislation" means the Alberta Occupational Health and Safety Act, Regulation and Code.
- 4.2. "all worksite parties" is any:
 - 4.2.1. worker engaged in the work of the Institution.
 - 4.2.2. worker not engaged in the work of the Institution, but present at the location where the Institution's work is being carried out.
 - 4.2.3. person at or in the vicinity of the work location whose health and safety may be materially affected by identifiable and controllable hazards originating from the Institution's work.
 - 4.2.4. includes but is not limited to employees, students, contractors, temporary employees, service providers, suppliers, contracting employers, subcontractors, volunteers and visitors.
- 4.3. "Supervisor" is any employee whose job function requires them to organize, direct and control the work of others. Supervisors can include (but are not limited to) Instructors, Team Leads, Chairs, Associate Chairs, Managers, Deans, Directors, Vice-Presidents, or the President.

5. The Policy

5.1. Policy Objectives

- 5.1.1. Ensure that all individuals who come into contact with NWP operations are protected and feel protected from hazards that result in physical, psychological, emotional, social and discriminatory harm.
- 5.1.2. Comply with or exceed the requirements of all applicable legislation, regulatory requirements, and to adopt where practicable, the best practices and standards of the industries and organizations with operations similar to ours.

- 5.1.3. Raise the level of health and safety awareness among all worksite parties.
- 5.1.4. Ensure that all worksite parties feel that their health and safety concerns are heard and responded to in an appropriate and effective manner.
- 5.1.5. Take proactive steps to prevent and reduce injury, illness, incidents, and other impacts to our people, our assets, our reputation, the environment and the surrounding community.
- 5.1.6. Appropriately investigate and respond to reports of hazards, injuries, illnesses, incidents, and instances of workplace violence or harassment.
- 5.1.7. Ensure that those that come into contact with our operations are not subjected to or participate in workplace violence or harassment.
- 5.1.8. Promote and communicate the principles of Fit to Work/Fit to Learn to all worksite parties and reduce impairment-related risks to those that come into contact with our operations.
- 5.1.9. Promote and support the establishment of a joint health and safety committee(s) that complies with all committee requirements imposed under the Alberta OHS legislation.

5.2. Guiding Principles

- 5.2.1. All workers have the right to:
 - 5.2.1.1. be informed of work site hazards and the means to eliminate or control those hazards.
 - 5.2.1.2. meaningful participation in health and safety activities pertaining to their work and work site, including the ability to express health and safety concerns.
 - 5.2.1.3. refuse dangerous work, and the ability to work without being subject to disciplinary action for exercising a right or fulfilling a duty imposed by Alberta OHS Legislation.
- 5.2.2. All worksite parties share responsibility for effectively engaging in the overall safety initiatives and abiding by the safety requirements that apply to their work or department as outlined in this Health and Safety Policy, the NWP Health & Safety Manual, Alberta OHS Legislation and other legislative or regulatory requirements.
- 5.2.3. Those that direct the work or learning of others are responsible for the health and safety of those individuals under their direction. This includes ensuring that students and worksite parties are provided with the information, training and tools required to perform their work safely, and ensuring that those under their supervision are not exposed to an uncontrolled hazard or condition.
- 5.2.4. All worksite parties have an obligation to assist in identifying, communicating, preventing, and correcting unsafe hazards, conditions and incidents on campus.

5.3. Policy Non-Compliance

5.3.1. All instances of policy non-compliance will be addressed as outlined in the NWP Progressive Discipline Policy and the Student Rights and Responsibilities Policy.

5.4. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none">• Approve and formally support this policy.
Vice President, Administration	<ul style="list-style-type: none">• Oversee the implementation of this policy.
Enterprise Risk Management Unit	<ul style="list-style-type: none">• Development and implementation of this policy.
Health and Safety Committee(s)	<ul style="list-style-type: none">• Review and approve this policy through responsibilities listed in the NWP Health and Safety Manual.
All worksite parties	<ul style="list-style-type: none">• Review and follow policy.

6. Revision History

6.1. Amendments to this policy will be made as required by policy or legislation and circulated to worksite parties.