

## **POLICY**

Aurora College is committed to providing a safe and healthy environment at its facilities and during activities for all members of the College Community and visitors.

## **PRINCIPLES**

Aurora College adheres to the following principles when implementing this policy:

1. Everyone is entitled to a healthy and safe environment and has the right to be informed of any hazards when they are working, studying, living, or taking part in Aurora College events.
2. Everyone has the right to refuse unsafe work, in the event of unsafe working conditions.
3. Everyone at Aurora College shares the responsibility for safety at the College, both their own and the safety of others.
4. Any member of the College Community can provide input on matters of health and safety.
5. A healthy and safe college environment is best achieved through a combination of training, education, implementation of safety programs, and compliance with all relevant statutes, regulations, government policies, and standards of regulatory authorities representing occupational health and safety.

## **SCOPE**

This policy applies to all members of the College Community and members of the public who are taking part in activities at facilities owned or operated by the College, at facilities leased, rented, or lent to the College, or who are taking part in College activities on the land.

## **DEFINITIONS**

**College Community:** includes any person who is a registered student or College official (including Board of Governors members, administrators, instructors, non-academic staff members, volunteers, and contractors). (Definition from *Aurora College Policy and Procedures Manual*)

**Supervisor:** an individual who is authorized by an employer to oversee or direct workers. (Definition from *Safety Act R.S.N.W.T. 1988,c.S-1 Occupational Health and Safety Regulations R-039-2015*)

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## **1 RESPONSIBILITIES**

- 1.1 The employer is responsible for compliance with and enforcement of rules and regulations, and is required to take necessary steps to prevent accidents, incidents, occupational illnesses, and injuries.
- 1.2 All Aurora College employees have a duty to work safely, to report all unsafe and unhealthy conditions, and to comply with statutes, regulations, government policies, and Aurora College policies and practices relating to safety of the work environment.
- 1.3 Senior Leadership (President, Vice Presidents, Chief Financial Officer, and the Manager of Communications and College Relations) is responsible for providing support and leadership to create and maintain a safe and healthy environment.
- 1.4 Supervisors are responsible for the safety of the people (staff, students, volunteers, members of the public, etc.) who work within their areas of responsibility. They will ensure that the people they supervise are aware of College safety rules and practices and that they are given adequate direction, training, and instruction in the safe performance of work. They will ensure that work is performed without undue risk.
- 1.5 Instructors are responsible for ensuring that students are aware of College safety rules and practices and that they are given adequate direction, training, and instruction in the safe performance of learning activities. They will ensure that learning activities are performed without undue risk.
- 1.6 Students and members of the public taking part in activities at Aurora College facilities are required to comply with College health and safety rules.
- 1.7 External contractors and their workers are responsible for meeting or exceeding Aurora College's health and safety requirements.
- 1.8 Everyone has a responsibility to:
  - 1.8.1 Practise safe work habits and follow safety rules and procedures;
  - 1.8.2 Report hazardous or unsafe equipment, conditions, procedures, or actions and make suggestions for their correction;
  - 1.8.3 Take action to prevent hazardous or unsafe conditions or practices; and
  - 1.8.4 Report work-related incidents or injuries and get medical treatment, if necessary, without delay.

## **2 GENERAL**

- 2.1 Aurora College will follow relevant statutes, regulations, standards, and government policies when addressing health and safety matters, including but not limited to:
- 2.1.1 *Canada Labour Code*
  - 2.1.2 *NWT Safety Act*
  - 2.1.3 *NWT Workers' Compensation Act*
  - 2.1.4 *GNWT Occupational Health and Safety Policy*
- 2.2 Aurora College will promote safe working practices and awareness through training, education, provision of information, monitoring and evaluating facilities and practices, and the implementation of safety programs.
- 2.3 Safety and incident prevention will be a part of planning and conducting all activities.
- 2.4 Aurora College will establish Health and Safety Committees or appoint Health and Safety Representatives in accordance with relevant statutes, regulations, standards, government policies, and collective agreements.
- 2.5 Aurora College will implement temporary or permanent practices, as appropriate, to create and maintain a safe and healthy environment.
- 2.6 Members of the College Community who endanger or threaten to endanger the health or safety of College students, staff, or others taking part in College activities may face disciplinary action.

### **SUPPORTING PROCEDURES, FORMS, AND RULES**

Procedures have not been finalized

### **RELATED POLICIES**

G.04 *Crisis and Emergency Management*

### **RELATED AURORA COLLEGE BYLAWS**

Bylaw #1 *Student Conduct*

Bylaw #3 *Student Loss of Privileges, Penalties, Sanctions, and Appeals*

**FACT SHEET****DATES:**

1994-06	New policy issued
1996-09	Policy revised Programs and Planning Committee Motion PPC#03-1997 Board of Governors Motion #BG19-1997 Implemented April 25, 1997
2015-11-04	Policy revised Board of Governors Motion #BG49-2015 Implemented January 1, 2016