



HEALTH AND SAFETY POLICY

Policy Type:	Institutional	Initially Approved:	February 8, 2008
Policy Sponsor:	President and CEO	Last Revised:	April 1, 2025
Responsible Unit:	Campus Operations	Review Scheduled:	April 2028
Approver:	President and CEO		

A. INTENT

This policy recognizes Alberta University of the Arts' (AUArts) legal requirements under the Occupational Health and Safety Act (OHSA) and establishes the framework for AUArts to meet its obligations under this Act.

B. PURPOSE

To demonstrate a commitment to protecting, creating, maintaining, and continuously improving a safe and healthy learning and working environment for the university community.

To define the roles and responsibilities for managing health and safety at the university.

C. SCOPE

This policy applies to all employees, contractors, and volunteers who perform work or provide services to or on behalf of AUArts. All parties have a shared responsibility concerning occupational health and safety of AUArts.

D. POLICY STATEMENT

1. GENERAL

1.1 Health, Safety, and Environment (HSE) management at AUArts consists of a framework made up of the following, in accordance with the OHSA:

- a. An HSE management system established through policy and associated procedures.
- b. A Health and Safety Committee, committee membership terms of reference (TOR) and procedures to be established by the Committee.
- c. Clearly established roles and responsibilities for all those who are the employer, supervisors, and workers at AUArts as set out in this policy.
- d. Transparency and ease of access to policies, procedures and notices related to the administration of OHSA at AUArts.
- e. Any other measures which AUArts deems necessary to ensure the protection of the health, safety and environment at AUArts.

- f. Users of AUArts facilities are expected to adhere to this policy and any associated policy and procedure as part of health and safety management at AUArts.

ROLES AND RESPONSIBILITIES

2. EMPLOYER

- 2.1 The Board of Governors, as the employer, has delegated the administrative duties assigned to the employer under the OHSA, to the President and CEO. The Board retains oversight of health, safety, and environment at AUArts through annual reporting and incident reporting at established thresholds to ensure that the administration is effective in protecting the HSE for those at AUArts. The Board will also make reports to the Ministry as requested and as legislation requires.
- 2.2 The President and CEO administers those employer responsibilities under the OHSA that the Board has delegated to the position through the Delegation of Authorities Policy. The President and CEO can sub-delegate administrative duties in accordance with the Delegation of Authority Policy. The President will also inform the Board if any employee, student, contractor, or visitor makes a report to the Ministry of Labour of any significant health and safety risk or incident at AUArts.
- 2.3 The Employer is responsible for:
 - a. the health, safety and welfare of workers at AUArts
 - b. that workers engaged in the work are aware of their rights and duties under the OHSA, the regulations and the OHS Code
 - c. that none of the employers workers are subject to or participate in harassment or violence at the work site
 - d. that the workers are supervised by a person who is competent and familiar with the OHSA, the regulations and the OHS Code
 - e. that concerns raised to the Health and Safety Committee are resolved in a timely manner.
 - f. that workers are adequately trained in all matters necessary to perform their work in a healthy and safe manner.
 - g. If work is being done that may endanger the worker, the employer shall ensure the work is done by a worker who is competent to do the work under the direct supervision of a worker who is competent to do the work.
 - h. Keep readily available information related to work site hazards, controls, work practices and procedures.
 - i. ensure that current paper or downloaded or stored electronic copies of the OHSA, the regulations and the OHS Code are readily available for reference by workers, and the Health and Safety Committee
 - j. cooperate with any person exercising a duty imposed by the OHSA, the regulations and the OHS Code.

3. SUPERVISORS

- 3.1 Supervisors at AUArts have all the rights and responsibilities assigned to them under the OHSA as well as AUArts policies and procedures.
- 3.2 Every supervisor shall:

- a. take precautions to protect the health and safety of every worker under the supervisor's supervision
- b. ensure that a worker under the supervisor's supervision works in the manner and in accordance with the requirements of the OHSA, the regulations and the OHS Code
- c. ensure that none of the workers under the supervisor's supervision are subjected to or participate in harassment or violence at the work site
- d. advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work
- e. report to the employer a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed
- f. cooperate with any person exercising a duty imposed by the OHSA, the regulations and the OHS Code.

4. WORKERS

4.1 Workers or employees have the rights and responsibilities granted to them under the OHSA and are expected to adhere to AUArts' policies and procedures.

4.2 Employees are expected to:

- a. take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site while the worker is working
- b. cooperate with the worker's supervisor or employer or any other person for the purposes of protecting the health and safety of the worker, other workers engaged in the work of the employer and other workers not engaged in the work of the employer but present at the work site at which the work is being carried out.
- c. at all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for the worker's protection by the worker's employer or required to be used or worn by the worker by the OHSA, the regulations and the OHS Code.
- d. refrain from causing or participating in harassment or violence
- e. report to the employer or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed
- f. participate in any training provided by the employer
- g. cooperate with any person exercising a duty imposed by the OHSA, the regulations and the OHS Code.

E. DEFINITIONS

To ensure consistency with legislation and in recognition of the breadth of definitions under the OHSA, all HSE definitions for this policy and related policies and procedures are set out in the OHSA.

F. RELATED POLICY

- Code of Conduct Policy
- Delegation of Authority Policy
- Gender-Based and Sexual Violence Policy

- Respectful Workplace Policy
- Student Conduct Policy

G. RELATED LEGISLATION

- Occupational Health and Safety Act (OHSA), Regulation and Code

H. RELATED DOCUMENTS

- Gender-Based and Sexual Violence Procedure
- Health and Safety Committee Terms of Reference
- Respectful Workplace Procedure

I. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
10/03/2018	Revisions			
04/01/2025	Review and Revisions	All	Director, Campus Operations	President and CEO