

Policy and Procedures Manual



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Name of Institution:	Valemount College
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Name of Policy:	Occupational Health and Safety
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OCCUPATIONAL HEALTH AND SAFETY

POLICY

Valemount College is committed to maintaining a safe and healthy work environment for its employees and students.

PURPOSE

Valemount College recognizes and accepts that health and safety hazards can represent significant impediments to professional, creative, intellectual, and social growth of employees and students. The Valemount College community of employees and students is committed to promoting and maintaining a safe and healthy working environment throughout its operations and as an integral part of its strategic planning and implementation.

GUIDELINES

1. Valemount College will comply with all legislated requirements relating to the health and safety of employees, students, and the public who use its facilities.
2. An Occupational Health and Safety Program will be maintained that will establish minimum standards for the health and safety of all employees and students. This program is governed by the Workers' Compensation Board/WorkSafeBC and the college Joint Occupational Health and Safety Committee. This will include, but not be limited to:
 - a. Establishing procedures to ensure that work is performed in a safe manner without undue risk;
 - b. Regular inspections of the facilities, equipment, work methods, and practices to minimize the potential for injury;
 - c. Investigating, controlling, and monitoring, in a timely manner, any physical and/or health hazards that are identified by Occupational Health and Safety Committees;
 - d. Prompt attention to injuries to enable immediate first aid treatment; and reporting in compliance with Workers' Compensation Board regulations;

- e. Investigating significant accidents and near miss incidents to determine the factors that contributed to the event and recommend corrective measures to prevent recurrence; and
- f. Providing ongoing support for the College-wide Occupational Health and Safety Committee and all Regional Occupational Health and Safety Committees.

3. Valemount College will ensure that employees and students are adequately instructed and trained to perform tasks in a safe and efficient manner, and will enforce compliance with recognized safe practices and established requirements at all times.

4. All Valemount College employees and students are responsible for following prescribed procedures, reporting unsafe conditions, and participating in creating and maintaining an accident and disease-free environment.

5. Employees and students will participate in developing and maintaining a safety culture through positive attitudes and actions.

OTHER RESOURCES:

Valemount College Joint Health and Safety Committee documentation
Emergency Preparedness, Procedure and Response Manual
Mountain Adventure Tourism Program Risk Management Plan