

## Occupational Health and Safety

Policy Number:	4121
Key Process Area:	Employee Engagement & Culture
Owner:	VP FA
Current Approved Date:	Jan 14, 2018

### POLICY STATEMENT

The New Brunswick Community College (NBCC) will provide and maintain safe and healthy working conditions and processes which are:

- a) conducive to the health and safety of employees; and
- b) in keeping with the Occupational Health and Safety Act, SNB 2013 c. 15 and regulations for preventing or reducing the risk of employment injury.

### PURPOSE

The purpose of this policy is to clearly outline roles and responsibilities of employees in compliance with the Occupational Health and Safety Act.

### SCOPE AND LIMITATIONS

It applies to all employees and all locations of NBCC.

#### 1.0 DEFINITIONS

Not applicable.

#### 2.0 IMPLEMENTATION

In addition to complying with the Act, the following responsibilities for health and safety apply:

Group	Responsibility
Managers	Implement and maintain safety programs appropriate to organizational, occupational and employees' needs.
Supervisors	<ul style="list-style-type: none"> <li>• Instruct and train all employees in requirements of Occupational Health and Safety under their direction.</li> <li>• Ensure that safe work methods and practices are fully understood and adhered to.</li> <li>• Ensure that all required safety equipment is being used.</li> </ul>

Employees	<ul style="list-style-type: none"> <li>• Ensure their own health and safety and that of other persons at, in or near their places of employment.</li> <li>• Report to their supervisor the existence of any hazards as they become aware of them.</li> <li>• Wear or use such protective equipment as is required by regulation.</li> <li>• Consult and co-operate with joint health and safety committees and/or representatives.</li> </ul>
Supervisors	<ul style="list-style-type: none"> <li>• Review and approve reimbursement of safety footwear and safety glasses to the following maximums:</li> <li>• Non-union employees <ul style="list-style-type: none"> <li>○ Safety boots - \$125/ calendars year</li> <li>○ Prescription safety glasses - ½ the cost /2 years after Health plan reimbursement</li> </ul> </li> <li>• Union employees – as per collective agreements</li> </ul>

### 3.0 OTHER RELATED DOCUMENTS

Occupational Health and Safety Act, SNB 2013 c. 15  
Worker's Compensation Act, SNB 2013 c. 14  
Important Changes to WC and OHS **Acts** (4000.5089)  
Workers Compensation (4410)