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## Occupational Health and Safety

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Policy Number:	4121
Key Process Area:	Facilities & Ancillary Services
Owner:	VP FA
Current Approved Date:	2022-06-27

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### POLICY STATEMENT

NBCC values leadership with integrity and demonstrates that by taking pride in its collective accountability. All employees are expected to be accountable for occupational health and safety.

### PURPOSE

This policy outlines NBCC's commitment to accountability and provides guidance regarding the provision of a healthy and safe work environment for college community members in accordance with the *Occupational Health and Safety (OHS) Act 8(1)* and, more specifically, the accountabilities of management and employees in their respective roles at NBCC.

### SCOPE AND LIMITATIONS

This policy applies to all staff (employees), students and partners of NBCC. Compliance with this policy is a condition of employment.

#### 1.0 DEFINITIONS

**Accountability** – Responsibility and answerability to an NBCC manager or supervisor to achieve operational, policy and program objectives within the framework of the applicable legislation, regulations, and College policies and procedures to an agreed-upon quality using College Resources.

College Community Members - any person who studies, teaches, conducts research, or works at or under the auspices of the College, regardless of Community Location, including but not limited to:

- A person who is an Employee of the College;
- A student of the College (i.e., learners); and,
- Partners of the College.

**Community Locations**– includes but is not limited to locations where College Community Members interact such as:

- NBCC campuses including Corporate office.
- Off-site training facilities arranged by NBCC for work or education purposes.
- During travel (e.g., ground and air transportation) for, attendance at and/or participation in face-to-face or virtual locations (including but not limited to Use of Social Media), whether required due to employment or voluntary, related to:
- Business or instructional environments related to employment.
- Official or social NBCC functions. o Education programs or opportunities (e.g., conference or seminar).

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**College Resources** – include Employees, students, Partners, facilities, equipment, funds, grants, gifts, services, information, and Technology Resources

**Employee** – a person who meets the definition of Employee under the Public Service Labour Relations Act and as may be further described in collective agreements.

**Partners** – including but not limited to Visiting Scholars, volunteers, contractors, fee-for-service individuals, clients of NBCC and any other persons while they are acting on behalf of or at the request of the College.

**Management** - personnel assigned by the employer to supervise or direct the work of Employees. This includes people from first-level (i.e., direct) supervision, through progressive levels of management including the President and Chief Executive Officer of NBCC.

## 2.0 IMPLEMENTATION

### 2.1 Management is accountable for:

2.1.1 Taking every reasonable precaution to ensure the health and safety of its Employees.

2.1.2 Complying with the OHS Act and Regulations and any order made in accordance with the OHS Act and related regulations.

2.1.3 Ensuring that Employees comply with the *OHS Act and Regulations*, and any order made in accordance with the *OHS Act* and related regulations.

### 2.2 For Employees under their direct supervision, the manager or supervisor is responsible for:

2.2.1 Ensuring that the necessary systems of work, tools, equipment, machines, devices, and materials are maintained in good condition and are of minimum risk to health and safety when used as directed by the supplier or in accordance with the directions supplied by the supplier.

2.2.2 Ensuring that the place of employment is inspected at least once a month to identify any risk to the health and safety of Employees.

2.2.3 Acquainting Employees with any hazard in connection with the use, handling, storage, disposal and transport of any tool, equipment, machine, device or biological, chemical, or physical agent.

2.2.4 Providing information and maintaining in good condition, protective equipment as is required by regulation and ensuring that this equipment is used by an Employee in the course of their work.

2.2.5 Co-operating with any joint health and safety committee; health and safety representative; and/or person responsible for the enforcement of the *OHS Act* and related regulation.

### 2.3 Employee Rights

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The New Brunswick Occupational Health and Safety Act gives Employees three basic rights to ensure their safety at work:

- 2.3.1 The right to know workplace hazards, including how to identify hazards and protect themselves from these hazards.
- 2.3.2 The right to participate in decisions related to occupational health and safety, free of punishment for their participation which includes participation on a joint health and safety committee.
- 2.3.3 The right to refuse dangerous work.

## **2.4 Employees are accountable for:**

- 2.4.1 Safe performance of their jobs
- 2.4.2 Implementation of reasonable precautions which protect their own safety and that of their fellow Employees.
- 2.4.3 Report workplace hazards to the manager.
- 2.4.4 Comply with the OHS Act and related regulations and any order made in accordance with the OHS Act and related regulations.
- 2.4.5 Wear or use protective equipment required by regulation.
- 2.4.6 Consult and co-operate with any joint health and safety committees; health, and safety representatives; and/or any person responsible for the enforcement of the OHS Act and related regulation.

## **3.0 OTHER RELATED DOCUMENTS**

General Regulation 91-191  
NBCC Injury / Incident Reporting  
Workplace Inspections (under development)  
Safe Work Procedures  
Safety Orientations (under development)  
Hazard Identification (under development)  
Flexible Work Arrangements (4301)