

HEALTH, SAFETY AND ENVIRONMENTAL SYSTEM

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| Section: | Health, Safety and Environment (HS) |
| Subject: | Health, Safety and Environment |
| Legislation: | <i>Occupational Health and Safety Act (SA 2017 cO-2.1)</i> and related legislation; <i>Environmental Protection and Enhancement Act (RSA 2000 cE-12)</i> and related legislation. |
| Effective: | September 9, 1998 |
| Revision: | August 1, 2003 (reformatted); April 26, 2005, January 27, 2014, November 18, 2015; September 1, 2016 (reformatted); February 13, 2019; May 10, 2023 |

APPROVED: _____
President and CEO

POLICY

The Board of Governors is committed to promoting a culture of safety and environmental protection and protecting the health and safety of all members of the SAIT community. Activities and operations will be managed to minimize risks and fully comply with applicable legislation.

PROCEDURE

DEFINITIONS

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| Health, Safety and Environmental Management System (HSEMS) | Framework comprised of procedural requirements, guidelines, standards and technical information needed to promote and maintain a healthy and safe environment for the SAIT community. |
| Manager | An academic chair/coordinator, manager, associate dean/director, dean/director, associate vice president, vice president or president and CEO. |
| Psychological safety | The absence of harm and/or threat of harm to mental well-being that a worker might experience. |
| SAIT community | SAIT’s governors, employees, students, contractors, and visitors. |
| Supervisor | A person who has authority over a worker or charge of a work site. |

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GOVERNING PRINCIPLES

1. SAIT's Health, Safety and Environmental (HSE) policy and Health, Safety and Environmental Management System (HSEMS) will align with applicable federal, provincial and municipal regulatory requirements relating to health, safety and environmental protection
2. Members of the SAIT community will work together to promote a culture of safety, well-being and environmental protection. Everyone has an individual and collective responsibility to actively protect their own well-being and the health and safety of others while complying with SAIT's HSE policies and procedures, the HSEMS and applicable regulatory requirements.
3. Managers and supervisors are accountable for:
 - a) Protecting the health, safety, and well-being of employees and students under their supervision and of visitors invited to campus.
 - b) Complying with applicable employer and supervisor responsibilities as prescribed by the *Alberta Occupational Health and Safety Act, Regulation, and Code*.
 - c) Implementing HSE policies, procedures and the HSEMS within their areas of responsibility.
 - d) Informing employees of their legislated health and safety rights and duties.
 - e) Proactively identifying, assessing and controlling hazards.
 - f) Promptly reporting incidents and taking required corrective actions.
 - g) Providing resources, training, and supervision as required for employees and students to safely perform their work.

PROCEDURE

A. SAIT Operations

1. Safety and Community Services (SCS) will develop and maintain a comprehensive HSEMS. SAIT will regularly review and update its HSEMS to facilitate continuous improvement and /or to ensure compliance with all applicable legislative and regulatory requirements.
2. Schools/departments, with assistance from SCS, will develop procedures specific to their operations that meet HSEMS and applicable regulatory requirements.
3. SAIT will establish an HSE Council, and schools and departments will establish HSE Committees, to support SAIT's HSEMS and comply with applicable regulatory requirements. The HSE Council and HSE committees will address HSE-related issues

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within their respective areas in alignment with procedure [HS.1.1.4 Health, Safety and Environment Council and Committees](#).

4. Managers and supervisors are required to consider factors such as psychological safety and physical safety in the design, implementation and continuous review of all operations under their mandate.
5. Managers and supervisors must consider environmental impact factors such as energy and resource consumption, waste production and disposal requirements in the design, implementation and continuous review of all operations under their area of responsibility.
6. SAIT will hold members of the SAIT community responsible for creating a workplace and learning environment that is free from violence, discrimination and harassment. See the following procedures for information and reporting requirements:
 - a) [HR 4.10.1 Respectful Workplace and Learning Environment](#)
 - b) [HS.1.2.1 Prevention of Violence](#)
 - c) [HS.1.2.2 Sexual Assault and Sexual Violence](#)
 - d) [AC.3.4.4 Student Non-Academic Conduct](#).

B. Academic Programs

1. SAIT's academic programs will be regularly reviewed to ensure that students are provided with knowledge and skills on HSE requirements and best practices associated with and applicable to their industries and disciplines.
2. Deans, directors and where applicable, designates, are responsible for regularly reviewing program curriculum to ensure it meets the requirements set out above and is aligned with SAIT's HSEMS.

POLICY/PROCEDURE REFERENCE

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| HS.1.1 | Health, Safety and Environment policy |
| HS.1.1.4 | Health, Safety and Environment Council and Committees procedure |

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