



Policy Name	<b><i>Health, Safety and Environmental</i></b>		
Policy #	HS 1.0	Category	Health and Safety
Policy Owner	Vice President Administration	Effective Date	February 1, 2021
Policy Lead	Executive Director, Risk Management Services	Review Date	February 1, 2026
Approved by	Executive Committee	Approval Date	January 27, 2021

**1.0 Policy Statement**

NAIT considers the health and safety of students, employees, contractors, suppliers, service providers, tenants, volunteers, and visitors of primary importance in all that we do. Health, safety, and environmental stewardship are supported by our core organizational values of accountability, respect, collaboration, support, and celebration.

NAIT is committed to health, safety, and environmental stewardship through effective assessment, planning, communication, engagement, and education. NAIT’s Health and Safety Management System (HSMS), Environmental Management System (EMS) and Health and Safety Strategy are fundamental pillars in achieving this objective.

**2.0 Scope**

This Policy applies to all members of the NAIT community, including students, employees, volunteers, and visitors at NAIT owned and leased facilities, as well as at NAIT sanctioned events. This policy also applies to contracted organizations, vendors, and suppliers while providing direct services to NAIT and working at NAIT facilities.

**3.0 Definitions**

Term	Definition
Health and Safety Management System	It is part of the overall management of the organization that addresses OHS hazards and risks associated with its activities and improvements.
Environment	Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
Environmental Aspect	Elements of an organization’s activities or products or services that can interact with the environment.
Environmental Management System	It is part of the overall management of the organization that addresses environmental aspects, risks and opportunities, and compliance obligations.

Management	An employee whose position has been classified as Management based on job function, who is not covered by a Collective Agreement and is paid on the MAE grid at level 20 and over.
Program	Controlled Health and Safety documents providing instructions to support Procedures and Policies.
Supervisor	A person who has charge of a worksite or authority over a worker/employee

#### 4.0 Guiding Principles

- 4.1 All members of the NAIT community, including employees and students, share the responsibility for health, safety and environmental stewardship at NAIT.
- 4.2 Employees and students are responsible to protect their own safety, as well as the safety of other persons at the worksite by working in compliance with the Alberta Occupational Health & Safety (OHS) Act, Regulations and Code, applicable legislation, NAIT policies, procedures, programs and supporting documentation.
- 4.3 All members of NAIT leadership, including Management and Supervisors, are responsible for the implementation of health, safety and environmental programs designed to prevent worksite incidents, minimize the environmental impact of daily activities and promote and maintain the physical, psychological, and well-being of employees.
- 4.4 NAIT leaders are responsible for taking precautions necessary to protect the health and safety of employees and students under their supervision and comply with the employer and supervisory responsibilities under the Alberta OHS Legislation.
- 4.5 NAIT provides training and development to achieve compliance and build a culture that embraces continuous improvement of health, safety, and environmental stewardship for students and employees.
- 4.6 NAIT provides opportunities for employees to be engaged in the Joint Worksite Health and Safety Committee (JWSHSC) and Area Health and Safety Committees (AHSC).
- 4.7 NAIT provides opportunities for the JWSHSC to participate in the review and implementation of health, safety and environmental procedures and training.
- 4.8 Health, safety, and environmental procedures and practices at NAIT are designed to be sustainable, effective, and consistent across the institute.
- 4.9 Health, safety, and environmental policies and procedures are consistently applied across NAIT and align with NAIT's values of respect, collaboration, support, accountability, and celebration.
- 4.10 The EMS provides processes and practices that enable NAIT to reduce its environmental impact and maintain legislative compliance.

#### 5.0 Other Related Documents

- Alberta Occupational Health and Safety Act (OHS), Regulation and Code

- Canadian Centre for Occupational Health and Safety Guide to Writing an OHS Policy Statement
- CSAZ1000-Occupational Health and Safety Management System
- NAIT Strategic Health and Safety Plan 2015 – 2021
- SR 1.0 Students Rights and Responsibilities Policy
- Mental Health and Well-being Strategy
- Environment Management System Manual

***Document History***

<i>Date</i>	<i>Action/ Change</i>
September 11, 2020	Included a commitment to environmental management. Added the term “students” to the 4.2 and 4.4 sections. Added a reference to the SR.1.0 Students Rights and Responsibilities Policy and the Mental Health and Well-being Strategy.