



## Procedure

Procedure Name	<b><i>Health and Safety Participation</i></b>		
Procedure #	HS 1.1	Parent Policy	HS 1.0 Health, Safety and Environmental
Policy Owner	Vice President Administration	Effective Date	August 23, 2021
Procedure Owner	Executive Director, Risk Management Services	Review Date	August 23, 2026
Approved by	Executive Director, Risk Management Services	Approval Date	August 23, 2021

### 1.0 Purpose/ Background

This procedure outlines the responsibilities and opportunities related to employee participation in health, safety, and environmental activities, including participation in committees, the ability to report health, safety, and environmental concerns, and recommend improvements to procedures and practices.

Employee participation in health, safety, and environmental activities is an important element in the prevention of incidents and the reduction of risks in the workplace.

### 2.0 Definitions

Term	Definition
Hazard Assessment	A fundamental process that facilitates the identification, assessment, and mitigation of hazards in the workplace.
Health and Safety Committee	Is a group of worker and employer representatives working together to identify and solve health and safety concerns at the worksite. They also promote awareness and interest in health and safety.

### 3.0 Procedures

- 3.1 NAIT will ensure that training applicable to participation in health, safety and environmental activities is provided for employees.
- 3.2 Employees have the right to meaningful participation in health and safety activities pertaining to their worksite, including the ability to express health and safety concerns.
- 3.3 NAIT will provide employees access to information relevant to the Alberta Occupational Health and Safety (OHS) legislation, NAIT's Health, Safety and Environmental programs and activities through a variety of mediums, including online information, manuals, and training.
- 3.4 All NAIT employees are encouraged to participate in program development and implementation.

- 3.5 NAIT employees are provided with the opportunity to participate in hazard assessments and the control or elimination of the hazards identified in their work area.
- 3.6 Employees will report injuries, illnesses, hazards, and concerns without concerns of reprisal.
- 3.7 All employees have the opportunity to participate in workplace health and safety committees such as the Joint Work Site Health and Safety Committee (JWSHSC) and/or Area/Department Health and Safety Committees (AHSC) as outlined in NAIT Health and Safety Committee's terms of reference, the [HS.PRG.1 - Area Health and Safety Committees](#) and the [HS.PRG.24 – Joint Work Site Health and Safety Committee](#).

#### **4.0 Exceptions to the Procedure**

- 4.1 Exceptions to this procedure will be documented and formally approved by the Procedure Owner.
- Procedure exceptions will include:
- The nature of the exception.
  - A reasonable explanation for why the procedure exception is required.
  - Confirmation that the exception aligns with the general principles.
  - Any risks created by the procedure exception and how they will be managed.

#### **5.0 Related Documentation**

- 5.1 [Alberta Occupational Health and Safety \(OHS\) Act, Regulations, and Code](#)
- 5.2 HS.PRG.1 - Area Health and Safety Committee Program
- 5.3 HS.PRG.24 – Health and Safety Participation Program

#### **Document History**

<i>Date</i>	<i>Action/ Change</i>
August 23, 2021	Updated the document to the latest template. Removed the general principles section. Added the environment component. Updated the definitions table. Added the HS.PRG.1 and links. Removed the JWSHSC and Records Sections, the information is covered in the Program. Related documentation section updated.