

## **Nunavut Arctic College Health and Safety**

### **POLICY**

The College shall conduct its activities in a manner which will promote and maintain the highest degree of physical, mental, and social well-being of its employees and clients and will comply with the requirements of relevant legislation and bylaws thereby protecting its employees and students from factors promoting ill-health.

### **PRINCIPLES**

1. Nunavut Arctic College supports a safe and healthy learning and working environment.
2. The College encourages input from its constituents on matters relating to both health and safety.

### **PROCEDURES**

1. The College shall establish a Health and Safety Committee composed of members appointed by the President or designate.
2. The Health and Safety Committee shall report, through its Chairperson, to the President or designate.
3. Membership on the Health and Safety Committee shall have regional representation and include members from the following constituencies:
  - a] Student Council/Associations
  - b] Non-Instructional Staff
  - c] Instructional Staff
  - d] Community Learning Centre Instructional Staff
  - e] College Management (represented by the Senior Business Officer)
4. A Chairperson for the Health and Safety Committee shall be elected from the Committee membership.
5. The Health and Safety Committee shall be charged with the responsibility to:
  - a] Interpret legislation, regulations, acts and bylaws as they relate to the College.
  - b] Develop, recommend, review and amend policies, regulations and procedures regarding physical, mental and social health and safety issues affecting College constituents and facilities.

### **E.03 Health and Safety**

Learning Environment

*Nunavut Arctic College*

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- c] Serve as the focal point for the consideration of general health and safety issues affecting College constituents and facilities.
  - d] Consider and make recommendations for action regarding health and safety issues.
  - e] Solicit input from College constituents ensuring College-wide accessibility for the voicing of concerns regarding health and safety.
  - f] Make training and other educational programs regarding health and safety accessible to employees.
  - g] Promote health and safety.
6. As funds allow, the Health and Safety Committee shall meet at least three (3) times per academic year at the call of the Chairperson. One meeting will be held in person, the other two meetings shall be held via teleconference. Minutes of such meetings shall be posted at each Campus and forwarded to the Board of Governors for their information.
  7. Issues of concern regarding health and safety shall be brought to the attention of the Health and Safety Committee in writing by any College constituent, either through the Chairperson or a Committee Member.
  8. The Health and Safety Committee shall prepare a report at the end of each academic year outlining its activities for that year, including recommendations for consideration by the College. The report shall be forwarded to the President or designate for filing with the Board for information.