

HEALTH, SAFETY AND ENVIRONMENTAL SYSTEM

Section:	Health, Safety and Environment (HS)
Subject:	Health, Safety and Environment
Legislation:	<i>Occupational Health and Safety Act</i> (SA 2017 cO-2.1) and related legislation; <i>Environmental Protection and Enhancement Act</i> (RSA 2000 cE-12) 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

APPROVED: _____
President and CEO

POLICY

The Board of Governors is committed to protecting the health, safety and environment of all members of the SAIT community. Campus operations will be managed to minimize risks and fully comply with applicable legislation.

PROCEDURE

DEFINITIONS

SAIT community SAIT's governors, employees, students, contractors, and visitors.

GOVERNING PRINCIPLES

1. SAIT's Health, Safety and Environmental (HSE) policy and HSE Management System (HSEMS) will comply with the requirements of federal, provincial and municipal health, safety and environmental legislation and bylaws.
2. Senior executive and managers are accountable for implementing the HSE policy and procedures and an HSE Management System (HSEMS) that aligns with current legislation and that addresses the physical, psychological and social well-being of all members of the

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SAIT community. This accountability includes providing the resources and training necessary to fulfill this responsibility with the expectation that the SAIT community complies with the activities outlined in the HSEMS.

3. SAIT's HSEMS is the standard for all HSE-related processes within the SAIT community.
4. All members of the SAIT community shall cooperate in actively working towards continuous improvement in health, safety, and environment conditions at SAIT. Active participation by everyone, in every job, is required for HSE excellence.

PROCEDURE

A. SAIT Operations

1. The Health, Safety and Environment (HSE) department will establish and maintain a comprehensive Health, Safety and Environment Management System (HSEMS) to provide direction to the SAIT community for ensuring compliance with applicable legislative and regulatory requirements and for identifying hazards and establishing controls.
2. Schools/departments, with assistance from HSE, will develop procedures specific to their environments and using the HSEMS and its programs for direction and acceptable standards. Schools/departments will annually review their procedures against the HSEMS and its programs to ensure alignment with the HSEMS and compliance with applicable legislative and regulatory requirements for both occupational health and safety and environmental protection.
3. SAIT will establish a Health, Safety and Environment (HSE) Council, and schools/departments will establish HSE Committees, to support SAIT's HSEMS and associated programs and processes. The HSE Council and HSE committees will address HSE-related issues within their respective areas and will follow procedure [HS.1.1.4 Health, Safety and Environment Council and Committees](#).
4. Senior executive and managers are responsible to consider psychological impact factors such as organizational culture and leadership and expectations, psychological job demands, workload management, psychological protection and protection of physical safety in the design, implementation and continuous review of all operations under their mandate.

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5. Senior executive and managers are responsible to take into account environmental impact factors such as energy and resource consumption, waste production and disposal requirements, and recycling potential in the design, implementation and continuous review of all operations under their mandate.
6. SAIT will initiate and support appropriate conservation and efficiency measures in all its operations and will recognize and support HSE initiatives of members of the SAIT community.
7. SAIT will regularly review its HSEMS every 3 years or more frequently as needed and will consider changes and updates to the HSEMS in order to facilitate continuous improvement.
8. Members of the SAIT community may report incidents of:
 - a) Harassment, by following procedure [HR.4.10. Respectful Workplace and Learning Environment](#).
 - b) Violence, by following procedure [HS.1.2.1 Prevention of Violence](#).
 - c) Sexual assault and/or sexual violence, by following procedure [AD. 2.13.1 Sexual Assault and Sexual Violence](#).

B. Academic Programs

1. SAIT's academic programs will be regularly reviewed to ensure that students are provided with knowledge and skills relevant to their industries and disciplines in relation to:
 - a) Causes of environmental degradation and the factors involved in maintaining a healthy environment, including the concepts underlying sustainable development.
 - b) Connections among sound safety practice, conservation and environmental protection.
 - c) Intent of current federal and provincial HSE legislation.
 - d) Methods of HSE protection associated with the applicable industry or discipline.
 - e) Relative requirements and effectiveness of current HSE management systems and technology.

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2. Deans, directors and, where applicable, their designates, are responsible for regularly reviewing program curriculum to ensure it meets the requirements set out above and is aligned with SAIT's HSEMS.
3. Deans, directors and, where applicable, their designates, are responsible for ensuring that student input on HSE issues is sought and duly considered.

POLICY/PROCEDURE REFERENCE

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

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