



HEALTH & SAFETY POLICY

Authorizer: Office of the President

Version: V2

Effective Date: 2/4/2010

POLICY STATEMENT:

Conestoga College (Conestoga) is committed to providing a healthy and safe workplace, and learning environment. Conestoga will take every precaution reasonable to protect employees, students, contractors, and visitors. Conestoga continues to work towards our goal of preventing all injuries and illnesses in our workplace, and learning environments.

SCOPE:

This policy applies to all Conestoga employees, students, contractors, and visitors while on Conestoga property or participating in Conestoga events. This policy does not apply to contractors on construction projects where Conestoga is not the employer or constructor.

POLICY ELABORATION:

Conestoga will maintain an occupational health and safety management system that complies with legislative requirements guided by the Ontario Occupational Health and Safety Act and its regulations. This policy and the accompanying occupational health and safety procedures, programs, and guidelines form our health and safety management system.

Responsibility for the effective implementation of this policy rests upon all individuals to conduct themselves in a fashion that promotes a healthy and safe working and learning environment. Individual responsibilities are as follows:

- Supervisors are responsible for ensuring that healthy and safe working conditions are maintained in their assigned work areas.
- Employees, contractors, students, and visitors are responsible for working safely by following legislated and internal safe work programs and guidelines.
- All individuals must report any condition or practice not in agreement with this policy to the attention of managerial personnel.

DEFINITIONS:

Constructor

A person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. A person undertakes a project if they assume responsibility for it.

Contractor

Any person or entity contracted by Conestoga to provide goods or services on Conestoga-owned or leased property or at Conestoga coordinated off-site programs, functions or events. A contractor shall be considered an employer and meet or exceed Conestoga’s health and safety management system requirements unless otherwise determined to be a constructor. Refer to constructor and employer definitions.

Employee

Defined as any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Employer

A person who employs or contracts for the services of one or more employees. The term includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, sub-contractor to perform work or supply services.

REFERENCES:

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

REVISION LOG:

Revision/Review Date	Approval Body	Summary of Changes
February 4, 2010	Academic Coordinating Committee	Original
February 1, 2012	Academic Coordinating Committee	Reviewed
February 26, 2013	Academic Coordinating Committee	Reviewed
April 16, 2014	Academic Coordinating Committee	Reviewed
February 4, 2015	Academic Coordinating Committee	Reviewed
June 22, 2016	Academic Coordinating Committee	Reviewed
May 22, 2017	Academic Coordinating Committee	Reviewed

March 1, 2019
April 14, 2021
September 14, 2022

Academic Coordinating Committee
Academic Coordinating Committee
Academic Coordinating Committee

Reviewed
Reviewed
Revised format