COLLEGE POLICY

Policy No. & Title:	**P-101 Health & Safety**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-07-31

Purpose

To establish the guidelines and demonstrate the College's commitment to provide a safe and healthy campus learning and working environment.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

As prescribed in the respective provincial legislation.

Automated External Defibrillators (AED): is a portable electronic device that can audibly prompt and deliver an electric shock that will disrupt or stop the heart's dysrhythmic electrical activity. The shock can cause the heart to revert to a more effective rhythm during some life-threatening situations. However, the AED is not a stand-alone treatment. It is only one step in a chain of medical care involving cardio-pulmonary resuscitation, defibrillation, advanced life support with drugs and airway control, and cardiac intensive care in a hospital.

Protection from civil liability, user of defibrillator Section 2. (1) reads:

> 2.3.1 Despite the rules of common law, a person described in subsection (2) who, in good faith, voluntarily and without reasonable expectation of compensation or reward uses a defibrillator on a person experiencing an emergency is not liable for damages that result from the person's negligence in acting or failing to act while using the defibrillator, unless it is established that the damages were caused by the gross negligence of the person. 2007, c. 10, Schedule. N, s. 2 (1).

Naloxone

Naloxone is a drug that can temporarily reverse an opioid overdose. An overdose of opioid drugs such as fentanyl, morphine, heroin, methadone, or oxycodone can cause a person's breathing to slow or stop. Naloxone is an injectable medication that can reverse this so the person can breathe normally and regain consciousness. Naloxone does not work for overdoses such as cocaine, ecstasy, GHB or alcohol. However, if an overdose involves multiple substances including opioids, naloxone will help by temporarily reversing the effects of the opioid.

- Naloxone does not get a person intoxicated/stoned/high, quite the opposite.
- Naloxone is not poisonous and causes NO harm if swallowed.
- Naloxone is very safe.

POLICY

Principles

- The College is committed to providing a safe and healthy learning and working environments for all members of the College community, which includes:
  - Compliance with applicable legislation and regulations.
  - The Process for the identification of hazards.
  - Awareness training, risk mitigation and incident management.
  - Leadership towards the implementation of best practices in the prevention of illness and injury.
- Health and safety on the campuses is the responsibility of everyone.

Application

1) People & Culture will ensure:
   a) All employees are made aware of this policy and its procedures as part of the new hire orientation.
   b) All campus locations have at least two (2) certified employee members on the Joint Health & Safety Committee (JHSC).
      i) Training for JHSC certification is provided on a regular basis through an approved training provider.
   c) All campus locations will hold routine JHSC meetings, at least once every three (3) months.
   d) All JHSC meetings will be documented with an agenda and minutes.
   e) Facilities are inspected monthly.
   f) Monthly inspection reports are saved.
   g) Templates are made publicly available in XCAS for all JHSC member's use.
   h) All campus locations post, publicly, information pertaining to Health & Safety, JHSC agendas, minutes, Inspection Reports, and Ministry/Department recommendations/findings and their resolution date.
   i) All employees are made aware of P-103 Anti-Violence, Harassment & Discrimination and P-105 Sexual Harassment, Sexual Misconduct, and Sexual Violence Prevention, and their procedures as part of new hire orientation.

Note: If your workplace is entirely remote, or for hybrid setups when working from home, the

JHSC is still responsible for raising awareness on safety hazards that may affect remote employees, flagging these hazards for the employer, and working towards a solution. While it is not mandatory for JHSC members to attend each employee's physical home office, a self-inspection process should be in place. This could include a workstation set-up checklist, training on ergonomics, or mental health resources.

2) Additional training, through an approved training provider, will be provided to select campus employees as needed. This training will include;
    a) First Aid and CPR
    b) Use of an Automated External Defibrillator
    c) Administration of Naloxone

Related Policies

P-103 Anti-Violence, Harassment & Discrimination
P-105 Sexual Harassment, Sexual Misconduct, Sexual Violence Prevention – Governing Students and Governing Employees

Supporting Documents/Forms

P-101p Health & Safety - Procedure