

## Workplace Health and Safety Policy

### Overview

The **Alberta Post-Secondary Application System Society (APAS)** is committed to providing a safe environment for its staff, contractors, volunteers, and visitors. An effective health and safety management system that supports preventive and responsive attitudes and behaviors at all levels of management, supervision and staffing will help to ensure a safe environment. **Health and Safety** is a shared responsibility. APAS will enhance staff knowledge and the skills necessary to improve health and safety. The Provincial statute for this policy is the *Occupational Health and Safety Act* of the Government of Alberta.

### Purpose

The purpose of this policy is to articulate the objective of APAS to provide a safe environment for all members of staff, visitors, volunteers, and contractors, and to delineate responsibility for achieving this objective.

### POLICY

All persons involved in conducting daily affairs on behalf of APAS will integrate health and safety into their work according to all pertinent Acts, Codes, Guidelines, Regulations and all APAS Policies and Procedures. As far as it is reasonably practicable, all staff are expected to meet these minimum standards and to eliminate or control workplace hazards. As far as it is reasonably practicable, the **Executive Director** and **supervisors** are responsible and accountable for making their work areas safe and for ensuring that staff members are aware of the health and safety requirements of their work activities. All staff and contractors are responsible and accountable for working in a manner that will not put themselves, their coworkers, clients, visitors, or the general public at risk of injury.

### DEFINITIONS

<b>Hazard</b>	A condition or behaviour that has the potential to cause injury or loss. Hazards may be physical, chemical, biological or psychological.
<b>Health and Safety</b>	The systematic methodology that helps to ensure the work environment is free from unacceptable risk, thereby reducing the human and financial impact.
<b>Supervisor</b>	A person who has been delegated supervisory responsibility for others working for APAS.