



Policy Number	21
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Implantation Date	September 2022
Approved By	President, VP of Operations
Upcoming Review	September 2027

Health & Safety Policy

Purpose

ACATCM is committed to the health, safety, and wellbeing of all members of ACATCM community, to the provision of a safe and healthy work and study environment. ACATCM is also committed to the protection and maintenance of the health and safety of others in the prevention of injury or illness.

Scope

This policy applies to all ACATCM members and students.

Policy

The employer, clinic preceptors, faculty and staff, and students at every level have some responsibility in ensuring health and safety in the workplace. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological and social well-being of all.

1. ACATCM is committed to having a work and study place that promotes:
 - a) The health, safety and welfare of workers on campus sites;
 - b) The health, safety and welfare of other persons at or near the work site who may be affected by hazards originating from the work site;
 - c) Workers/students are aware of their occupational health and safety rights and duties;
 - d) Workers/students are not subjected to or participate in harassment or violence at the work site;
 - e) Workers/students are supervised by a person who is competent and familiar with the *Occupational Health and Safety Act*, regulations, and Code;
 - f) Health and safety concerns are resolved in a timely manner.
2. ACATCM staff members and students hold some level of responsibility to:
 - a) Protect the health and safety of themselves and other people in all campus locations;

- b) Co-operate with their clinic preceptors and employer to protect the health and safety of themselves and others;
- c) Use all devices and wear all personal protective equipment for the worker's protection;
- d) Refrain from causing or participating in harassment or violence;
- e) Report concerns on unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.

Procedures for Incident Report and Investigation:

All incidents must be reported to ACATCM regardless of how minor so that ACATCM can investigate, correct, and ensure similar incidences can be avoided. In the event of a health or safety concern ACATCM staff members must fill out the “*Incident Reporting and Investigation Form*” or a “*First Aid Record*” and collect the following information:

- a) Name of worker/student and job title
- b) Date and time of injury or illness
- c) Date and time injury or illness reported
- d) Incident reported to whom and their job title
- e) Location of incident
- f) Type of incident (first aid, medical, serious injury, etc.)
- g) Nature of injury or incident
- h) Damage to property or equipment
- i) Witness name, job title and statement
- j) Description and cause of injury and incident

Under the office of Human Resources, The Head of Occupational Health and Safety will work collaboratively with other staff of the ACATCM who may help assess and provide feedback specific to each area of the campus where work is conducted. These assessments include but are not limited to:

- a) Hazard assessment and control;
- b) Update Emergency response plan;
- c) Update Emergency contact list;
- d) Delegate an Internal worksite inspection to be performed by clinical preceptors.

The ACATCM completed a health and safety assessment May 03, 2021, and an internal worksite inspection September 18, 2021, and will complete and update assessments as per the above scenarios. Areas of improvement and feedback will be provided to the Vice-President (Finance and Human Resources, & Operations), the Presidents, and Executive Director for assessment. Respective offices and/or departments in which improvements need to be made will be overseen by the Head of Occupational Health and Safety.