

Policy Name	Staff and Learner Safety		
Policy #	608	Category	600: HEALTH & SAFETY
Steward	VP, Corporate Services	Date Approved	May 28, 2025
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College is committed to providing safe, secure learning and working environments for all learners, staff, and visitors. Suncrest College endeavors to provide a hazard free environment and to minimize risks and will adhere to relevant legislation by implementing internal policies, procedures and processes.

The Safety policy outlines Suncrest College's commitment to minimizing or eliminating risks and hazards on campuses and requires that health and safety be a primary objective in operations. Compliance with procedures, regulations, standards and legislation will be expected.

PRINCIPLES

Suncrest College shall establish procedures for creating healthy and safe campuses which will respond to risks within a building, threatening behaviors and traumatic events.

SCOPE

Staff and learners will have the necessary information to attend to situations of risk and safety.

DEFINITIONS

"Act" means *The Saskatchewan Employment Act*;

"Co-chairpersons" means, with respect to campus Occupational Health Committee or Safety Committee, the worker co-chairperson elected pursuant to the Regulations and the employer or contractor co-chairperson appointed pursuant to the Regulations;

"ARTO" means the assessment of risk to others;

"Committee" means an occupational health committee if the campus has 10 or more workers or a safety committee if the campus has less than 10 workers;

"CIRT" means the Critical Incident Response Team;

"Critical Incident" means Critical incidents (formerly referred to as traumatic events) are defined as any situation that occurs on-site or off-site that may have a significant impact on learners, staff, and/or community;

"CTASP" means Community Threat Assessment Support Protocol;

"Debriefing" means a proactive, professionally led, post-incident intervention involving a group meeting or discussion about a critical incident or emergency incident;

"Emergency incident" means the circumstances giving rise to a specific emergency operation;

"First aid" means immediate assistance given in case of injury until medical aid has been obtained;

"First aid attendant" means the holder of a valid:

- (a) class A qualification;
- (b) class B qualification;
- (c) license to practice issued pursuant to *The Paramedics Act*; or
- (d) license, certificate or other qualification that is equivalent to or superior to a qualification set out in clauses (a) to (c);

"First aid register" means the register required by the Regulations;

"First aid station" means a work-related area containing the supplies and equipment required by the Regulations;

"Harassment" means any inappropriate conduct, comment, display, action or gesture by a person towards a worker that either:

- (a) is based on a prohibited group defined in The Saskatchewan Human Rights Code, 2018 or on physical size or weight; or adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause the worker to be humiliated or intimidated; and
- (b) constitutes a threat to the health or safety of the worker; or any conduct, comment, display, action or gesture by a person towards a worker that is of a sexual nature; and the person knows or ought reasonably to know is unwelcome;

"Harmful" means known to cause harm or injury;

"Hazardous" means likely to cause harm or injury in certain circumstances;

"Hazardous information" means information on the proper and safe use, storage, handling and disposal of a hazardous product, and includes information relating to the product's health and physical hazards;

"Hazardous product" means a hazardous product as defined in the *Hazardous Products Act* (Canada);

"Hazardous waste" means a hazardous product that is:

- (a) intended for disposal; or
- acquired or generated for recycling or recovery;

"Injury" includes any disease and any impairment of the physical or mental condition of a person;

"Instruct" means to give information and direction to a worker with respect to particular subject-matter;

"Learner" means all individuals enrolled as students;

"Medical facility" means a medical clinic or office where a physician or registered nurse is always readily available;

"Occupational health and safety" means: (i) the promotion and maintenance of the highest degree of physical, mental and social well-being of workers; (ii) the prevention among workers of ill health caused by their working conditions; (iii) the protection of workers in their employment from factors adverse to their health; (iv) the placing and maintenance of workers in working environments that are adapted to their individual physiological and psychological conditions; and (v) the promotion and maintenance of a working environment that is free of harassment;

"Officer" means an occupational health officer;

"Practicable" means possible given current knowledge, technology and invention;

“Reasonably practicable” means practicable unless the person on whom a duty is placed can show that there is a gross disproportion between the benefit of the duty and the cost, in time, trouble and money, of the measures to secure the duty;

“Representative” means an occupational health and safety representative;

"Regulations" means The Occupational Health and Safety Regulations, 2020;

"Risk" means a combination of the likelihood of the occurrence of harm and the severity of that harm;

"Sexual violence" means any unwanted act, physical, verbal, or psychological, carried out through sexual means or by targeting sexuality;

“Supervisor” means an individual who is authorized by an employer to oversee or direct the work of the employer’s work;

“Supplier” means, unless otherwise stated, a person who supplies, sells, offers or exposes for sale, leases, distributes or installs any biological substance or chemical substance or any plant to be used at a place of employment;

"Supplier label" means a label provided by a supplier that contains the information elements required by Part 3 of the *Hazardous Products Regulations*;

"Supplier safety data sheet" means a safety data sheet prepared by a supplier that contains the information required by Part 4 of the *Hazardous Products Regulations*;

"Threat" means an expression of intent to do harm or at out violently against someone or something. It may be verbal, written, drawn, posted on the internet, or made by gesture;

"Threat assessment" means a process of determining if a threat-maker actually poses a risk to a target or targets they have threatened;

"Vehicle" means a machine in, on or by which a person or thing may be transported, and includes powered mobile equipment;

"Violence" means attempted, threatened, or actual conduct of a person that causes, or is likely to cause, injury and includes any threatening statement or behavior that gives an individual reasonable cause to believe that they are at risk of injury;

“Work” and “at work” means:

(a) the time during which a worker is in the course of the worker’s employment; or

(b) the time that a self-employed person devotes to work as a self-employed person;

“Worker” means: (i) an individual, including a supervisor, who is engaged in the service of an employer and includes a person who is enrolled in a secondary or post-secondary educational institution and who:

(a) is permitted by an employer, directly or indirectly, to perform work or services; or

(b) is being trained by an employer; or (ii) a member of a prescribed category of individuals;

“Work-related area” means all places that are ancillary to a place of employment, and includes lunchrooms, restrooms, first aid rooms, lecture rooms, parking lots under the control of the employer or contractor, offices and work camp living accommodations, but does not include a permanent living accommodation;

"Workplace first aid risk assessment" means a process to determine the risk level in a workplace as it relates to the provision of workplace first aid services, first aid kits and supplies as defined in CSA standard;

“Worksite” means an area at a place of employment where a worker works or is required or permitted to be present;

"Worrisome behavior" means behaviors that cause concern for members of the college or the community that may indicate that an individual is moving toward a risk of serious violent behavior.

PROCEDURES

1. General

- 1.1** The President or designate will ensure that College policies, procedures, crisis plans, and related handbooks are reviewed on an annual basis and revised as required.
- 1.2** The President or designate will ensure that senior management and campus leaders are involved in safety and crisis management training on at least an annual basis.
- 1.3** The President or designate will ensure that senior management and staff have the necessary training to comply with legislation and industry best practices as required to facilitate learner and worker safety.

2. Occupational Health

2.1 Occupational Health and Safety legislation

College staff will work in consultation and cooperation to ensure that the health and safety requirements of The Saskatchewan Employment Act and The Occupational Health and Safety Regulations are implemented and integrated into College work and learning activities.

Operational procedures will inform:

- 2.1.1 the general duties for health and safety
- 2.1.2 the rights and responsibilities of everyone in workplace
- 2.1.3 the shared responsibility of identifying and controlling hazards
- 2.1.4 the reporting mechanisms to be used and the penalties for non-compliance

2.2 OHS Committee

Occupational Health Committees will operate in all locations with ten or more staff. In campuses with less than ten staff a Safety Committee will operate. The College will give these Committees the opportunity:

- 2.2.1 to be informed of information essential to making reasonable and informed assessments within the worksite
- 2.2.2 to review relevant health and safety information, to review the possible alternatives and to be consulted in resolving health and safety matters
- 2.2.3 to be considered on recommendations of options and alternatives
- 2.2.4 to promote health and safety awareness

2.3 Responsibilities of Supervisors and Workers

The College recognizes that everyone has shared responsibility and expectations of working together to prevent occupational injuries and illnesses.

- 2.3.1 Supervisors and staff are expected to be accountable for health, safety and environmental management within their authority and ability to do so.
- 2.3.2 Supervisors and staff have a duty to cooperate in controlling workplace hazards and to take precautions to protect themselves and others from hazards.
- 2.3.3 Supervisors and staff are expected to promote health and safety awareness.

2.4 Right to Know

Staff and learners have the right to know of hazards that may cause injury or illness associated within the workplace or learning activities.

- 2.4.1 Staff and learners have the right to be involved in health and safety within the College.
- 2.4.2 Staff and learners have the right to refuse to do participate in an activity where reasonable grounds to believe is unusually dangerous.

2.5 Working Alone

The College will provide procedures to eliminate or reduce the risk of injury, ill health or emergency when a staff member is the only worker on duty and where assistance would not be readily available.

2.6 Reporting

The College will ensure that all serious incidents are reported to the necessary supervisors, departments, and if applicable, authorities to aid in the appropriate investigation of any serious incident or injury (or near miss). The President and CEO is the spokesperson to the media if required.

3. Fire Safety and Evacuations

3.1 Occupational Health and Safety Legislation and Responsibilities

College staff will work in consultation and cooperation to ensure that the fire safety plan requirements of Section 25-2 of The Occupational Health and Safety Regulations are implemented and integrated into College work and learning activities. Operational procedures will be available.

3.2 Fire drill and evacuation plan preparation and responsibilities

A detailed fire drill and evacuation plan for all campuses will be implemented to ensure that all staff and learners are fully informed of their duties and responsibilities.

3.3 Number of drills and evacuations to complete each year

Three (3) fire and evacuation drills are to be completed each academic year.

3.4 Posting detailed fire drills and evacuation plan

A detailed fire drill and evacuation procedure must be posted and accessible in a conspicuous place for all staff.

4. First Aid, Injury or Medical Procedures

4.1 Occupational Health and Safety Legislation and Responsibilities

College staff will work in consultation and cooperation to ensure that the first aid and reporting requirements of Part 5 of The Occupational Health and Safety Regulations are implemented and integrated into College work and learning activities. Operational procedures will inform:

4.1.1 applications of first aid for medical issues

4.1.2 responsibilities in the event of an incident

4.2 First Aid Materials, AED/LIFEPAK

First aid kits, AED/LIFEPAK devices providing defibrillators, and first aid trained staff will be on sight at each campus to ensure emergent treatment of staff, learners, contractors or public in the event of an injury or medical episode.

4.3 Training of First Aid and CPR

The College will ensure certified First Aid attendants are trained and available for each campus.

4.4 Handling Incidents

Staff will be informed on how to best attend to an injured person, and how to handle incidents, near-misses or medical episodes; additionally, Staff will be informed on how to handle reporting requirements for incidents.

5. WHMIS

5.1 Occupational Health and Safety Regulations, Act Requirements and Responsibilities

College staff will work in consultation and cooperation to ensure that the health and safety requirements of The Saskatchewan Employment Act and Part 22 of The Occupational

Health and Safety Regulations are implemented and integrated into College work and learning activities.

Operational procedures will inform the requirements of meeting Workplace Hazardous Materials Information System (WHMIS) including:

- 5.1.1 hazard identification, product classification, labelling, safety data sheets and education
- 5.1.2 product classification, labelling and safety data sheets (SDS)
- 5.1.3 responsibility for safe handling and disposal of hazardous chemicals
- 5.1.4 control measures and penalties for non-compliance

5.2 SDS E-Binder

Staff will ensure a Supplier Safety Data Sheet (SDS) E-binder is available on the College website and remains current.

5.3 Training

Staff that are using or being exposed to hazardous chemicals must be trained and remain certified in WHMIS.

6. Violence Threat Risk Assessment (VTRA) and Critical Incident Response (CIR)

6.1 Responding to behaviors or incidents posing risk or incidents that are critical and/or traumatic

6.2 College staff will work cooperatively and expeditiously to address a critical incident or traumatic event that occurs on or off campus to which can affect the safety or well-being of the campus community or the operations of the College. This includes:

- 6.2.1 Committing to practices to identify and address behaviors that may pose a risk of violence to others through the Violence Threat Risk Assessment (VTRA) protocol which includes Assessing the Risk to Others (ARTO). Reference Policy 601: Violence Threat Risk Assessment.
- 6.2.2 Implementing the Critical Incident Response (CIR) Plan which will guide College staff in responding to information shared about a critical incident or traumatic event.

6.3 Critical Incident Response, Team, and Plan

Roles and responsibilities are assigned to stakeholders in the College to ensure appropriate measures guide the Critical Incident Response of a critical incident or traumatic event, it's post- incident review and it's debrief activities. A Critical Incident Response Plan is available.

- 6.3.1 Internal stakeholders are assigned to roles within the CIR Plan; and, are aware of, trained in, and available for their responsibilities to determine the severity of the incident and to apply the appropriate response.
- 6.3.2 Information is shared widely within the College community to ensure all staff and learners are aware of how to respond to the knowledge of a violent threat, a critical incident or traumatic event.

6.4 Committee Representation

Core committee members of the Critical Incident Response Team will be the Managers of: (1) Learner Experience, (2) Foundational Skills & English Language Training, (3) Post Secondary Education, (4) International and Inclusion; the Managers of Human Resources and Facilities and Maintenance will be included when required.

6.4.1 the Manager of Learner Experience will serve as Chair

6.5 Fair Notice

The President and CEO or designate will issue a letter of Fair Notice annually to staff and learners.

6.5.1 There is a duty to report high-risk, immediate threat-related and worrisome behaviors.

6.6 Communication

Further to Section 13, the President and CEO will act as the primary spokesperson for the College. In the event of a critical incident or traumatic response the President and CEO, in consultation with the Chair of the Critical Incident Response Team, will prepare necessary statements when circulation of information to media, staff and learners is deemed appropriate.

6.6.1 The President and CEO may designate another staff member to act as primary spokesperson.

6.6.2 If appropriate, a press conference will be conducted under the direction of the President and CEO, who will designate any other spokespersons.

7. Emergency Management

7.1 Emergency Preparedness

The Saskatchewan Employment Act directs employers to "ensure, insofar as is reasonably practicable, the health, safety and welfare" for workers and learners. College staff will work in consultation and cooperation to ensure that measures are in place and thorough drills and reviews are conducted, so as to be prepared to meet emergent needs that may occur from disasters or threats. Operational procedures will be available.

7.2 Debrief and Reporting

The College will ensure that campus staff, with the Critical Incident Response Team if appropriate, will have an opportunity to debrief after emergency or crisis events.

7.2.1 Staff will be informed on how to handle reporting requirements for emergency and crisis events.

7.3 Evacuation Procedures

A detailed evacuation plan for all campuses will be implemented to ensure that all staff and learners are fully informed of their duties and responsibilities.

7.4 Lockdown Procedures

A detailed lockdown plan for all campuses will be implemented to ensure that all staff and learners are fully informed of their duties and responsibilities.

7.5 Hold and Secure

A detailed hold and secure plan for all campuses will be implemented to ensure that all staff and learners are fully informed of their duties and responsibilities.

7.6 Shelter in Place

A detailed shelter in place plan for all campuses will be implemented to ensure that all staff and learners are fully informed of their duties and responsibilities.

8. Anti-Harassment

8.1 Occupational Health and Safety Legislation Requirements and Responsibilities College staff will work in consultation and cooperation to ensure that a policy to prevent harassment is available and integrated into College work and learning activities in accordance with Section 3-25 The Occupational Health and Safety Regulations. Reference Policy 602 which informs:

8.1.1 the definitions of what constitute harassment

8.1.2 the commitment that workers are entitled to work free from harassment and that every reasonable effort will be made to ensure no worker is subjected to harassment

8.1.3 the commitment for a process where complaints of harassment may be brought forward, complaints will be handled through investigation and resulting corrective actions

- 8.1.4 the worker's right to file a complaint with the Saskatchewan Human Rights Commission and the right to request assistance of an occupational health officer

8.2 Informal and Formal Processes

The policy will detail the process for complainants to use in both informal and formal situations;

- 8.2.1 Internal stakeholders are assigned to roles within the CIR Plan; and are aware of, trained in, and available for their responsibilities to determine the severity of the incident and to apply the appropriate response.
- 8.2.2 The processes will specify the responsibilities of and actions to be used by the Human Resources and Learner Services departments, which may include mediation, internal- or third-party investigators.

8.3 Alternate Measures and Variations

The College has discretion to make temporary interim measures and to have flexibility in any actions required during the investigation.

8.4 External Sources

The College will outline a process for when members of the general public are harassing others on College premises.

8.5 Responsibilities and Rights in Reporting and Non-disclosures

The obligations of staff and learners when observing harassing behaviors will be detailed as will College's responsibility to not disclose names of individuals pursuant to the policy.

9. Violence Prevention

9.1 Occupational Health and Safety Legislation Requirements and Responsibilities College staff will work in consultation and cooperation to ensure that a policy to prevent harassment is available and integrated into College work and learning activities in accordance with Section 3-26 The Occupational Health and Safety Regulations. Reference Policy 604 which informs:

- 9.1.1 the definition of what constitutes violence
- 9.1.2 the identification of work locations and staff positions that may be exposed to violent situations
- 9.1.3 the process the College will follow to inform workers of risk and the actions being taken to minimize or eliminate the risk
- 9.1.4 the procedure to follow when a worker has been exposed to a violent incident
- 9.1.5 the College's commitment to provide a program for workers which covers violence prevention, conflict resolution, and emergency response

9.2 Procedures for Staff

The policy will detail the process for staff to use when involved in a threat, violent or potentially violent incident.

- 9.2.1 Staff will be informed that they have the right to contact the police, that they are responsible to report the incident to their supervisor, and that they are required to complete the Incident/Injury Notification Form
- 9.2.2 Supervisors will ensure staff are referred to a physician and/or counsellor
- 9.2.3 Supervisors will investigate violent incidents and inform the Campus Occupational Health or Safety Committees, the Leadership Council and Workers Compensation Board (if required).

9.3 Procedures for Learners

- 9.3.1 Learners will be informed that they have the right to contact the police, that they are responsible for reporting the incident to their program Chair, and that they are to complete an Incident / Injury Notification Form
- 9.3.2 Program Chairs will ensure learners are referred to a physician and/or counsellor
- 9.3.3 The program Chair will investigate violent incidents, inform the Human Resources department of the incident, and complete the Incident / Injury Investigation Form
- 9.3.4 The student disciplinary process will be followed, and the Leadership Council will be informed

9.4 Sexual Violence

The College will provide a policy which commits to reducing sexual violence and creating a safe space for staff and learners.

- 9.4.1 Reference Policy 603 Sexual Violence which informs the College's roles and responsibilities in responding to incidents of sexual violence

10. Security

10.1 Video Surveillance

Video surveillance technology will be used for the safety and security of the College's assets and property while protecting the privacy of staff, learners and public. Operational procedures for surveillance, monitoring, access, storage and disposal of recorded images will be available.

- 10.1.1 Video monitoring of premises will be conducted in a professional, ethical and legal manner.

10.2 Workplace Security

The College has the responsibility to protect the safety and security of staff, learners and public along with buildings and property. Operational procedures will be available.

- 10.2.1 College campuses include owned, leased and Joint-Use facilities.

11. Protective Equipment

11.1 Worker and Learner Safety

College staff will work in consultation and cooperation to ensure that the health and safety requirements and protective equipment measures specified within The Occupational Health and Safety Regulations are implemented and integrated into College work and learning activities.

- 11.1.1 Staff and learners are required to wear safety and protective equipment as required for use in their work or instructional program.
- 11.1.2 Instructors are responsible for providing the applicable safety course, ongoing instruction and supervision of protective equipment requirements
- 11.1.3 Workers and instructors are required to be aware of and comply with the PPE requirements in the Safety Data Sheets in the Suncrest Central E-Binder

12. Dangerous and Communicable Diseases

12.1 General

The College is committed to ensuring the health and safety of staff, learners and communities as well as protecting the privacy of workers and learners.

- 12.1.1 The President and CEO may consult with the regional medical health officer and direct any additional protocols in hygiene, sanitation or campus activities.

12.2 Pandemic

The College is committed to implementing various strategies to mitigate the risk posed by a pandemic.

- 12.2.1 The College will apply public health guidance from the Saskatchewan Health Authority, the Chief Medical Health Officer of Saskatchewan, Regional Medical Health Officers and any Public Health Order of the Government of Saskatchewan.

13. Communication

13.1 President's Responsibility

The President and CEO acts as the primary spokesperson for the College with respect to the media or when circulation of informative statements are deemed appropriate to media, staff and learners.

13.2 Staff will direct any written or verbal inquiries, including those from media to the President and CEO.

13.3 The President and CEO may designate another staff member to act as a primary spokesperson.

13.4 If circumstances dictate that a press conference is required, it will be conducted under the direction of the President and CEO, who may designate other stakeholders to be spokespersons.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

Saskatchewan Employment Act

The Occupational Health and Safety Regulations, 2020

The Local Authority Freedom of Information and Protection of Privacy Act

Hazardous Products Act (Canada)

Hazardous Products Regulations

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

CIRT Handbook

E-Binder (Suncrest Central under Safety)

Emergency Management Procedures

Fire Drill and Evacuation Checklist

Fire Drill and Evacuation Procedures

First Aid, Injury or Medical Procedures

Incident / Injury Notification Form

Letter of Fair Notice

North East Community Threat Assessment Support Protocol

OH Committee Minutes Form

OH Committee Minutes with Fillable Link

OHS Compliance Procedures

oipc.sk.ca (Office of the Saskatchewan Information and Privacy Commissioner)

[Policy 601 Violence Threat Risk Assessment](#)

[Policy 602 Anti-Harassment](#)

[Policy 603 Sexual Violence](#)

[Policy 604 Violence Prevention](#)

[Policy 605 Incident and Injury Reporting](#)

Video Surveillance Guidelines for Public Bodies

Video Surveillance Procedures

WHMIS Procedures

WHMIS.org

Workplace Security Procedures

worksafesask.ca

Yorkton and Area Community Threat Assessment Support Protocol