

1.0 Purpose

SKG is committed to provide a safe, healthy, and respectful work and learning environment.

This policy sets out SKG's commitment to provide a safe and healthy workplace for its employees, students, and others in SKG's community.

2.0 Definitions

"Director of Human Resources" means the senior executive appointed by SKG's board who is responsible for human resources policy and oversight of human resources processes (regardless of the title of that position).

"OHSA" means the Occupational Health and Safety Act.

"WSIB" means the Workplace Safety and Insurance Board.

"Employee" means a person who performs work for wages in any capacity for SKG, whether a full-time or part-time employee, and whether or not the employee has supervisory duties. Independent contractors and volunteers are excluded from this definition.

"Supervisor" means a person to whom the employee directly reports. For purposes of OHSA, a person who has charge of a Workplace or authority over a Worker.

"Workplace" means any site at which the employee works including any property or buildings owned, leased, or managed by SKG and any other place an employee is located while performing work for SKG or while representing SKG. This includes operating SKG equipment or a personal vehicle when the employee is on duty.

3.0 Applicability

This policy applies to all employees (whether full-time, part-time or contract) as defined under the Occupational Health and Safety Act (OHSA) while acting in a capacity defined by their relationship to SKG.

This policy also applies to students, volunteers, and other members of the SKG community while they are in SKG facilities.

4.0 Compliance with legislation

SKG is committed to remain in compliance with all applicable legislation that creates obligations on SKG as an employer, creates duties and obligations for SKG's employees, and creates rights for SKG's employees.

The Director of Human Resources shall ensure that SKG's processes and practices are in compliance with applicable legislation concerning a safe, healthy, and respectful work and learning environment.

5.0 Health and safety

The *Occupational Health and Safety Act* and prescribed regulations define the essential standards for health and safety performance for employers, employees, and contractors. SKG is committed to achieving and maintaining compliance with federal, provincial and municipal environmental, health and safety laws, and standards of regulatory authority respecting the OHSA. Other legislation may also set standards.

All SKG employees, students, volunteers, and community members have a legal responsibility to adhere to health and safety laws comply with all relevant health and safety legislation and SKG policies. SKG will take every precaution reasonable for the protection of all members of the SKG community by minimizing hazards, preventing workplace injuries or illnesses, and protecting the environment.

The Director of Human Resources shall establish and maintain processes for ensuring compliance with health and safety standards and requirements set out in the OHSA and other legislation as relevant, including comprehensive training to SKG employees and supervisors.

The Director of Human Resources shall ensure that SKG meets its obligations to any employee who sustains a workplace injury or illness and its obligations as an employer to the WSIB.

SKG is committed to identifying and addressing workplace hazards and preventing occupational injuries and illnesses and expects supervisors at all levels to be responsible and accountable for injury and illness prevention.

SKG acknowledges a responsibility for and a commitment to protection of the environment by applying the principles of the Environmental Protection Act and its regulations as a minimum standard by which to manage SKG's operations. SKG is committed to the conservation and improvement of the environment by minimizing environmental impacts arising from its activities and promotes and supports environmental management policies and environmentally responsible practices throughout SKG's operations.

6.0 Workplace harassment

Prevention of and response to workplace harassment is addressed in a separate SKG policy, Prevention of Harassment and Discrimination.

7.0 Workplace violence

Every SKG employee has a right to a working environment free from workplace violence. Workplace violence is prohibited at SKG. SKG will not tolerate workplace violence from any person, including employees, students, customers, contractors, and members of the public.

For this policy, workplace violence means:

- The exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee.
- An attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee

- A statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to an employee in a workplace.

Domestic violence occurs in the workplace when a person who has a personal relationship with an employee such as a spouse or former spouse, current or former intimate partner or a family member that may physically harm, or attempt or threaten to physically harm, an employee at work. In these situations, domestic violence is considered workplace violence.

No member of the SKG community shall engage in violent conduct or make threats of violence, implied or direct, in the workplace.

Any member of the SKG community that becomes aware that violence or the threat of violence has taken place towards an employee must report that behaviour immediately to a supervisor, a person in authority, or police.

Where such behavior is reported to a supervisor, the supervisor shall immediately report this to the Director of Human Resources.

The Director of Human Resources shall initiate an investigation and ensure a response to all complaints or incidents of workplace violence as appropriate, in a fair, respectful, and timely manner.

Information provided about a complaint or incident will not be disclosed except to the extent necessary to protect employees, to investigate the complaint or incident, to take corrective action, or as otherwise required by law.

All persons involved in allegations of workplace violence are to be treated fairly and impartially and maintain the rights, privileges and protections afforded to them under legislation.

Members of the SKG community who are found to have engaged in threats, intimidation or violence may be subject to disciplinary action which may include, but is not limited to, termination of employment, expulsion from educational programs, and/or a ban from SKG property/facilities.

It is a breach of this policy for any person to take reprisal against any individual because they have participated in a process under this policy. A written allegation that reprisal has been made or threatened will be treated as a complaint under this policy. Retaliation or threat of retaliation or reprisal may result in disciplinary action under this or other SKG policies.

8.0 Related Policies, Procedures & Documents

Procedure for HR 04 Safe and Healthy Workplace

This and other SKG human resources policies and procedures may be found [here](#).

9.0 Responsible Officer

Director of Human Resources

10.0 Version history

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SKG gratefully acknowledges that parts of this policy are based on policies of the University of Guelph.