

1. POLICY STATEMENT

Banff Centre is committed to providing a safe and healthy work, learning, living and creative environment that promotes and maintains the highest degree of physical, psychological and social well-being. In support of this commitment, Banff Centre will maintain an integrated Health and Safety Program that complies with, or exceeds, legislative requirements and promotes a culture of health and safety responsibility.

2. PURPOSE

This policy confirms Banff Centre's commitment to establishing and maintaining a healthy, safe and sustainable working, learning, living and creative environment and establishes the framework for delivery on this commitment.

3. APPLICABILITY

This policy applies to all members of the Banff Centre Community.

4. POLICY ELEMENTS

4.1. Health and Safety Program

4.1.1. Banff Centre will maintain an integrated Health and Safety Program (the "Health and Safety Program") that fulfills the requirements outlined in applicable legislation and all associated regulations, codes and standards.

4.1.2. Health and safety considerations will be incorporated into all organizational activities.

4.1.3. Banff Centre will ensure that all Employees and Contractors are provided with the training and tools required to perform their work safely pursuant to the Act and associated regulations, codes and standards.

4.1.4. Emergency planning, response and recovery considerations will be consistent with the Banff Centre Campus Emergency Response Plan.

4.1.5. An individual who is found to have violated this policy may be subject to disciplinary action up to and including termination of employment or termination of any other relationship that individual has with Banff Centre.

4.2. Responsibilities

4.2.1. The Leadership Group is responsible for:

- a) ensuring the Health and Safety Program is established and maintained so that operational activities are managed in a manner consistent with applicable law and this policy; and
- b) assigning accountability for the overall development and implementation of the Health and Safety Program.

4.2.2. The Vice President, Talent Management and Culture is responsible for:

- a) ensuring resources are in place to design and implement the Health and Safety

Program; and

- b) receiving, reviewing, and responding to health and safety matters put forward by the Joint Committee to Banff Centre.

4.2.3. The Health and Safety Officer is responsible for:

- a) developing, and implementing the Health and Safety Program and related standards, procedures, programs, and guidelines;
- b) providing guidance on roles and responsibilities;
- c) assessing compliance with the Health and Safety Program and related standards, policies, procedures, programs, and guidelines;
- d) promoting awareness of this policy, all components of the Health and Safety Program, and applicable legal requirements;
- e) conducting health and safety inspections and investigations;
- f) providing and approving training on matters relating to health, and safety; and
- g) acting as a resource to the Banff Centre Community on health and safety matters.

4.2.4. The Leadership Group members, department heads, directors, managers, and supervisors are responsible for:

- a) knowing, understanding, and complying with the components of the Health and Safety Program that apply to their areas of responsibility;
- b) supporting the implementation and execution of components of the Health and Safety Program that apply to their areas of responsibility; and
- c) ensuring that Employees in their portfolio comply with requirements of the Health and Safety Program and are competent to perform their job safely.

4.2.5. All Members of the Banff Centre Community are responsible for:

- a) knowing, understanding and applying all components of the Health and Safety Program that are relevant to their work or participation at Banff Centre;
- b) promptly reporting injuries or other health or safety incidents in which they are involved or have witnessed; and
- c) completing any required training and only performing work or engaging in activities if they are trained and competent to do so safely.

4.2.6. The Joint Committee is responsible for:

- a) reviewing and advising on health and safety matters and participating in related activities as described by the Joint Committee's terms of reference and the Act.

5. DEFINITIONS

Act. The *Occupational Health and Safety Act* (Alberta).

Banff Centre Campus Emergency Response Plan. The over-arching plan that details Banff Centre's response to an emergency or disaster.

Banff Centre Community. Includes those persons involved in or associated with, Banff Centre or its affairs including all artists, contractors, consultants, employees, faculty, participants, volunteers, members of the Board of Governors, and members of the Board of Directors of The Banff Centre Foundation, while they are: on or using Banff Centre property; participating in Banff Centre programs, events or activities in person; or action on behalf of Banff Centre. For the purpose of this policy, Banff Centre Community does not include the general public or individuals covered by the Code of Conduct (Public).

Contractor. An individual or a corporation or other entity who agrees to furnish materials to, or perform services for, Banff Centre for consideration.

Employee. An individual who is a worker as defined under the *Act* and includes both Banff Centre employees and non-employees such as volunteers who are performing work on behalf of Banff Centre.

Health and Safety Officer. The Employee designated as Banff Centre's Health and Safety Officer.

Health and Safety Program. A program that defines roles and responsibilities, performance standards, assessment procedures, and all related guidelines, protocols and resources with respect to Banff Centre health and safety initiatives with the goal of integrating health and safety considerations throughout all organizational activities.

Joint Committee or Joint Worksite Health and Safety Committee. The advisory group consisting of management, Employee representatives including members who represent Banff Centre's unionized workers and who have been selected by CUPE, who consider occupational health and safety issues in the workplace as set out in the committee's terms of reference and the *Act*.

Leadership Group (TLG). Those individuals employed by Banff Centre and reporting directly to the President and designated as members of the Leadership Group.

6. ASSOCIATED POLICY / PROCEDURE

The Health and Safety Program includes all related standards, procedures, guidelines and protocols which are available on Banff Centre's SharePoint.

7. RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Alberta Occupational Health and Safety Act, Regulation, and Code
- Public Health Act (Alberta)
- Impairment – Maintaining a Safe and Healthy Environment Policy

8. APPROVAL AUTHORITY

Board of Governors. In addition, this policy must be signed by the President.

9. ACCOUNTABILITY

Vice-President, Talent Management and Culture.

Joint Workplace Health and Safety Committee which shall review and advise on this policy.

10. POLICY HISTORY

- 10.1. Approved: November 20, 2024
- 10.2. Effective: November 30, 2023
- 10.3. Review Frequency: every year
- 10.4. Next Review: **November 2025**

10.5. Modification History

Date	Modification
November 30, 2023	New policy to replace existing Health and Safety Statement.
November 20, 2024	Board Approved. No changes.

Approved by the President effective November 20, 2024.

[Original Copy Signed]

Chris Lorway, President and CEO
Banff Centre