

## 3.11 - Isolation and Safety in the Workplace - Policy

Section: Human Resources  
Subject: Isolation and Safety in the Workplace  
Policy: 3.11  
Approved: June 17, 2003  
Reviewed: May 21, 2013  
Revised: November 1, 2015

Carlton Trail College is committed to providing a safe and healthy workplace by:

- listening to concerns from employees
- conducting accurate investigations and inspections of the workplace
- conducting prompt investigation of accidents
- providing information, instruction and training that is necessary to protect the health and safety of workers (especially to new workers)
- providing safe entrance/exit to places of employment
- providing health and safety orientation, including fire, emergency, first aid and WHMIS for all work sites
- regularly examining all buildings to ensure safe operation and, if necessary, undertaking suitable corrective measures

## 3.11 - Isolation and Safety in the Workplace - Procedure

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Carlton Trail College will provide necessary support in creating and maintaining a safe and healthy workplace as follows:

- developing and implementing appropriate procedures to prevent injury to workers

- conducting a risk assessment survey that includes workplace layout, lighting and routes of entry and exit
- providing each office with a cell phone to be used for emergency purposes only
- for employees who have a personal cell phone, reimbursing emergency phone calls
- sponsoring at each location one employee for CPR/First Aid training; this employee will continue to receive recertification for the remainder of their employment with Carlton Trail College
- permitting College staff to use their Professional Development funds to take CPR/First Aid training
- where appropriate, installing security alarm(s)
- displaying notices prominently indicating the emergency phone numbers to call for assistance.