

Administrative Procedure 720

OCCUPATIONAL HEALTH AND SAFETY

Background

The Superintendent promotes the belief that all individuals are entitled to a safe and healthy work/learning environment, in alignment with Board Policy and Administrative Procedure. To this end, Division staff are committed to the safety and well-being of our employees, students, visitors and contract workers.

The goal for the Division is to eliminate or minimize hazards which cause accidents or injuries by implementing a division-wide Occupational Health and Safety Program. The Division's Occupational Health and Safety Program has also been developed to comply with all legislative requirements which have relevance to the operation of a school division.

Employees shall take reasonable care to protect themselves and others in the workplace and are expected to cooperate with the employer to create a safe work/learning environment.

Rights and Responsibilities

With regards to health and safety, all employees have the following rights:

- Right to refuse unsafe work.
- Right to participate in the workplace health and safety activities through collaboration and the Joint Workplace Health and Safety Committee (JWHSC) and as a worker safety representative.
- Right to know, or the right to be informed about, actual and potential dangers in the workplace.

With regards to health and safety, all employees have the following responsibilities:

- Work safely and protect yourself and others from danger.
- Follow all applicable Alberta OH&S legislation and industry best practice standards.
- Report workplace hazards, near misses, and all incidents.
- Know and follow emergency procedures.

- Use all applicable hazard controls, including PPE (personal protective equipment) as required.
- Participate in the health and safety program initiated by the Division.
- Refrain from causing or participating in harassment or violence.
- Cooperate with and follow the direction of those in leadership as it pertains to safety and anyone else exercising a duty imposed by the Alberta OHS Act, Regulation or Code.

Procedures

1. The Division has created and implemented a safety management program in keeping with legislated requirements and industry best practice. This program is outlined in the Division's *Health and Safety Manual* which outlines different systems and processes that are in place to ensure health and safety at Division sites.
2. Employee responsibilities within the Division's safety systems are outlined in **Appendix 170-1**. These responsibilities are communicated through safety orientations, training and regular communication.
3. With respect to school-based procedures:
 - 3.1 School principals shall ensure staff familiarity and compliance with occupational health and safety guidelines and practices, notably:
 - 3.1.1 Principals shall ensure the required number of staff are trained with First-Aid Certification (Emergency, CPR and/or Standard, as required) at a ratio of 1:100;
 - 3.1.2 Principals shall ensure all staff complete the required Hazard Assessments as required within the Manual; and
 - 3.1.3 Principals shall ensure Site Inspections are conducted as directed in the Manual;
 - 3.1.3.1 Site Inspection Checklists are available within the Manual.
 4. Joint Work Site Health and Safety Committee
 - 4.1 A *Joint Worksite Health and Safety Committee* shall be formed and shall operate in accordance with Part 3 of the *Occupational Health and Safety Act*, comprised of Sections 16 to 30 inclusive.
 - 4.1.1 Operating under established **Administrative Procedure 720 Appendix – Division Joint Worksite Health and Safety Committee (HSC) Terms of Reference**, the overall purpose of the Committee shall be to provide oversight on OH&S compliance in the Division and make recommendations to the Office of the Superintendent for action.



Reference: Education Act 197, 222 Occupational Health and Safety Act Alberta OH&S Act Section 3, 4, 5, 10, 13, 19, 21, 31, 35 Alberta OHS Code Part 1 Section 2.1, Part 2 Section 7, 8, 9, Part 13, Part 18, Part 27	
	Date Approved: April 1, 2021
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References shall be updated as required and do not require additional approval.

