

## ADMINISTRATIVE PROCEDURE NO. 113

### OCCUPATIONAL HEALTH AND SAFETY

#### Background

The Division is committed to providing a safe and healthy working environment for students, employees, volunteers and the general public. The working environment will allow learning opportunities to be delivered within the context of Catholic teachings and traditions and in compliance with Board policy, the *School Act* and provincial legislation.

The Division recognizes that safe working procedures and conditions, accident prevention and the preservation of health are high priorities. These responsibilities are shared and require the combined efforts of the provincial government, Division administrators, staff, site managers, students, parents, volunteers and contractors.

#### Guidelines

1. The Division administrators, managers, supervisors, and staff will comply with safety and health legislation as set out in the Occupational Health and Safety Act, its Regulations, and the Occupational Health and Safety Code.
2. The responsibility for safety and accident prevention extends through all levels of the Division.
3. The goal is to eliminate or minimize hazards which cause accidents or injuries by implementing a safety and accident prevention program that meets or exceeds Occupational Health and Safety (OHS) legislation.

#### Procedures

1. The Supervisor of Support Services is responsible for coordinating and monitoring health and safety matters at the school system level. This involves:
  - 1.1 Formulate appropriate safety procedures in consultation with appropriate staff;
  - 1.2 Facilitate the implementation of safety procedures of a healthy, safe environment;
  - 1.3 Ensure that the requirements of the various agencies such as Occupational Health and Safety, fire commissioner and building standards are met in Division facilities;
  - 1.4 Establish a system to monitor the effectiveness of safety policies and practices in the Division;
  - 1.5 Ensure regular safety inspections are conducted;

- 1.6 Initiate corrective action as required; and
  - 1.7 Establish a system wide health and safety committee consisting of a representative from the different areas in the school division to coordinate and monitor the safety and health matter of the Division.
2. Principals and managers must do everything reasonably possible to protect the health and safety of personnel and students at their worksites. They shall:
- 2.1 Know and comply with all OHS regulations;
  - 2.2 Ensure that all personnel are aware of their responsibilities and duties under the Occupational Health and Safety Act, Regulation and Code;
  - 2.3 Identify possible hazards in the work location and take steps to either eliminate or control them;
  - 2.4 Inform workers of any dangers and ensure that they are aware of and follow safe work procedures;
  - 2.5 Monitor the school or worksite to ensure that employees are complying with the legislation and working in a safe and healthy manner.
  - 2.6 Ensure that contactors comply with the legislation;
  - 2.7 Maintain accurate records of accidents and the treatment provided;
  - 2.8 Investigate serious accidents and incidents that have the potential of causing serious injury;
  - 2.9 Report accidents to the Superintendent and the Workers' Compensation Board as required;
  - 2.10 Provide direction to all personnel regarding student safety, supervision and/or violations;
  - 2.11 Conduct regular emergency simulation drills;
  - 2.12 Ensure that employees are educated in the handling and use of controlled (chemical) products;
  - 2.13 Ensure the correct use of appropriate personal protective equipment;
  - 2.14 Ensure equipment is in safe working order;

- 2.15 Ensure that employees are properly trained and competent to perform their tasks if the work can endanger themselves or others;
  - 2.16 Stop any work they perceive to be presenting imminent danger.
3. All personnel must take reasonable care to protect themselves and others in the workplace and cooperate with the Division in creating a safe work environment. They shall:
    - 3.1. Follow safe work procedures established by the Division;
    - 3.2. Know and comply with all occupational health and safety regulations.
    - 3.3. Have knowledge of hazards of their particular job;
    - 3.4. Identify and report any hazardous or potentially hazardous situations to their supervisor;
    - 3.5. Report any injuries or occupation illness immediately to their supervisor;
    - 3.6. Report all incidents that have the potential of causing serious injury;
    - 3.7. Report to supervisor any equipment that is unsafe and/or not functioning properly;
    - 3.8. Participate in health and safety training;
    - 3.9. Wear the required personal protective equipment;
    - 3.10. Ensure all equipment, including personal protective equipment, is in proper working order;
    - 3.11. Know the location, type and, if so designated, the operations of emergency equipment;
    - 3.12. Know and understand the emergency response protocol;
    - 3.13. Ask questions if they do not know the proper safe work procedure;
    - 3.14. Refuse to perform work that would cause imminent danger to themselves or other employees;

3.15. Teachers must exemplify safe behaviour in teaching practices and procedures. They shall:

- 3.15.1 Accept as a professional obligation the responsibility of providing and emphasizing safety education in the classroom;
- 3.15.2 Evaluate safety education efforts, monitoring student behaviour and initiate corrective action as required.
- 3.15.3 Implementing documented safety education programs in accordance with Board policy and the regulations and standards of other regulating bodies.

4. Students have the responsibility to conduct themselves in accordance with safe practices and procedures. This requires students to:

- 4.1 Be knowledgeable of both environmental safety factors and safe behavioural practices;
- 4.2 Conduct themselves in accordance with established safety practices and rules such as appropriate dress and protective clothing;
- 4.3 Identify unsafe practices or environmental conditions and report these to school staff; and
- 4.4 Inform school staff of possible health concerns relevant to their personal safety and protection.

5. Parents have the responsibility to:

- 5.1 Inform the school about relevant student medical problems, and
- 5.2 Inform the school if they wish their child to be excluded from particular course activities that may be potentially hazardous.

Reference:  
Occupational Health and Safety Act 2009  
Alberta School Act