

## **Administrative Procedure 160 – Health and Safety**

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### **Background**

The Division is committed to the protection of employees, contractors, volunteers, visitors and students. The Division's commitment is based on the philosophy that health and safety excellence is a value expected of the organization, its management and employees. By supporting and implementing these values with diligence, The Division will strive to create an environment in which the potential for injuries and property loss can be prevented.

The Division's objective is to prevent injuries and property damage in all work execution and operations. This will be achieved by creating a work atmosphere in which health and safety is the first and foremost consideration, and in which all actions are based on safety. This objective will be achieved by:

- promoting a work environment based on employee involvement, teamwork, education, training and commitment;
- reinforcing the need for team members to actively care about the well-being of their co-workers;
- promoting the philosophy that safety is a value associated with every priority;
- recognizing group and individual achievement;
- treating everyone with dignity and respect; and
- verifying all regulatory requirements, specifically the *Alberta Occupational Health and Safety (OH&S) Act*, Regulation and Code, are met and followed in all work execution and operations.

Employees, students, volunteers, visitors, and contractors shall:

- Adopt responsible health and safety behaviours and practices.
- Comply with workplace health and safety legislation and Division safe work practices and procedures.
- Assist in the identification, evaluation, and control of hazards in the working and learning environment.
- Promptly report hazardous or unsafe equipment, acts, or conditions.
- Immediately report incidents including injuries or the potential for injury (near misses) using PublicSchoolWorks.
- Refuse to perform tasks known to be unsafe and report using PublicSchoolWorks.

### **Definitions:**

*Central Services Office* means the location where the Health and Safety Committee keeps the forms and records pertaining to the Health and Safety Program.

*Contractor* means a person, partnership or corporation bound to execute work for the Division under a contract and is responsible for the supervision of the work to ensure the work is completed in accordance with the contract. Sub-contractors are bound by the contractor to execute work under a contract.

*Employee* means all individuals who are engaged in employment with the Division regardless of their employment status, including individuals who occupy full-time, full-time 10 month, permanent part-time, temporary part-time, temporary term, summer or seasonal positions.

*Health and Safety Committee* means a group of employees assigned the responsibility of overseeing the Health and Safety Program and providing technical health and safety support to system administrators/principals/supervisors/managers.

*Occupational Health and Safety Administrator* means an individual who is held responsible for the behaviour and production of another employee or a group of employees or who may have some delegated responsibility. This includes system administrators, principals, supervisors, managers, foremen, etc.

*Sub-Contractor* means a person, partnership or corporation bound to execute work, under a contract, by the contractor.

*Visitor* means a person who is spending time at a workplace to see a person socially or to attend a function, or is there in an official or professional capacity.

*Volunteer* means a person who assists at workplaces and/or students either in curricular or extracurricular activities and includes volunteer drivers and students volunteering outside their workplace but does not include guest speakers, presenters, visitors to the workplace, parents who assist their own child in the workplace. A volunteer for the purposes of this Health and Safety Program will be considered a visitor while on a Division site.

## **Procedures**

### **1. Assignment of Responsibilities**

- 1.1. Responsibility can be defined as an individual's obligation to carry out assigned duties. For the Division's Health and Safety Program to achieve its desired results, everyone in the organization must know their responsibilities. While the Health and Safety Objective contains a general reference to responsibilities, the administration has set out specific responsibilities for employment that must be followed.
- 1.2. Generally, the Assistant Superintendent of Human Services has the responsibility to ensure the Division is in alignment with this administrative procedure, as well as ensuring at least the minimum standards of safety under the Occupational Health and Safety Act are implemented and practiced.

## 2. Health and Safety Committee

The Health and Safety Committee is a technical resource responsible for providing technical health and safety support to system administrators, principals, supervisors, and managers. This includes:

- 2.1. oversee the implementation and administration of the Division's Health and Safety Program;
- 2.2. ensure the Health and Safety Plan is kept up to date;
- 2.3. oversee and review each procedure for compliance with the *Occupational Health and Safety Act*, Regulation and Code.
- 2.4. guide staff members from the operating departments to write required Safe Work Procedures:
  - 2.4.1. Procedure Review Process: After a Safe Work Procedure is written, it will be reviewed according to the following steps:
    - Step 1 - The written procedure is reviewed by the remainder of employees in the applicable department for changes and acceptance.
    - Step 2 - After acceptance, the procedure is submitted to the Health and Safety Committee for review and editing. The Health and Safety Committee either accepts or changes the procedure. If the procedure is changed by the Committee, it is then sent back to Step 1 for review and reacceptance.
    - Step 3 - The Committee votes to include the procedure in the manual. The procedure then becomes effective on the immediate following day.
- 2.5. initiate annual internal audit of the Health and Safety Program and initiate changes as necessary;
- 2.6. determine the need for new procedures and evaluating existing procedures that may require changes due to equipment, technology, regulation, or other related items;
- 2.7. respond to health and safety concerns until a solution is found that is mutually satisfying to both employees and management;
- 2.8. set up an inspection procedure for worksites;
- 2.9. set up a system for promoting health and safety awareness;
- 2.10. conduct investigations and reviews of all safety incidents such as property damage and losses, employee injuries, health exposures, and near misses;
- 2.11. stay up to date on health and safety regulations and standards and make them available to system administrators, principals, managers and supervisors; and
- 2.12. maintain health and safety records in the Central Services Office.

### 3. Occupational Health and Safety Administrators

System Administrators, Principals, Supervisors, Managers, and Foremen and anyone responsible for a work site or responsible for giving directions to others must:

- 3.1. provide the support and leadership necessary for the ongoing implementation and administration of the Division's health and safety initiatives;
- 3.2. inform staff under their direction about potential workplace hazards, and take all reasonable precautions to ensure their health and safety while engaged in Division activities;
- 3.3. monitor employees and hold them accountable for their individual health and safety performance;
- 3.4. plan and conduct all workplace activities in a manner that promotes health and safety;
- 3.5. conduct annual site tours;
- 3.6. demonstrate commitment to health and safety through leadership by example;
- 3.7. ensure that staff under their direction have been given adequate training and instruction, and are competent on the safe use and limitations of equipment, products and procedures so that work can be performed in a safe and healthy manner;
- 3.8. ensure that products and equipment that are purchased are safe to use and comply with legislative requirements;
- 3.9. ensure that workplace areas and equipment are inspected at regular intervals to identify and control potential or existing hazards, and that maintenance records are kept;
- 3.10. take the corrective action necessary to deal with unsafe conditions, procedures, or equipment;
- 3.11. ensure that safeguards and safety devices are in place and used at all times in accordance with manufacturer's specifications and legislative requirements;
- 3.12. ensure that staff, visitors and volunteers comply with legislation and Division's health and safety initiatives, administrative regulations, guidelines, and work procedures;
- 3.13. ensure that all contractors comply with health and safety legislation and Division's health and safety initiatives, administrative regulations, guidelines, and safe work procedures;
- 3.14. ensure that staff wear any required personal protective equipment;
- 3.15. ensure that all incidents and near misses are reported, documented and investigated, and corrective action is taken to prevent a recurrence, and that incident records are kept;

- 3.16. ensure that adequate first aid attendants and first aid supplies are available; and
- 3.17. ensure that first aid and/or medical treatment is available for all injuries and that first-aid records are kept.

#### 4. Employees (Workers)

Employees must:

- 4.1. keep their workplaces clear and clean;
- 4.2. protect themselves and others at the workplace by adopting a responsible attitude towards health and safety;
- 4.3. ensure that safeguards and safety devices are in place and are used at all times, in accordance with manufacturer's specifications and legislative requirements;
- 4.4. comply with health and safety legislation and the Division's health and safety initiatives, administrative regulations, guidelines, and safe work procedures;
- 4.5. wear any required personal protective equipment;
- 4.6. attend health and safety training orientations as required, and apply health and safety training when required;
- 4.7. immediately report unsafe equipment, conditions, procedures or behaviour to a supervisor;
- 4.8. immediately report to a supervisor all work-related incidents and near misses;
- 4.9. report to a supervisor when they require training and instruction so to become competent on the safe use and limitations of equipment, products and procedures so that work can be performed in a safe and healthy manner;
- 4.10. refuse to perform any task they believe may present imminent danger.

#### 5. Visitors, Volunteers, Parents and Guests

- 5.1. Visitors, volunteers, parents and guests must report to the main office prior to entering the facility and sign-in.
- 5.2. Visitors, volunteers, parents and guests must comply with Division workplace health and safety policies, administrative rules, regulations and procedures.

#### 6. Contractors and Subcontractors

Contractors and sub-contractors are responsible for:

- 6.1. understanding, applying, and retaining a copy of the Division Health and Safety Administrative Procedure and relevant OH&S legislation in each workplace;

- 6.2. providing staff with proper, well-maintained tools and equipment, plus any other special personal protective devices which may be required;
- 6.3. providing immediate direction in an emergency with the potential for a fatality, personal injury, health exposure or property damage;
- 6.4. determining and maintaining a supply of safety equipment and personal protective devices required for workplaces and personnel;
- 6.5. ensuring that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by the Division and by legislation to protect their health and safety;
- 6.6. advising all employees of any potential or actual dangers and how to isolate, prevent, or remove them;
- 6.7. arranging for medical treatment as required in the case of injury or illness, including transportation to a doctor or hospital as necessary;
- 6.8. immediately reporting to a supervisor all work-related incidents and near misses;
- 6.9. reporting all accidents immediately, investigating all accidents fully, and advising management on how to prevent similar accidents in the future;
- 6.10. carrying out regular inspections of the workplace to ensure a safe and healthy environment; and
- 6.11. taking reasonable precautions to protect the safety of the employees and themselves in relation to Division workplaces.

## 7. Work Refusal

- 7.1. If an employee, visitor, volunteer, contractor or subcontractor has refused to perform a task due to their belief of imminent danger, they must report it immediately to a supervisor and the Safety Coordinator and follow work refusal procedures.

Appendix 160 - 1 - Chemical and Hazardous Waste Management

Appendix 160 -2 - Personal Electronic Device Use in Vehicles

Appendix 160 - 3 - Working Alone

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Reference: Section 33, 52, 53, 196, 197, 222 Education Act  
Emergency Medical Aid Act  
Protection of Privacy Act  
Health Information Act  
Occupational Health and Safety Act

Personal Information Protection Act  
Public Health Act  
Communicable Disease Regulation 238/1985  
Dangerous Goods Transportation and Handling Regulation 157/97  
Occupational Health and Safety Code  
Occupational Health and Safety Regulations

Effective: 2011-02-23

Amended: 2022-01-01