

# EMPLOYEE HEALTH AND SAFETY

## Background

The Division is committed to a health and safety program that protects staff, property and other workers who enter Division property, the general public and the environment. The commitment to safety is in accordance with standards outlined in the Alberta Occupational Health and Safety legislation.

The 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 implemented with everyday operations. Employees at every level are responsible and accountable for the Division's health and safety performance and will provide leadership for the health and safety program. Employees will be familiar with the requirements of the Alberta Occupational Health and Safety legislation and the Division health and safety program as it relates to their work processes.

The Assistant Superintendent, Corporate Services and/or designate is responsible for the administration of this administrative procedure.

## Procedures

1. All staff members have the responsibility to ensure the health and safety of students, themselves and their colleagues.
  - 1.1 All Division personnel shall comply with Occupational Health and Safety legislation.
  - 1.2 All Division personnel shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
  - 1.3 All Division personnel shall complete the following courses as assigned through [Public School Works](#):
    - Workplace Hazardous Materials Information System (WHMIS) – as required
    - Hazard Assessment (for their specific role) - annually
  - 1.4 Principals and Site Supervisors shall complete the following course in [Public School Works](#):
    - Incident Investigation – as required
  - 1.5 Division employees required to transport any dangerous goods must take a TDG (Transportation of Dangerous Goods) training session.
  - 1.6 All contractors shall meet Division health and safety requirement and shall be in compliance with all applicable Acts, Regulations and Codes.
2. The establishment and maintenance of safe working and learning conditions is to be a primary consideration for supervisors and staff.

- 2.1 Principals and directors are responsible for:
  - 2.1.1 Implementing and enforcing established health and safety policies and procedures;
  - 2.1.2 Ensuring that safety and on-the-job training is provided when required;
  - 2.1.3 Ensuring that tools, equipment and facilities are maintained;
  - 2.1.4 Ensuring that incidents are investigated;
  - 2.1.5 Providing direction during emergencies at the worksite;
  - 2.1.6 Ensuring that contracted service providers are in compliance with the Division's health and safety procedures;
  - 2.1.7 Reviewing and responding to recommendations made by the Health and Safety Committee and/or directives from Executive Team dealing with employee safety;
  - 2.1.8 Ensuring that formal inspections are performed regularly;
  - 2.1.9 Reviewing and signing-off completed investigation, inspection, and hazard reports;
  - 2.1.10 Following up to ensure that corrective actions stemming from incident investigations, inspections, and hazard reports are completed;
  - 2.1.11 Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code;
  - 2.1.12 Ensuring that each new employee receives a health and safety orientation; and
  - 2.1.13 Leading by example.
- 2.2 Employees are responsible for:
  - 2.2.1 Performing their duties and responsibilities in a safe and healthy manner;
  - 2.2.2 Wearing and maintaining prescribed safety equipment and personal protective equipment;
  - 2.2.3 Reporting to supervisors any substandard acts or conditions that may be of danger to themselves, other employees, and students;
  - 2.2.4 Refusing unsafe work;
  - 2.2.5 Reporting to their supervisors all accidents, incidents, and occupational illnesses;
  - 2.2.6 Participating in inspections and investigations when required; and
  - 2.2.7 Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code.
  - 2.2.8 Knowing hazards in their work environment that may put them at risk of contracting a communicable disease. Employees may choose to be immunized to reduce risk.

3. Contracted service providers are responsible for:

- 3.1 Ensuring that their employees are fully aware of Division policies, procedures, codes of practice and all other applicable aspects of the health and safety program;
- 3.2 Ensuring that their employees have a firm understanding of the Alberta Occupational Health & Safety Act, Regulation, and Code;
- 3.3 Operating, at a minimum, according to the requirements of the Division health and safety program;
- 3.4 Cooperating fully with Division health and safety representatives with respect to health and safety audits, incident investigations, hazard assessments and reporting requirements; and
- 3.5 Maintaining a strong commitment towards health and safety in all of their work execution and operations.

Reference: Relative Legislation & Regulations

[HEALTH AND SAFETY PROGRAM](#)