

HEALTH AND SAFETY ROLES AND RESPONSIBILITIES OF STUDENTS AND STAFF

Background

The Division is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers, contractors and the general public.

The Division's objective is to prevent all work related illness, injury and property damage in all work execution and operations of the Division. This will be achieved by creating a work atmosphere in which health and safety is implemented with everyday operations. All employees of all levels are responsible and accountable for the Division's health and safety performance and to comply with the Alberta Occupational Health and Safety Act, Code and Regulations.

With regards to safety, all Division employees have:

- The right to know about hazards in the workplace;
- The obligation to report any unsafe practices or conditions; and
- The right to refuse unsafe work

Procedures

Under the Occupational Health and Safety Act and its regulations, all staff members have the responsibility to ensure the health and safety of students, themselves and their colleagues.

1. The Board and Superintendent of Schools Responsibilities
 - 1.1 Establish, maintain, and implement the Health and Safety Program,
 - 1.2 Provide ongoing safety education programs for all employees/contractors making sure they are adequately orientated, trained, and competent.
 - 1.3 Establish and maintain a comprehensive occupational Health and Safety Program including a written Health and Safety Procedure and an incident investigation procedure.
2. Executive Team Responsibilities
 - 2.1 Ensure the Health and Safety Program is implemented and followed.
 - 2.2 Ensure that the Division provides a safe and healthy work environment by the development and implementation of policies, safe work practices and job procedures.
 - 2.3 Ensure hazard assessments are completed including the identification, prioritization, control methods, assignment of duties, and that all will be communicated to affected employees.
 - 2.4 Ensure incidents are immediately reported and investigated to regulatory agencies as required and corrective actions are taken.

- 2.5 Identify and implement safety improvements as required.
 - 2.6 Attend and contribute to health and safety meetings.
 - 2.7 Demonstrate a strong commitment to health and safety by providing leadership regarding the use and application of Division policies, work practices, and procedures.
 - 2.8 Ensure knowledge of and responsibility for complying with all legislative regulations, laws, and codes.
 - 2.9 Communicate to employees/contractors Division principles, policies, standards, and programs through field visits, memos, and participation in safety meetings.
3. Managers, Supervisors and Administrators Responsibilities
- 3.1 Provide leadership to implement the Health and Safety Program for their areas of responsibility.
 - 3.2 Promote safety awareness by example and demonstrate the values and standards established in the Health and Safety Program.
 - 3.3 Attend and ensure appropriate health and safety meetings are conducted and recorded.
 - 3.4 Ensure appropriate personal protective equipment (PPE) is available, inspected, maintained, and used correctly.
 - 3.5 Ensure that when working with moving equipment and traffic, all employees on worksites are wearing highly visible apparel.
 - 3.6 Enforce all established safety regulations, work methods, and take disciplinary action as necessary to ensure compliance with both OH&S and Division procedures.
 - 3.7 Develop and communicate the emergency management plan (EMP) to all employees/contractors for each worksite.
 - 3.8 Be knowledgeable of Occupational Health and Safety regulations that are applicable to the work being supervised, and inform employees/contractors who may be exposed to risk of violence.
 - 3.9 Report to management all health and safety near misses, incidents, medical aid, and lost time injuries and actively participate in the investigation establishing controls with corrective action taken.
 - 3.10 Ensure that employees/contractors are involved in the identification of hazards at each worksite and that they are documented, communicated and controlled prior to the initiation of work.
 - 3.11 Ensure all employees/contractors are aware of their health and safety responsibilities by conducting on the job training, observe them performing the task and verify their competency through worksite inspections.
 - 3.12 Ensure all equipment is operated by a competent operator.
 - 3.13 Ensure the inspection of all equipment is completed by operators prior to the initiation of work and/or when an operator changes equipment or worksites.

4. Division Employee, Contractor and Student (where applicable) Responsibilities

- 4.1 Read, understand, and comply with the Division Health and Safety Administrative Procedure, safe work practices, procedures, and rules.
 - 4.2 Be an active participant in the ongoing development and maintenance of the Health and Safety Program.
 - 4.3 Immediately report all unsafe conditions, near misses, incidents, and injuries to their supervisor.
 - 4.4 Wear, clean, inspected, and maintained required PPE and use required safety equipment at all times as per manufacturer's specifications.
 - 4.5 Attend all safety training required by the Division.
 - 4.6 Participate in and contribute to all Division health and safety meetings, hazard assessments, inspections, and investigations
 - 4.7 Operate Division owned vehicles in a safe, lawful, and responsible manner.
 - 4.8 Know the EMP as well as the location, type, and operation of emergency equipment on the worksite.
 - 4.9 Report fit for duty each day and maintain a drug and alcohol free workplace as well:
 - 4.10 Report to your supervisor when taking any prescription and/or over-the counter drugs that may impair your judgment, motor skills or your ability to perform your job safely.
 - 4.11 Report to your supervisor any incidents of harassment or worksite violence. Keep all sites, equipment, and vehicles clean and orderly.
 - 4.12 Do not engage in any inappropriate activity or behaviour that could cause a hazard to self or anyone else.
5. Visitor Responsibilities
- 5.1 It will be the responsibility of the site supervisor to make visitors aware of the relevant health and safety precautions. Visitors must sign into the visitor log and wear appropriate identification tag.
 - 5.2 Visitors are responsible for safeguarding their own health and safety and the safety of site employees.
 - 5.2.1 Report immediately to the site supervisor and follow all safety rules and requirements.
 - 5.2.2 Wear appropriate PPE when required.
 - 5.2.3 Report any unsafe acts and/or unsafe conditions to the site supervisor.
 - 5.2.4 Report any injury sustained at the workplace.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 11, 33, 52, 53, 196, 197, 222 Education Act
 Occupational Health and Safety Act
 Occupational Health and Safety Code
 Occupational Health and Safety Regulations