

OCCUPATIONAL HEALTH AND SAFETY

Background

The District values all who work, learn and serve in the District and is therefore committed to providing a healthy and safe working and learning environment for employees, students and others present on District premises.

The District believes that responsibility for health and safety is shared among the District, employees, students, volunteers, visitors, contractors and others who are present at District worksites.

In the interest of establishing and maintaining a healthy and safe workplace, the District expects its employees and all others who work on District premises to:

- Approach their workplace responsibilities with a commitment to health and safety;
- Understand and follow applicable legislation, regulations and procedures for safe workplace practices; and
- Use required protective devices.

Procedures

1. The Superintendent shall ensure that employees and contractors are aware of their responsibilities under the Alberta Occupational Health and Safety Act, Regulation and Code.
2. The Director of Human Resources is responsible for the oversight of the District's Occupational Health and Safety Program ensuring that this Administrative Procedure is reviewed and updated on a regular basis.
3. Principals/Management Staff are responsible to ensure:
 - 3.1 Awareness of relevant health and safety legislation, regulations and procedures applicable to their area of responsibility;
 - 3.2 The development and maintenance of site-specific health and safety procedures consistent with District Administrative Procedure;
 - 3.3 That employees are aware of all health and safety policies, procedures and rules;
 - 3.4 That all accidents and relevant incidents are investigated and reported;
 - 3.5 The application of District Administrative Procedure through appropriate delegation of responsibility to supervisory staff within their areas of operation.

4. All employees are responsible to:

- 4.1 Work safely;
- 4.2 Take reasonable care to protect their own health and safety and that of all others present at the worksite;
- 4.3 Be aware of the relevant health and safety legislation, regulations and procedures applicable to their areas of responsibility;
- 4.4 Improve health and safety measures where possible;
- 4.5 Respond to and report accidents in accordance with District procedures; and
- 4.6 Refuse unsafe work.

Approval Date: January 1, 2019

Reference: Section 12, 16.2, 18, 20, 45, 45.1, 60, 61, 113 School Act
Communicable Disease Regulation 238/1985
Health Information Act
Occupational Health and Safety Act
Occupational Health and Safety Code
Occupational Health and Safety Regulations
Public Health Act
Worker's Compensation Act