

## **ADMINISTRATIVE PROCEDURE NO. 113**

### **OCCUPATIONAL HEALTH AND SAFETY**

#### **Background**

Red Deer Catholic Regional Schools is committed to the safety and health of our employees, contractors, visitors, volunteers, and the students we serve. We believe that a safe, high quality fulfilling learning environment is reliant on a safe and healthy workplace.

The Division recognizes that safe working conditions, incident prevention and preservation of health are high priorities. Our objective is to prevent workplace injury, illness 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 in everyday operations. We will continue to work to meet or exceed all Occupational Health and Safety legislated requirements.

The Division will ensure that all employees at every level are responsible and accountable for the Division health and safety performance and comply with the Alberta Occupational Health and Safety Act, Regulations and Code, Alberta Fire Code, Workers' Compensation Legislation and other applicable regulatory standards.

#### **Procedures**

1. The Division will fulfill this commitment through:
  - 1.1 Demonstrating practices that integrate health and safety in the planning of Division activities and business strategy.
  - 1.2 Controlling hazards which have the potential to cause incidents or injuries.
  - 1.3 Promoting a work environment based on employee involvement, collaboration, accountability, teamwork, education, training and commitment to the health and safety management system.
  - 1.4 Ensuring that everyone is treated with dignity and respect.
  - 1.5 Providing the education and tools required so that all employees are aware of their responsibilities and duties under the Alberta Occupational Health and Safety Legislation.
  - 1.6 Ensuring, all employees, students, volunteers and contractors have the appropriate qualifications, training and experience to safely perform their assigned tasks.
  - 1.7 Communicating, monitoring and continually improving the Division's safety management system to ensure top performance.
  - 1.8 Promoting the philosophy that all employees are accountable and responsible for the health and safety management system.
  - 1.9 Allocating sufficient resources to allow the Division to meet its health and safety performance goals and objectives.
  - 1.10 Providing support to retain employees at work and to return employees with disabilities to active employment in a safe and timely manner.

2. The Superintendent of Schools delegates the Secretary Treasurer the primary authority to ensure the effective administration of health and safety responsibilities required under the Occupational Health and Safety Act, Regulation and Code. Other Senior Administrators shall also be accountable to provide support as necessary for their area of responsibility. This involves:
  - 2.1 Facilitating the implementation of the Division's health and safety management system.
  - 2.2 Assist in the establishment of the Division's health and safety administrative procedures.
  - 2.3 Establishing a system to monitor the effectiveness of safety procedures in the Division.
  - 2.4 Understanding the Division's responsibilities under the Alberta Occupational Health and Safety Act.
  - 2.5 Ensuring that all major administrative contracts (i.e., construction sites, contractors with large numbers of employees, contracted services or activities with higher risk), provides a Certificate of Recognition (COR) as evidence a standard of safety exists prior to commencing work.
  - 2.6 Ensuring Occupational Health and Safety standards and other regulatory requirements are met within the areas of construction, operations, maintenance, buildings and grounds.
  
3. School principals and non-school based management are the employer health and safety representatives of the worksite. They shall:
  - 3.1 Provide effective safety leadership, exhibiting safe behaviour and actions at all times.
  - 3.2 Plan and coordinate a health and safety management system compliant with legislation within their area of their responsibility.
  - 3.3 Ensure the health, safety and welfare of employees.
  - 3.4 Ensure employees receive site specific health and safety orientation.
  - 3.5 Inform employees under their direction about potential workplace hazards and take all reasonable precautions to ensure their health and safety while engaged in Division activities.
  - 3.6 Ensure employees understand how to identify hazards in the job and how to eliminate or control them.
  - 3.7 Hold employees accountable for their health and safety performance.
  - 3.8 Ensure workplace hazard assessments are completed within their area of responsibility.
  - 3.9 Ensure incidents are reported, including potentially serious events, and investigated.
  - 3.10 Follow-up and document to ensure that corrective actions are completed from safety inspections and incident investigations.
  - 3.11 Ensure accurate health and safety records are maintained.
  - 3.12 Confirm employees, visitors, and volunteers have applicable training and experience needed to do their job safety.

- 3.13 Establish an OHS Team and/or OHS Site Contact to assist with Hazard Assessments, inspections, address site health and safety concerns, promote health and safety awareness, incident investigations and corrective actions.
  - 3.14 Provide direction and support to teachers regarding student safety, supervision and/or violations. Ensuring teachers provide safety instruction as required in the courses they teach.
  - 3.15 Annually review the workplace emergency preparedness plan ensuring it is maintained.
  - 3.16 Ensure employees understand and are aware of the emergency response procedures.
  - 3.17 Ensure that tools, equipment and facilities are maintained.
  - 3.18 Confirm safeguards, first aid kits and other safety equipment such as personal protective equipment are available as necessary and used appropriately.
  - 3.19 Ensure all employees understand their responsibilities under the Alberta Occupational Health and Safety Act, Regulation and Code.
  - 3.20 Stop any work perceived to be presenting imminent danger.
  - 3.21 Ensure employees are aware that they have the right and duty to refuse unsafe work presenting a danger to themselves or others.
  - 3.22 Ensure employees are educated in the handling and use of controlled (chemical) products.
  - 3.23 Ensure employees are properly trained and competent to perform their tasks if the work can endanger themselves or others.
  - 3.24 Ensure reasonable medically based work accommodation opportunities are provided to injured, disabled or ill employees.
4. Employees must take reasonable care to protect themselves and others in the workplace. All employees are responsible to:
- 4.1 Follow the Occupational Health and Safety rules and regulations and co-operate with their supervisor to keep the workplace safe.
  - 4.2 Protect themselves and others at the workplace by adopting a responsible attitude towards health and safety.
  - 4.3 Comply with health and safety initiatives, Administrative Procedures and Safe Work Practices and Procedures established by the Division.
  - 4.4 Keep workplaces clear and clean.
  - 4.5 Perform duties and responsibilities in a safe and healthy manner.
  - 4.6 Have knowledge of hazards of their particular job and/or project.
  - 4.7 Participate in workplace health and safety discussions.
  - 4.8 Promptly report to their supervisor any acts or conditions that are potentially dangerous to themselves, or others.
  - 4.9 Promptly report to their supervisor all occupational injuries or illnesses.
  - 4.10 Report to their supervisor equipment that is unsafe and/or not functioning properly.
  - 4.11 Participate in health and safety training.
  - 4.12 Wear and maintain appropriate personal protective equipment.
  - 4.13 Know and participate in the workplace emergency response plan.

- 4.14 Refuse unsafe work if there are reasonable grounds that a dangerous condition exists or that the work constitutes a danger to themselves or others.
  - 4.15 Actively participate in and support medically authorized return to work accommodations for themselves and others.
5. Teachers must exemplify safe behaviour in teaching practices and procedures. They shall:
- 5.1 Accept as a professional obligation the responsibility of providing and emphasizing safety education in the classroom.
  - 5.2 Evaluate safety education efforts, monitoring student behaviour and initiate corrective action as required.
  - 5.3 Implement documented safety education management systems in accordance with Board policy and the regulations and standards of other regulating bodies;
6. Workplace Violence and Harassment
- 6.1 The Division believes in the dignity and worth of the individual.
  - 6.2 All employees shall support a violence and harassment free workplace.
  - 6.3 Any act of harassment and/or violent conduct at work, whether on Division premises or at Division-sponsored activities is unacceptable and will not be tolerated.
  - 6.4 Abuse or bullying of Division employees, students, volunteers, parents or anyone else will not be tolerated.
  - 6.5 Persons who work for or act on behalf of the Division (including students and volunteers) have a duty to promote behaviours that contribute to high standards of personal and professional conduct and are consistent with the values of a Catholic environment.

Reference:

Sections, 18, 20, 45.1, 60, 61, 113 Education Act  
Alberta Health Act  
Emergency Medical Aid Act  
Freedom of Information and Protection of Privacy Act  
Health Information Act  
Public Health Act  
Workers' Compensation Act  
Occupational Health and Safety Act, Regulation, and Code  
Safe Work Practices  
Alberta Fire Code Regulation  
Red Deer Emergency Services  
AP 418, 458, 459, 461  
RDCRS Superintendent Commitment Statement  
Red Deer Catholic Regional Schools - Principals of Practice

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