

HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

Background:

As per [Board Policy 22: Health and Safety](#), the Division is committed to providing safe, healthy and injury-free working and learning environments for staff, students, contractors, volunteers and visitors.

Incidents and injuries are preventable. Responsibility for health and safety is shared by all levels of the organization, including the Board, Superintendent, staff, students, parents/guardians, visitors and contractors. All staff have the right to know about workplace hazards, the right to participate in health and safety activities and the right to refuse dangerous work when there is an undue hazard or immediate threat to health and safety.

Definitions:

Employee:

means an employee of the Division hired to perform service for the Division.

Hazard:

is any situation or condition that may cause harm—physical, chemical, biological or psychological in nature.

Hazard Assessment:

is a process that identifies and documents potential hazards, relative risk rating and methods to eliminate or control them.

Health and Safety:

is the promotion and maintenance of the highest degree of physical, mental and social well-being.

Health and Safety Program:

is the implementation of specific management processes designed to decrease the incidence of injury, illness and loss in the workplace.

Incident:

is an unplanned or unwanted event that results in harm or the potential for harm—injuries, illness, emergencies, property or environmental damage, near misses.

Incident Investigation:

determines the direct, indirect and root causes of an incident and identifies controls to prevent the re-occurrence of future incidents.

Near-Miss Incident:

is an unplanned or unwanted event with the potential to result in serious injury, illness, damage to equipment or property, or other losses.

Undue Hazard:

is when there is a serious and immediate threat to health and safety.

Workplace Inspection:

is a formal or informal walkthrough of the worksite to identify and document hazards not previously identified, check the effectiveness of hazard controls and identify ways to improve the health and safety program.

Procedures:

Roles and Responsibilities:

1. The Superintendent and senior administration:
 - 1.1. are accountable and responsible for the Division health and safety program;
 - 1.2. develop health and safety policy and administrative procedures;
 - 1.3. set goals and objectives to continually improve health and safety management and ensure it is integrated into Division operations and planning;
 - 1.4. provide principals, directors and supervisors with the direction, training, support and resources necessary to fulfil their health and safety roles and responsibilities;
 - 1.5. communicate to employees at least annually the Division's commitment to health and safety; and
 - 1.6. set a positive example for health and safety.
2. Principals and directors:
 - 2.1. are accountable and responsible for the implementation and monitoring of the Division health and safety program at their school or department worksite;
 - 2.2. are familiar with their specific health and safety responsibilities covered by legislation and Division policy and procedures;
 - 2.3. ensure general and site-specific health and safety orientation is completed for all employees including new and transferred employees and student teachers ([Appendix 160-A: Qualifications, Orientation and Training](#));
 - 2.4. ensure workplace hazard assessments are communicated to employees and employees participate in the hazard assessment process ([Appendix 160-B: Hazard Identification and Assessment](#));
 - 2.5. ensure identified hazards and unsafe conditions are eliminated or controlled ([Appendix 160-C: Hazard Control](#));
 - 2.6. deliver safety communications, including safety moments, at monthly staff meetings;
 - 2.7. participate in inspections of the working and learning environment and regularly tour the worksite to reinforce health and safety practices and behaviours ([Appendix 160-D: Workplace Inspections](#));

- 2.8. ensure incidents and work-related injuries, illnesses and near misses are promptly reported ([Appendix 160-E: Occupational Incident and Injury Reporting](#));
 - 2.9. ensure incidents are promptly investigated and corrective action is taken ([Appendix 160-F: Incident Investigation](#));
 - 2.10. stop any work perceived to be of danger to the health and safety of staff, students, visitors or contractors ([Appendix 160-G: Right to Refuse and Stopping Unsafe Work](#));
 - 2.11. ensure employee work refusals due to an actual or perceived undue hazard are investigated and documented ([Appendix 160-G: Right to Refuse and Stopping Unsafe Work](#));
 - 2.12. ensure site-specific emergency plans are prepared, implemented and updated annually as per [Administrative Procedure 165: Emergency Preparedness and Response](#);
 - 2.13. ensure appropriate first aid supplies and trained staff to address immediate illness or injury are available at the worksite ([Appendix 160-H: First Aid Training and Supplies](#));
 - 2.14. ensure a site visitor protocol and orientation is implemented ([Appendix 160-I: Visitors at the Worksite](#));
 - 2.15. evaluate and hold employees accountable for their individual health and safety performance ([Appendix 160-J: Health and Safety Performance](#));
 - 2.16. implement a site- or department-specific protocol for staff who work alone ([Administrative Procedure 405: Working Alone](#));
 - 2.17. implement management practices to control and monitor the purchase, inventory, use, storage, transport and disposal of chemicals and hazardous wastes ([Administrative Procedure 544: Chemical and Hazardous Materials Management](#));
and
 - 2.18. set a positive example for health and safety.
3. Assistant principals, assistant directors and supervisors:
 - 3.1. assist the principal or director with implementation of health and safety policy and procedures within their area of responsibility;
 - 3.2. review and develop health and safety practices and procedures;
 - 3.3. identify hazards and recommend controls;
 - 3.4. conduct hazard assessments and site inspections;
 - 3.5. deliver health and safety orientation and training;
 - 3.6. investigate incidents;
 - 3.7. respond to health and safety concerns;
 - 3.8. monitor and reinforce safe behaviours;
 - 3.9. follow up on reported hazards and unsafe conditions;
 - 3.10. ensure tools and equipment are maintained; and
 - 3.11. set a positive example for health and safety.
 - 3.12.
4. Employees, students, volunteers and contractors:
 - 4.1. adopt responsible health and safety behaviours and practices;

- 4.2. comply with workplace health and safety legislation and Division safe-work practices and procedures;
- 4.3. ensure work areas are tidy, uncluttered and hazard free;
- 4.4. ensure tools and equipment are inspected and maintained;
- 4.5. participate in general and job-specific health and safety orientation and training ([Appendix 160-A: Qualifications, Orientation and Training](#));
- 4.6. participate in workplace hazard assessments and control of hazards in the working and learning environment ([Appendix 160-B: Hazard Identification and Assessment](#) and [Appendix 160-C: Hazard Control](#));
- 4.7. participate in workplace inspections and incident investigations ([Appendix 160-D: Workplace Inspections](#) and [Appendix 160-E: Occupational Incident and Injury Reporting](#));
- 4.8. promptly report hazards and unsafe conditions ([Appendix 160-B: Hazard Identification and Assessment](#));
- 4.9. immediately report incidents including injuries or the potential for injury, such as near misses ([Appendix 160-E: Occupational Incident and Injury Reporting](#)); and
- 4.10. do not undertake tasks that are a danger to themselves or others ([Appendix 160-G: Right to Refuse and Stopping Unsafe Work](#)).

Reference:

Occupational Health and Safety Act, Regulation and Code
Workers' Compensation Act
Public Health Act, Communicable Diseases Regulation
Alberta Building Code
Alberta Fire Code

[Appendix 160-A: Qualifications, Orientation and Training](#)
[Appendix 160-B: Hazard Identification and Assessment](#)
[Appendix 160-C: Hazard Control](#)
[Appendix 160-D: Workplace Inspections](#)
[Appendix 160-E: Occupational Incident and Injury Reporting](#)
[Appendix 160-F: Incident Investigation](#)
[Appendix 160-G: Right to Refuse and Stopping Unsafe Work](#)
[Appendix 160-H: First Aid Training and Supplies](#)
[Appendix 160-I: Visitors at the Worksite](#)
[Appendix 160-J: Health and Safety Performance](#)
[Appendix 160-K: Contactor Health and Safety Management](#)