

HEALTH AND SAFETY

Background

HPSD is committed to establishing and maintaining a safe and caring, incident and injury free work environment. Our commitment is based on the philosophy that health and safety excellence is a value expected of the organization, its School Board Trustees, Superintendent, management, Directors, Building Managers, employees and volunteers. By supporting and implementing these values with diligence, HPSPD will strive to create an environment in which injuries and property loss can be prevented.

Objective

HPSD's objective is to promote and maintain to the highest degree the physical, psychological and social wellbeing of our staff and to prevent injuries and property damage in all HPSPD educational and support activities as well as operations. This will be achieved by creating a work and educational atmosphere in which Health and Safety is the first and foremost consideration, and where all actions and activities are based on safety.

This objective will be achieved by:

- promoting a work environment based on employee involvement, teamwork, education, training and commitment;
- reinforcing the need for team members to actively care about the well-being of their fellow employees and students;
- promoting the philosophy that safety is a value associated with every priority;
- recognizing group and individual achievements;
- treating everyone with dignity and respect; and
- ensuring all regulatory requirements are met in all work execution and operations, specifically, the Alberta Occupational Health and Safety (OH&S) Act, Regulation and Code as well as Fire and Electrical Codes.

HPSPD is responsible for ensuring the health and safety of employees, students and workers by actively encouraging the participation of all employees in the Health and Safety program. Also, HPSPD will ensure that employees and workers are aware of their responsibilities and duties under the OH&S Act, Regulation and Code.

Employees are responsible for protecting the health and safety of themselves, their fellow employees, workers and students by following all policies, Safe Work Practices and procedures, working safely, and improving health and safety measures where possible, as well as reporting unsafe conditions and unsafe acts (hazards).

Definitions

Responsibility - an individual's obligation to carry out assigned duties. For our Health and Safety Program to achieve its desired results, everyone in the organization must know their responsibilities. While the Health and Safety Policy Statement contains a general reference to responsibilities, management has set out specific responsibilities for themselves and for everyone in the organization.

Procedures

1. Superintendent Responsibilities

1.1. The Superintendent is responsible for:

- 1.1.1. providing a statement of commitment relating to the HPSPD safety program. The statement demonstrates a commitment and philosophy that sets levels of expectation for safety performance throughout HPSPD;
- 1.1.2. ensure that a site tour of worksites is completed quarterly;
- 1.1.3. providing immediate direction in an emergency that has the potential for a fatality, personal injury, and health exposure or property damage;
- 1.1.4. understanding and implementing the health and safety program as well as assuring compliance with the OH&S Act, Regulation and Code;

- 1.1.5. providing all supervisory staff with an understanding of this health and safety program as well as relevant parts and sections in the OH&S Act, Regulation and Code;
- 1.1.6. providing all employees access to the OH&S Act, Regulation and Code;
- 1.1.7. ensuring that health and safety issues receive adequate attention during staff meetings;
- 1.1.8. providing on-going health and safety education programs and approved first aid training courses as required;
- 1.1.9. monitoring employees and holding them accountable for their individual health and safety performance; and
- 1.1.10. taking reasonable precautions to protect the safety of the employees and workers in, on, or at HPSD worksites.

2. Safety Officer Responsibilities

- 2.1. The Safety Officer is responsible for:
 - 2.1.1. providing leadership in developing an HPSD wide safety culture achieving compliance with the Education Act and the OH&S Act, Regulations and Codes;
 - 2.1.2. providing expert, timely and accurate health and safety information, recommendations, advice and services to HPSD, management and workers;
 - 2.1.3. working with all stakeholders to develop an understanding of the health and safety roles and responsibilities, hazard identification, risk assessment and controls;
 - 2.1.4. developing and initiating implementation of policies, procedures, programs, Safe Work Practices and training ensuring compliance with the Education Act, the OH&S Act, Regulations and Codes as well as other legislation or standards;
 - 2.1.5. supporting the work of school-based Administrators, Executive Council, Directors, Building Managers, supervisors and workers in developing a safety culture;
 - 2.1.6. developing, documenting, implementing and evaluating the health and safety program and emergency preparedness program;
 - 2.1.7. conducting regular health and safety inspections of all HPSD facilities;
 - 2.1.8. acting as resource on all safety issues;
 - 2.1.9. playing lead role in identification of hazards, conduct assessments, establish a hazard assessment database and develop controls for such;
 - 2.1.10. developing Orientation and safety training and assignments within HPSD;.
 - 2.1.11. maintaining and ensuring the safe keeping of all official records, contracts and documents as required by OH&S Codes;
 - 2.1.12. leading the HPSD Safety Committee;
 - 2.1.13. representing HPSD at the provincial level relating to health and safety;
 - 2.1.14. assisting supervisory staff with investigations of employee accidents, occupational health issues and reports of unsafe conditions providing support and advice, taking the lead when required; and
 - 2.1.15. performing any other reasonable duties pertaining to leading a health and safety program for HPSD.

3. School Administrators, Department Directors and Building Managers Responsibilities

- 3.1. The Administrators, Director of Facilities, Director of Transportation, Director of Technology and Building Managers are each responsible for:
 - 3.1.1. ensuring implementation and compliance of the established Safe Work Practices and Procedures within their respective areas of jurisdiction;
 - 3.1.2. ensuring the maintenance of the highest standards of performance with respect to the safety program at their respective worksites;
 - 3.1.3. being accountable for the safe performance of personnel and equipment on their projects;
 - 3.1.4. being knowledgeable of and responsible for complying with applicable parts and sections of the OH&S Act, Regulation and Code that apply to their operations;
 - 3.1.5. holding safety meetings a minimum of every two months or including health and safety issues in monthly staff meetings with employees (and subcontractors where appropriate) to review safety conditions (identify unsafe acts and unsafe conditions) as well as general safety policies and practices, and emergency response plans;

- 3.1.6. ensuring minutes of safety meetings are recorded and retained for the site records and a copy is forwarded to the Safety Officer;
- 3.1.7. accompanying and cooperating with government OH&S inspectors during inspections of their work areas;
- 3.1.8. ensuring that written hazard assessments are conducted to reflect activities and conditions present in areas of facilities within their jurisdiction;
- 3.1.9. ensuring that prior to commencement of work or operations within or on HPSD property, an orientation of OH&S responsibilities of the individuals involved, be conducted relating to the work to be performed. The orientation will apply to all workers including volunteers, contracted service providers, contractors, individuals or organizations. The OH&S orientation will be tailored to each specific situation and the needs identified, but should include a review or confirmation of:
 - 3.1.9.1. employer duties under OH&S legislation;
 - 3.1.9.2. worker duties under OH&S legislation;
 - 3.1.9.3. legislative requirements for written hazard assessment and controls;
 - 3.1.9.4. where applicable, a review of safe work practices and Codes of Practice;
 - 3.1.9.5. reporting of incidents, accidents and injuries; and
 - 3.1.9.6. Emergency Response Plans.
- 3.1.10. ensuring that new employees and workers be assigned to work with other employees who are familiar with our industry and are aware of any specific safety rules and regulations that are in force;
- 3.1.11. ensuring, where applicable (based upon hazards identified), full-time and temporary workers have Workplace Hazardous Materials Information System (W.H.M.I.S) training prior to starting to work on the site where the hazardous materials exists (chemicals);
- 3.1.12. ensuring safe working conditions exist for all workers under their area of administration and supervision through the elimination of hazards and the use of engineering and administrative controls as well as personal protective equipment;
- 3.1.13. providing to workers under their direct supervision, where applicable, safe work procedures, safe work practices and codes of practice as well as appropriate training;
- 3.1.14. correcting or requesting assistance to correct physical conditions which are liable to cause or have caused accidents;
- 3.1.15. undertaking or requesting assistance to undertake the investigations of accidents, incidents or near misses to determine the underlying cause. Investigations are to be reported in detail and in a timely manner to the HPSD Safety Officer and where applicable the Superintendent and the required report forms completed on a timely basis;
- 3.1.16. providing a good example for employees and students by always directing and performing work in a safe manner;
- 3.1.17. conducting or assigning a designate to conduct regular inspections of facilities for unsafe practices and conditions and ensure prompt corrective action to eliminate the cause of incidents;
- 3.1.18. ensuring each employee is provided with information about the hazards on the job and how to control them;
- 3.1.19. ensuring that when required, disciplinary action is taken to enforce all established safety regulations, safe work practices and safe work procedures; and
- 3.1.20. ensuring that workers, employees and staff are properly trained for the work that they are responsible to perform, including the completion of assigned safety courses.

4. Employees, Volunteers and Worker's Responsibilities

- 4.1. The HPSD employee, volunteer or worker is responsible for:
 - 4.1.1. complying with HPSD Health and Safety program;
 - 4.1.2. being knowledgeable of and responsible for complying with applicable parts and sections of the OH&S Act, Regulations and Code that apply to them. (A copy of the Alberta OH&S Act, Regulations and Code will be available on the PublicSchoolWorks system or on-line at the government web-site.);
 - 4.1.3. wearing and maintaining the safety equipment, personal protective devices and clothing required by regulations and HPSD;

- 4.1.4. notifying their supervisor of any hazards, unsafe conditions or unsafe acts that may be of danger to other employees, students or themselves;
- 4.1.5. refusing any work activity that compromises a person's health or safety and immediately reporting such situations to their supervisor;
- 4.1.6. reporting all property damage, losses and employee injuries to their supervisor as soon as possible; and
- 4.1.7. taking reasonable precautions to protect the safety of other employees, workers, volunteers, students and themselves in relation to HPSD worksites.

5. Responsibilities of Contracted Service Providers, Contractors, Individuals or Organizations Operating within or on HPSD Property

- 5.1. Contracted service providers, contractors, individuals or organizations operating within or on HPSD property or worksites are responsible for:
 - 5.1.1. ensuring, where applicable, that their employees comply with HPSD Safety requirements that relate to the interaction of the work-site and the school environment;
 - 5.1.2. cooperating fully with HPSD representatives with respect to health and safety requirements, audits, incident investigations, hazard assessments and reporting;
 - 5.1.3. operating according to the requirements of OH&S legislation including OH&S Codes; and
 - 5.1.4. demonstrating a strong commitment towards health and safety in all of their work execution and operations.

6. Responsibilities and Composition of the HPSD Safety Committee

- 6.1. HPSD will establish a safety committee for the purpose of developing a sustainable safety culture through a quality safety program ensuring HPSD has a safe, healthy and caring work and educational environment while achieving the requirements of the OH&S Act, Regulations & Codes as well as HPSD's Code of Practices and Safe Work Practices.
- 6.2. The committee's focus shall include but not be limited to emergency preparedness, staff awareness and training, hazard identification, reporting and remediation, as well as program development. The Committee recognizes that this is a 'living' mandate. It is never completed.
- 6.3. HPSD understands that the OH&S Act is built on the principle that employees and employers must work together to ensure a safe and healthy work place. HPSD will support the committee with resources to ensure it is able to meet its obligations.
- 6.4. The committee will make recommendations to the Safety Officer in the development of the district's health and safety system, consistent with OH&S legislation, and district policies and procedures. All recommendations are subject to ratification by the Superintendent.
- 6.5. The committee consists of a representative from every worksite:
 - 6.5.1. Safety Officer as chairperson;
 - 6.5.2. Secretary Treasurer, or designate;
 - 6.5.3. Transportation Representative;
 - 6.5.4. Facilities Representative;
 - 6.5.5. LSC Representative; and
 - 6.5.6. Representatives from schools. The representatives will include an administrator, a classroom teacher and a support staff member.
 - 6.5.7. Each of the committee members may appoint a designate to represent them. The committee chair should be advised.
 - 6.5.8. Other individuals may be added by the committee as deemed appropriate from time to time and for specific lengths of time.

References

[*Alberta Occupational Health and Safety Act, Regulation and Code Education Act*](#)