

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: OCCUPATIONAL HEALTH AND SAFETY

<i>PROCEDURE CODE:</i>	<i>538 AP 001</i>
Policy Reference: 538 – Occupational Health and Safety	

OVERVIEW

The Division believes in creating safe working and learning environments for all and recognizes that this can only be accomplished through joint responsibility between management and staff.

Active participation by everyone, every day, in every job is essential to maintain the highest degree of physical and psychological health and safety excellence the Division expects.

PROCEDURE

The Division has created and implemented a safety management program in keeping with legislated requirements and industry best practice. This program is outlined in the division's Occupational Health and Safety Manual that contains the processes that are in place to ensure health and safety at Division schools and sites.

Rights and Responsibilities

All staff have the following rights:

1. Right to refuse dangerous work,
 - a. a worker may refuse if the worker believes on reasonable grounds that the work includes a hazard that poses a serious and immediate threat to the health and safety of a person.
2. Right to participate in the workplace health and safety activities,
3. Right to know, or be informed about, actual and potential dangers in the workplace.

All staff have the following responsibilities:

1. Protect their own health and safety, and that of others at work.
2. Co-operate with their supervisors and the Division to protect their own and others' health and safety.

3. Use all devices and wear all personal protective equipment required by the Division or the Occupational Health and Safety Act or Code.
4. Refrain from causing or participating in workplace harassment or violence.
5. Report health and safety concerns to the employer or supervisor.
6. Participate in any training provided by the employer.
7. Not perform work that may endanger themselves or others, unless they are competent to do so or directly supervised by a worker who is competent to perform the work.

Principals/ Supervisors have the responsibility to take all precautions necessary to protect the health and safety of every worker under their supervision and ensure that those workers:

1. Follow procedures and measures required by the Division or occupational health and safety legislation.
2. Are not subjected to and don't participate in workplace harassment or violence.
3. Advise every worker they supervise about all known or reasonably foreseeable hazards to health and safety in their work area.
4. Report health and safety concerns to the Division.

The Division is responsible to ensure:

1. The health, safety, and welfare of staff at work.
2. The health and safety of others at or near the school/site who may be affected.
3. Staff are aware of their occupational health and safety rights and duties.
4. Staff are not subjected to, and don't participate in, workplace harassment or violence.
5. Supervisors are competent, and familiar with occupational health and safety legislation.
6. Staff have the training they need to work in a healthy and safe manner.
7. Dangerous work is only carried out by a competent worker, or a worker who is working under direct supervision of a competent worker.
8. The health and safety committee complies with their legislated requirements.
9. Health and safety concerns are resolved in a timely manner.
10. Information related to work site hazards, controls, work practices and procedures is readily available to staff, the health and safety committee, and the prime contractor.
11. Current occupational health and safety legislation is readily available to staff and the health and safety committee.

REFERENCES

Alberta Occupational Health and Safety Act, Regulation and Code

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Revised: February 5, 2024

