Rationale:

The district is responsible for taking reasonable precautions to protect the safety of all employees, students, volunteers, contractors, visitors, and others on district property or at district-sponsored events. Specifically, as well, the district, as an employer, is committed to providing a healthy and safe work environment for its employees and other workers, by implementing safe working procedures and conditions, as well as incident prevention programs.

Regulation:

The district is responsible for providing its employees, students, volunteers, contractors, visitors and others present on district property with safe working conditions, equipment and materials. The district will take all reasonable precautions to provide safe working conditions in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code, the Building Standards Branch regulations, the Provincial Fire Commissioner's regulations, the local Fire Department regulations, the Board of Health regulations, district regulations, and other applicable codes or regulations.

The chief superintendent delegates to the superintendent of Human Resources the primary authority to ensure the effective administration of Health and Safety responsibilities required under the Alberta Occupational Health and Safety Act, Regulation and Code (OHSA) with secondary authority to the superintendent of Support Services, with a primary focus on ensuring district and OHSA safety standards are met within the areas of construction, operations, maintenance, buildings and grounds. Other superintendents shall also be accountable to provide support as necessary for their area of responsibility.

General responsibilities of senior administration, principals, non-school based department heads, managers and other supervisors, workers and contractors shall be specified by the Human Resources department in district job descriptions and/or in contracts and monitored to ensure compliance by the supervising superintendent or delegate. Specific requirements and accountabilities are detailed in the district’s Occupational Health and Safety program. Generally, however, all senior administration, principals, non-school based department heads, managers and other supervisors are responsible, within their area of control, for:

1. providing the management support and leadership necessary for the ongoing implementation and administration of the district health and safety program (see the district's Occupational Health and Safety manual);
2. informing employees, visitors, volunteers, students and contractors (see definitions under the Health and Safety of Contracted Services section on following page) under their direction about potential worksite hazards and taking all reasonable precautions in accordance with relevant legislation and district regulations;

3. planning and conducting all worksite activities in a manner that promotes compliance with the district health and safety program (see the district’s Occupational Health and Safety and Safe Work Practices);

4. demonstrating commitment to health and safety by their behaviour and actions;

5. confirming that employees, visitors, and volunteers under their direction have been given the necessary training, instruction and equipment required by the legislation so that they can perform their work in a safe and healthy manner;

6. confirming that contractors under their direction have provided adequate confirmation that the training, instruction and equipment necessary has been provided to the contractor’s employees or subcontractors so that they can perform their work in a safe and healthy manner;

7. confirming that contractors are monitored to ensure compliance with health and safety legislation and procedures;

8. confirming that products and/or equipment purchased are safe to use;

9. making certain that work areas are inspected regularly to identify, document and control potential or existing hazards;

10. taking the corrective action necessary to deal with unsafe conditions or procedures, including submitting maintenance requests or directing on-site staff to make necessary repairs or act to prevent access to unsafe work areas;

11. confirming that safeguards, first aid kits, and other safety devices such as personal protective equipment are available as necessary and are used appropriately;

12. making certain that employees, visitors, volunteers and contractors comply with this regulation, including any guidelines or safe work procedures required by the district and outlined in the district’s Occupational Health and Safety and Safe Work Practices;

13. verifying that all accidents/incidents and near misses are reported and investigated, and corrective action is taken to prevent a recurrence in compliance with OHSA and district regulations (also see Risk Management manual – Section 15 – Procedures for Reporting Accidents/Incidents and Section 12 – Accident/Incident Reporting and Investigation of the district’s Occupational Health and Safety manual);
14. verifying that first aid and/or medical treatment is received for all injuries and that records are kept for employee, visitor, or volunteer injuries (see Risk Management manual – Section 15 – Procedures for Reporting Accidents/Incidents and Section 12 – Accident/Incident Reporting and Investigation of the district’s Occupational Health and Safety manual);

15. making certain that first aid and/or medical treatment is received for all injuries and that records are kept by contractors or subcontractors for their employee injuries; and,

16. providing the leadership and management support necessary to ensure reasonable work accommodation opportunities are provided to injured or ill employees.

All senior administration, principals, non-school based department heads, managers and other supervisors are specifically responsible for compliance by employees under their supervision with district regulations and the requirements of the Alberta OHSA. Each individual employee is responsible under this regulation and the OHSA for working in a way that protects not only their own health and safety, but also the health and safety of colleagues, students, and members of the general public who might be present from time to time in district facilities. Employee responsibilities are further detailed in the district’s Occupational Health and Safety manual.

Health and Safety of Students

While the requirements of the OHSA apply to workers, the care and safety of district students is also a priority. The district also recognizes that teachers and students (and accompanying volunteers and support staff) sometimes engage in appropriate and allowable learning activities that could be potentially hazardous to their health and safety. Active risk management can result in safe learning experiences and environments. Planning for and supervising the variables and behaviours that may contribute to or cause an accident and/or injury is critical. School administration and teaching staff shall ensure student activities and experiences chosen have an appropriate curriculum fit and a level of risk appropriate to the age, grade, training, and ability of each student. School administration and all staff shall take all reasonable steps to provide a safe environment for students in the school building, on school grounds, on district property, and on school excursions (see Risk Management manual and district regulations IJOA – Field Trips and Excursions (Within Western Canada) and IJOAB – High School Student Travel – International & National (Outside Western Canada).

Health and Safety of Employees

All senior administration, principals, non-school based department heads, managers and other supervisors shall ensure that employees under their supervision have applicable training to protect their health and safety while carrying out their specific work tasks and, where required by legislation or employment contract, wear appropriate personal protective equipment.

Each employee is responsible for taking all reasonable measures to ensure his/her personal health and safety, and the safety of others, by working in compliance with safe work practices and the regulations and procedures established by the district.
Health and Safety of Contracted Services

Contracted services are defined as any service provided to the district (including its schools) by individuals or businesses, that involve the presence of workers (as determined by the OHSA legislation) employed by the business or individual at the district workplace (e.g., a school or other district facility or approved off-site location) in return for some form of compensation. There are generally two separate categories of contracted services:

- administrative services, including construction and maintenance activities (e.g., painting, renovations, delivery of material, electrical work, plumbing, computer repairs, etc.), and
- educational services (e.g., performances by artists, athletic in-services such as in-line skating training, specialized coaching seminars, computer training for students or staff, presentations by individuals on educational topics, etc.).

Administrative services are primarily provided through district contracts and the determination and enforcement of OHSA requirements is the responsibility of the department (or occasionally the school) arranging for the work to be done. Educational services are generally small dollar-value situations and are almost exclusively arranged through the schools. It is the responsibility of the principal (and occasionally the superintendent or non-school based department head, if arranged at the district level) to ensure compliance with the OHSA requirements. In particular, activities with higher risk (or potentially higher risk) provided by contractors should be reviewed from a safety perspective and a determination made by the principal or non-school based department head as to the level of OHSA disclosure and documentation to be required.

The chief superintendent has delegated signing authority for contracted services to the secretary-treasurer as specified in district regulations DGA – Signing Authority and Controls and CK – Contracted Consulting and Other Services. Each district contract for services shall specify contractor health and safety responsibilities as required by legislation (except as noted below). For all major administrative contracts (all construction sites, contractors with large numbers of employees, or contracted services or activities with higher risk), the contractor shall provide a Certificate of Recognition (COR) as evidence a standard of safety exists in their practices prior to commencing work on a district site. Contractors may provide different evidence that an equivalent standard of safety exists in their practice, if recommended in writing to the secretary-treasurer by the superintendent of Support Services or, if delegated, the director, Facilities, and if approved by the secretary-treasurer. Such evidence shall meet industry standards and be verifiable by an independent third party.

Principals or non-school based department heads shall consult the district’s Occupational Health and Safety manual (Section 14 - Third Party Contractor Adherence) for direction on district contract requirements to ensure OHSA obligations are met.

The principal or non-school based department head accountable for the contract may consult the manager, Business Services for assistance in determining the contract requirements associated with contractor activities.
Every contractor performing work on district property or at approved off-site locations shall be provided with a copy of the district’s Contractor Occupational Health and Safety Site Requirements document by the relevant principal or non-school based department head (see the district’s Occupational Health and Safety manual).

Violence in the Workplace (see Part 27, Occupational Health and Safety Code)

The district is committed to providing a safe, healthy and supportive work environment. Workplace behaviour that involves physical violence or would be construed as discrimination, harassment or intimidation shall not be tolerated (see regulation GBAA – Discrimination, Harassment and Violence in the Workplace for process to be followed.) Persons who work for or act on behalf of the district (including students and volunteers) have a duty to promote the behaviours that contribute to high standards of personal and professional conduct, and are consistent with the values of a Catholic environment. Principals or non-school based department heads shall consult the district’s Occupational Health and Safety manual (Section 11 – Employee Safety and Security) to ensure OHSA obligations are met.

Approval Date: November 19, 2012

Policy Reference: EL-7 Risk Management
http://www.cssd.ab.ca/board-of-trustees/monitoring-reports/

District Vision Reference: Faith, Relationships, Excellence in Teaching and Learning
http://www.cssd.ab.ca/about-us/mission-vision-statements/

Legal Reference: Alberta Building Standards Branch Regulations

Alberta Environmental Protection and Enhancement Act (AEPEA)

Occupational Health and Safety Act, Regulation and Code

Alberta Provincial Fire Commissioner’s Regulations

City of Calgary Fire Department Regulations

Alberta Health Services Health Act, Regulations Codes

Health Regulations (relevant Municipality)

Canadian Standards Association (CSA) Standards


School Act, s. 45 (8) Responsibility to Students

Transportation of Dangerous Goods Act (TDG)

Workplace Hazardous Materials Information System (WHMIS)

Other Reference:
- Risk Management Manual
- Occupational Health and Safety Manual
- Records Management Manual

Cross Reference:
- CK, Contracted Consulting and Other Services
- DGA, Signing Authority and Controls
- EBBB, Accident and Incident Reporting
- GBAA, Discrimination, Harassment and Violence in the Workplace
- IJOA, Field Trips and Excursions (Within Western Canada)
- IJOAB, High School Student Travel – International and National (Outside Western Canada)
- JLIA, Supervision of Students

http://www.cssd.ab.ca/about-us/district-governance/regulations/