



## **AP 4 – 19 Health and Safety**

**Classification:** Personnel and Employee Relations

**Effective Date:**

**Sponsor/Contact:** Safety Manager

**Last Reviewed:** 2012 August 28

**Exhibits:** none

### **PURPOSE**

To ensure that Division business, regardless of location, is conducted in a manner that protects the health and safety of all employees, contractors, visitors, students and neighbors.

### **SCOPE**

This procedure applies to all Division staff.

### **DEFINITIONS**

*Legislative Requirements:* Federal and Provincial Acts, Regulations, Codes, Standards, Guidelines and orders and municipal By-laws and orders pertaining to health, safety and the environment.

*Occupational Health and Safety Committee* - is a committee operating pursuant to section 31 and part 13 of the *Alberta Occupational Health and Safety Act* and code respectively.

### **PROCEDURES**

1. The Safety Manager in consultation with the Division's Occupational Health and Safety Committee shall set clear and concise goals:
  - 1.1. Towards the reduction and elimination of injuries and occupational illnesses
  - 1.2. To comply with all applicable laws, acts and regulations
  - 1.3. To react to all safety and health concerns of our employees, contractors, visitors and students
  - 1.4. To proactively manage the Division's safety and health policies and procedures
  - 1.5. To maintain a healthy and safe work practices as mandated by appropriate legislation.
2. The Safety Manager in consultation with the Division's Occupational Health and Safety Committee shall provide the means to achieve Division goals by:
  - 2.1 Assessing and developing plans for managing all potential health and safety risks in Division operations
  - 2.2 Verifying all employees and contractors are adequately trained to perform their jobs safely
  - 2.3 Extending and reinforcing safety and health consciousness
  - 2.4 Resolving health and safety related incidents and concerns promptly
  - 2.5 Arranging to provide all staff with safety training, personal protective equipment (PPE), and safety devices, as required
  - 2.6 Providing a safe workplace through inspections, hazard assessments and controls with regular follow-up on the recommendations generated by them.
3. The Safety Manager in consultation with the Division's Occupational Health and Safety Committee shall evaluate Division safety performance and learn from it:
  - 3.1 By encouraging open communication at all levels about incidents, accidents, best practices and lessons learned
  - 3.2 By thoroughly investigating all accidents and incidents to determine root causes and applying these facts to the improvement of our safety and health program

- 3.3 By systematically auditing behaviors, work processes, management systems and equipment and promptly correcting all deficiencies
  - 3.4 By employing effective performance measures and communicating the results.
- 4 All staff members of the Division
- 4.1 Recognize that safe work practices is a condition of employment
  - 4.2 Are accountable for health, safety and environmental management within their areas of jurisdiction
  - 4.3 Are accountable for the safety of themselves and all others in their presence
  - 4.4 Shall comply with all federal, provincial, and municipal safety legislation
  - 4.5 Shall strive to establish exemplary health and safety work practices
  - 4.6 Shall adhere to all internal health and safety procedures and standards.
- 5 All superintendent liaisons, principals and department heads shall establish an Occupational Health & Safety Committee for each site that he or she is responsible for.
- 6 All superintendent liaisons, principals and department heads shall ensure that contractors and visitors are held to the same health and safety standards as staff.

## **REFERENCE AND LINKS**

*School Act*

*Alberta Occupational Health and Safety Act*

Alberta Safety Council Partnership Audit (October 1999) Instrument

## **HISTORY**