

CODE: FBEA.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Health and Safety Roles and Responsibilities

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2010)

DEFINITIONS

Hazard Assessment: A process that looks at what could cause harm to employees at a worksite in order to determine what controls are needed to eliminate or reduce the hazard risk.

Imminent Danger: Imminent danger means any danger that isn't normal for a job, or any dangerous conditions under which a worker wouldn't normally carry out their work.

Staff: Means any worker at the worksite including Division staff, temporary workers, worker volunteers, contracted workers and subcontractors present at the worksite.

Senior Staff: Means those individuals reporting directly to the Superintendent of Schools, i.e., principals, Executive Directors, Assistant Superintendents of Schools, General Counsel.

Decision Unit Administrator: Means those individuals charged with the responsibility of leading and managing a decision unit, i.e., managing directors, directors.

Supervisors: Means managers, supervisors, school department heads, foremen etc.

REGULATION

A. GENERAL

Health and safety is a shared responsibility between the Superintendent of Schools, senior staff, decision unit administrators, supervisors, staff, staff group representatives, as well as parents, students, visitors, temporary employees, contractors and subcontractors present at our work sites. All Division staff have:

- the right to know about hazards in the workplace;
- the obligation to report any unsafe practices or conditions that they see; and
- the right to refuse unsafe work.

B. HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

1. The Board and Superintendent of Schools shall ensure that:
 - a. health and safety considerations receive priority in the planning and implementation of Division activities and operations;
 - b. a framework of regulations, protocols and guidelines is developed and maintained which meets or exceeds compliance with the *Occupational Health and Safety Act*, Regulation Code and other related federal, provincial/local statutes, and by-laws;
 - c. a Division occupational health and safety program that promotes the participation of staff and staff group representatives is implemented and maintained;

- d. employees, contractors, subcontractors, temporary workers, students and volunteers comply with all relevant workplace health and safety legislation and Division policies and procedures;
 - e. employees understand the policy and are provided with the training and support necessary to integrate health and safety into their work;
 - f. the effectiveness of the health and safety program is evaluated at appropriate intervals and annually as a minimum, and;
 - g. support is provided to retain employees at work and to return employees with disabilities to active employment in a safe and timely manner.
2. Principals and other senior staff, decision unit administrators, and supervisors shall:
- a. provide the leadership and management necessary for the overall implementation of the Division health and safety policy within their areas of responsibility;
 - b. plan and conduct all worksite activities in a manner that promotes compliance with legislation and the Division health and safety program;
 - c. demonstrate commitment to health and safety by their behaviour and actions;
 - d. ensure worksite hazard assessments are completed within their areas of responsibility;
 - e. inform all staff and others present at the worksite about existing or potential worksite hazards and site specific health and safety requirements;
 - f. ensure that all work-related injuries, illness and incidents with the potential to cause serious injury/illness are reported, investigated, and corrective action is taken to prevent a recurrence;
 - g. ensure that staff are given adequate training, instruction and equipment so they can perform their work in a safe manner;
 - h. ensure that work areas are inspected at regular intervals to identify and control potential or existing hazards;
 - i. take corrective action to deal with unsafe acts or conditions identified by staff and/or during workplace hazard assessments, inspections and incident investigations;
 - j. ensure that safeguards and safety devices including personal protective equipment are available and used;
 - k. stop any work they perceive to be presenting imminent danger to an individual present at the worksite;
 - l. ensure reasonable work accommodation opportunities are provided to injured, disabled or ill employees.
3. Division staff and students (where applicable) shall:
- a. protect themselves and others by adopting responsible behaviours and attitudes toward health and safety;
 - b. observe all safety rules and procedures established by the regulatory authorities, the Division, and their decision unit;
 - c. practice safe work habits including use of any safeguards or personal protective equipment provided;
 - d. attend and use mandated health and safety training where applicable;
 - e. promptly report hazardous or unsafe equipment, acts or conditions, to a supervisor, make suggestions for their correction, or take corrective action where authorized;
 - f. immediately report to a supervisor all-work related injuries, illness and incidents with the potential to cause serious injury, and obtain first aid/medical treatment without delay;
 - g. refuse to perform any task they know to be unsafe, and
 - h. actively participate in and support return-to-work accommodation programs for themselves and others.

4. Division Occupational Health and Safety Consultants shall:
 - a. provide information and assistance to administration and staff regarding interpretation and compliance with legislation, Division policies and regulations;
 - b. conduct audits and assist administrators with inspections of facilities at appropriate intervals to identify potential hazards and determine that procedures, equipment, and facilities meet accepted occupational health and safety standards;
 - c. assist administrators in the investigation of serious accidents and incidents and advise regulatory authorities of reportable incidents; and,
 - d. stop any work where they perceive there to be imminent danger to an individual present at a worksite, by either advising the principal or Administrator, or in their absence by issuing an internal stop work order.

REFERENCES

AEBB.BP - Wellness of Students and Staff

FAA.BP - Human Resources Framework

HHCA.AR - Hygienic Practices

HHCC.AR - Communicable Disease

Occupational Health and Safety Act

Occupational Health and Safety Regulation

Occupational Health and Safety Code

Environmental Protection and Enhancement Act

Environmental Protection and Enhancement (Miscellaneous) Regulation (AR 118/93)

Public Health Act