



POLICY TITLE:

Occupational Health and Safety Policy and Responsibilities Statement

Board Approval:

Board Review:

POLICY

Summit West Independent School (SWIS) is committed to the protection of our employees, contractors, volunteers and the students we serve. In fulfilling this commitment, the school administration will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in injury, illness or damage. We are all responsible for preventing incidents within our facilities and are each expected to comply fully with all applicable health and safety laws, rules and regulations. Incidents can be prevented through good management in combination with active employee involvement. Participation in the safety and health program is the direct responsibility of all employees. All employees will perform their jobs in compliance with established safe work practices. The information in this policy does not take precedence over OHS legislation. All employees should be familiar with the OHS Act, Regulation and Code. A copy of the legislation is available in every school office. To ensure that this policy continues to meet our needs, this school authority will review it each year.

RESPONSIBILITIES

Everyone within the operations of SWIS has responsibilities to help create and maintain a safe working environment for themselves and others. Clear expectations are necessary to ensure that everyone is aware of their rights and obligations. This will enable SWIS's health safety management system to operate effectively.

Everyone has the right to work in a safe and healthy environment. Therefore, SWIS administration will clearly describe the roles and responsibilities of all levels within the operations, including the Board, Principal, Administrators, workers, volunteers, contractors

and students.

These expectations will be a condition of employment and must be followed.

Board Responsibilities:

- Provide a safe workplace
- Inform all employees of their OHS rights and obligations
- Ensure that the health and safety program is created, operating and maintained as intended by actively overseeing, participating in and maintaining control of the program
- Establish policies and procedures for the health and safety management system
- Ensure adequate resources are available to successfully build and implement this system.

Principals and Administrator Responsibilities:

- Implement a health and safety program in their facilities
- Inform all employees of their OHS rights and obligations
- Inform employees of any hazards specific to their location or nature of their work
- Ensure all employees perform their duties in accordance with applicable legislation
- Ensure all employees are aware of and comply with all aspects of the health and safety program
- Ensure all employees are competent by continuously providing adequate and necessary training in a timely manner
- Regularly inspect and correct substandard conditions
- Ensure all incidents and near misses are reported and investigated
- Ensure proper maintenance of equipment and tools
- Ensure all contractors and workers are aware of (insert school authority here)'s expectations Identify troubled or impaired workers and ensure they are looked after appropriately

Worker Responsibilities:

- Know and follow all aspects of the health and safety program
- Report all incidents, near misses, injuries, unsafe acts or conditions and infractions, no matter how small
- Wear all personal protective equipment required by safe job procedures, regulations or policies
- Take every reasonable precaution to ensure the safety of yourself, other workers and students. Refuse to perform work when unsafe conditions exist or when not properly trained to do the job, in accordance with Section 35 of the OHS Act
- Know the locations and operations of the emergency safety equipment
- Be familiar with emergency response protocol

Contractor Responsibilities:

- Present proof of good standing with the Workers' Compensation Board of Alberta and provide proof of insurance before working on any (insert school authority here) job location
- Follow all aspects of (insert school authority here)'s health and safety program
- Take work hazards seriously and protect yourself and others from danger
- Report all hazards, near misses, injuries or incidents that occur while working at SWIS
- Comply with all legislated requirements pertaining to your scope of work

Visitors, Parents, Guests and Volunteer Responsibilities:

- Report to the main office prior to entering the facility
- Wear personal protective equipment when required and follow the instructions and rules of SWIS
- Provide all clearances required for the position

KEY LEGISLATIVE REQUIREMENTS: Obligations of employers, workers, etc.:

2(1) Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

(a) the health and safety of

(i) workers engaged in the work of that employer, and

(ii) those workers not engaged in the work of that employer but present at the worksite at which that work is being carried out, and

(b) that the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act, the regulations and the adopted code.

(2) Every worker shall, while engaged in an occupation,

(a) take reasonable care to protect the health and safety of the worker and of other workers present while the worker is working, and

(b) co-operate with the worker's employer for the purposes of protecting the health and safety of

(i) the worker,

(ii) other workers engaged in the work of the employer, and

(iii) other workers not engaged in the work of that employer but present at the work site at which that work is being carried out

(3) Every supplier shall ensure, as far as it is reasonably practicable for the supplier to do so, that any tool, appliance or equipment that the supplier supplies is in safe operating condition.

(4) Every supplier shall ensure that any tool, appliance, equipment, designated substance or hazardous material that the supplier supplies complies with this Act, the regulations and the adopted code.

(5) Every contractor who directs the activities of an employer involved in work at a work site shall ensure, as far as it is reasonably practicable to do so, that the employer complies with

this Act, the regulations and the adopted code in respect of that work site.

Prime contractor:

3(1) Every work site must have a prime contractor if there are two or more employers.

(2) The prime contractor for a work site is

- (a) the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or
- (b) if no agreement has been made or if no agreement is in force, the owner of the work site.

(3) If a work site is required to have a prime contractor under subsection (1), the prime contractor shall ensure, as far as it is reasonably practicable to do so, that this Act and the regulations are complied with in respect of the work site.

(4) One of the ways in which a prime contractor of a work site may meet the obligation under subsection (3) is for the prime contractor to do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Act and the regulations in respect of the work site.

Multiple obligations:

4(1) In this section, “function” means the function of prime contractor, contractor employer, supplier or worker.

(2) If a person has two or more functions under this Act in respect of one work site, the person must meet the obligations of each function.

Refusal of unsafe work: All workers have a legislated responsibility and an obligation to refuse unsafe work. “Unsafe Work” is defined as a task that is not normal for that occupation and/or a danger that would not normally be present as a part of the tasks that a person in that occupation has been deemed “competent” to perform (see 35(2) below).

Existence of imminent danger:

35(1) No worker shall:

- (a) carry out any work if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health or safety of that worker,
- (b) carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site, or
- (c) operate any tool, appliance or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site.

- 2) In this section, "imminent danger" means in relation to any occupation (
 - a) a danger that is not normal for that occupation, or
 - b) a danger under which a person engaged in that occupation would not normally carry out the person's work.

- (3) A worker who
 - (a) refuses to carry out work, or
 - (b) refuses to operate a tool, appliance or equipment.
 - (c) pursuant to subsection (1) shall, as soon as practicable, notify the worker's employer at the work site of the worker's refusal and the reason for the worker's refusal.

- (4) On being notified under subsection (3), the employer shall
 - (a) investigate and take action to eliminate the imminent danger,
 - (b) ensure that no worker is assigned to use or operate the tool, appliance or equipment or to perform the work for which a worker has made a notification under subsection (3), unless
 - (i) the worker to be so assigned is not exposed to imminent danger, or
 - (ii) the imminent danger has been eliminated,
 - (c) prepare a written record of the worker's notification, the investigation and action taken, and
 - (d) give the worker who gave the notification a copy of the record described in clause (c).

- (5) The employer may require a worker who has given notification under subsection (3) to remain at the work site and may assign the worker temporarily to other work assignments that the worker is reasonably capable of performing.

- (6) A temporary assignment under subsection (5), if there is no loss in pay, is not disciplinary action for the purposes of section 36.

- (7) If a worker who receives a record under subsection (4)(d) is of the opinion that an imminent danger still exists, the worker may file a complaint with an officer.

- (8) An officer who receives a complaint under subsection (7) shall prepare a written record of the worker's complaint, the investigation and the action taken and shall give the worker and the employer a copy of the record.

- (9) A worker or an employer who receives a record under subsection (8) may request a review of the matter by the Council by serving a notice of appeal on a Director of Inspection within 30 days from the date of receipt of the record.

- (10) After considering the matter, the Council may by order
 - (a) dismiss the request for a review, or
 - (b) require the employer to eliminate the imminent danger.