



## Chinook's Edge School Division – Administrative Procedure

### AP 4 – 19 Health and Safety

<b>Related Policies:</b>	<b>Initial Approval:</b> 2012 June 20
<b>Related Procedures:</b>	<b>Last Amended:</b> 2019 December 17
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2021 April 08

#### 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 employees, contractors, visitors, students and neighbors.

#### DEFINITIONS

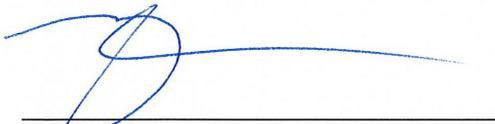
*Legislative Requirements:* Federal and Provincial Acts, Regulations, Codes, Standards, Guidelines and orders and municipal By-laws and orders pertaining to health, safety and the environment.

*Occupational Health and Safety Committee* - is a committee operating pursuant to sections 19 and 20 and part 13 of the *Alberta Occupational Health and Safety Act* and code.

#### PROCEDURES

1. The Division will establish a joint Occupational Health and Safety Committee. Schools with less than 5 employees will not require representation on the committee. Schools with 6-20 employees will require a representative. The representation is not required to attend the monthly meetings but is responsible to share the minutes of the meetings with their staff. Schools with 21 or more staff will be required to have a representation who will attend a minimum of 4 committee meetings a year (the representative is required to attend the September meeting as one of the 4 meetings). The duties of the Occupational Health and Safety Committee will include:
  - i. Receipt, consideration and disposition of concerns and complaints with respect the health and safety of workers.
  - ii. Participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site
  - iii. Development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures.
  - iv. Cooperation with the Occupational Health and Safety Officer exercising duties under the Occupational Health and Safety legislation.
  - v. Development and promotion of programs for education and information about health and safety
  - vi. Making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers.
  - vii. Inspection of the work site at regular intervals
  - viii. Participation in investigation of serious injuries and incidents at the work site in accordance with section 40 of the Occupational Health and Safety Act.
  - ix. The maintenance of records in connection with the receipt and disposition of concerns and complaint and the attendance of other matters relating to the duties of the committee
  - x. Other duties specified in the Occupational Health and Safety legislation.
2. The Health and Safety Coordinator in consultation with the Division's Occupational Health and Safety Committee shall set clear and concise goals:
  - 2.1. Towards the reduction and elimination of injuries and occupational illnesses
  - 2.2. To comply with all applicable laws, acts and regulations
  - 2.3. To react to all safety and health concerns of our employees, contractors, visitors and students

- 2.4. To proactively manage the Division's safety and health policies and procedures
  - 2.5. To maintain a healthy and safe work practices as mandated by appropriate legislation.
3. The Health and Safety Coordinator in consultation with the Division's Occupational Health and Safety Committee shall provide the means to achieve Division goals by:
    - 3.1. Assessing and developing plans for managing all potential health and safety risks in Division operations
    - 3.2. Verifying all employees and contractors are adequately trained to perform their jobs safely
    - 3.3. Extending and reinforcing safety and health consciousness
    - 3.4. Resolving health and safety related incidents and concerns promptly
    - 3.5. Arranging to provide all staff with safety training, personal protective equipment (PPE), and safety devices, as required
    - 3.6. Providing a safe workplace through inspections, hazard assessments and controls with regular follow-up on the recommendations generated by them.
  4. The Health and Safety Coordinator in consultation with the Division's Occupational Health and Safety Committee shall evaluate Division safety performance and learn from it:
    - 4.1. By encouraging open communication at all levels about incidents, accidents, best practices and lessons learned
    - 4.2. By thoroughly investigating all accidents and incidents to determine root causes and applying these facts to the improvement of our safety and health program
    - 4.3. By systematically auditing behaviors, work processes, management systems and equipment and promptly correcting all deficiencies
    - 4.4. By employing effective performance measures and communicating the results.
    - 4.5. By ensuring site safety representatives complete the behaviour based observation sheet monthly and hand it to the Health and Safety Coordinator for inclusion in the next Occupational Health and Safety Committee meeting.
  5. All staff members of the Division:
    - 5.1. Recognize that safe work practices is a condition of employment
    - 5.2. Are accountable for health, safety and environmental management within their areas of jurisdiction
    - 5.3. Are accountable for the safety of themselves and all others in their presence
    - 5.4. Shall comply with all federal, provincial, and municipal safety legislation
    - 5.5. Shall strive to establish exemplary health and safety work practices
    - 5.6. Shall adhere to all internal health and safety procedures and standards.
  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.



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Mr. Kurt Sacher, Superintendent of School/CEO

## REFERENCE AND LINKS

[Education Act](#)  
[Alberta Occupational Health and Safety Act \(June 2018\)](#)  
[Alberta Safety Council Partnership Audit \(October 1999\) Instrument](#)

## HISTORY

2012 Aug 28	Reviewed
2018 June 22	Reviewed
2019 Dec 17	Reviewed
2021 April 08	Reviewed