

## OCCUPATIONAL HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

### Background

The Division believes employees have the responsibility to help create and maintain a safe working environment for themselves and others. Clear expectations of specific responsibilities are necessary to ensure that everyone is aware of their rights and obligations. These responsibilities will be a condition of employment and must be followed to work towards the goal of an injury free workplace. Occupational Health and Safety (OH&S) is a shared responsibility by all parties.

With regards to health and safety, all employees 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.**

### Procedures

#### 1. The Board and Superintendent of Schools Responsibilities

- 1.1 Establish policies and procedures for the health and safety management system.
- 1.2 Ensure health and safety in the workplace is a priority in all activities and operations.
- 1.3 Ensure all employees and contractors are informed of their health and safety rights, obligations and responsibilities.
- 1.4 Ensure the health and safety program is created, operated and maintained.
- 1.5 Create and value an environment and culture that promotes active employee participation in health and safety related activities.

#### 2. Safety Coordinator Responsibilities

- 2.1 Assist in establishing safety standards, practices and procedures.
- 2.2 Stop unsafe work.
- 2.3 Inspect all sites and make recommendations to correct substandard conditions.
- 2.4 Ensure all employees are aware of and comply with the health and safety program and their responsibilities therein.
- 2.5 Provide health and safety training, information and assistance in regards to health and safety compliance.
- 2.6 Investigate all incidents, near misses and hazard reports.
- 2.7 Maintain health and safety performance statistics and analyze trends. Keep Division leadership aware of these performance indicators.
- 2.8 Act as the claim manager for all Workers' Compensation Board (WCB) injury claims, coordinating with all related parties on behalf of the Division.
- 2.9 Provide principals and supervisors with organizational tools and coaching to help staff work safely.
- 2.10 Act as a resource on all health and safety related matters throughout the division.
- 2.11 Maintain Certificate of Recognition (COR) including performing internal audits.

3. School Administration or Supervisor Responsibilities
  - 3.1 Ensure hazards are identified and appropriately controlled.
  - 3.2 Create an environment that promotes active employee participation in health and safety related activities.
  - 3.3 Ensure that health and safety initiatives are adequately resourced and implemented.
  - 3.4 Stop unsafe work.
  - 3.5 Ensure employees, contractors and visitors work safely and are aware of and comply with all aspects of the health and safety program in their facility.
  - 3.6 Ensure regular inspections are completed and correct substandard conditions if found.
  - 3.7 Ensure all incidents, near misses and student accidents are reported and investigated.
  - 3.8 Ensure proper preventative maintenance and repair of equipment and tools.
  - 3.9 Ensure workers are trained to do their job safely.
  - 3.10 Inform employees of OH&S rights and obligations, including the right to refuse unsafe work.
  - 3.11 Ensure the Alberta OH&S Act, Regulation and Code is readily available.
  
4. School Occupational Health and Safety Representative Responsibilities
  - 4.1 Ensure all safety activities outlined on the *Safety Activity Plan for Schools* are completed for their corresponding school.
  - 4.2 Administer and maintain the division's Health and Safety Manual for their site.
  - 4.3 Manage safety records onsite and submit required records to the Safety Coordinator.
  - 4.4 Validate and respond to all staff health and safety concerns.
  - 4.5 Ensure all site employees are orientated and trained as per the division's Safety Program.
  - 4.6 Ensure all site employees review the hazard assessment document that corresponds to their position on an annual basis.
  
5. Worker Responsibilities
  - 5.1 Work safely and protect yourself and others from danger.
  - 5.2 Follow all applicable Alberta OH&S legislation and industry best practice standards.
  - 5.3 Report workplace hazards, near misses, and all incidents.
  - 5.4 Know emergency procedures.
  - 5.5 Wear appropriate PPE (personal protective equipment) as required.
  - 5.6 Participate in the health and safety program initiated by the division.
  - 5.7 Cooperate with and follow the direction of those in leadership as it pertains to safety.
  
6. Contractor Responsibilities
  - 6.1 Work safely and protect yourself and others from danger.
  - 6.2 Comply with legislated requirements, including contract instructions.
  - 6.3 Participate in the health and safety program initiated by the division.
  - 6.4 Provide an Alberta WCB clearance and proof of insurance before working on any division job location (if applicable).
  - 6.5 Report workplace hazards, near misses, and incidents to the Division.

Reference: Section 2, 3, 4, 35, of the AB OH&S Act  
Part 1 Section 2.1, Part 2 Section 7, 8, 9, of AB OHS Code

Manuals: BRSD Health and Safety Manual

Amended: July 2017