

OCCUPATIONAL HEALTH & SAFETY ROLES AND RESPONSIBILITIES

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 Co-Chair the Joint Worksite Health and Safety Committee.
- 2.10 Provide principals and supervisors with organizational tools and coaching to help staff work safely.
- 2.11 Act as a resource on all health and safety related matters throughout the division.
- 2.12 Maintain Certificate of Recognition (COR) including performing internal audits.

3. Director, School Administration or Supervisor Responsibilities

- 3.1 Ensure hazards are identified, appropriately controlled and communicated to all affected parties.
- 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 staff have the skills and training necessary to perform their role competently, with the appropriate amount of supervision for their level of experience.
- 3.10 Ensure that all staff are aware of protections that exist to support them in the event they are harassed; as well as the consequences that exist in the event they harass another employee.
- 3.11 Consult and cooperate with the Joint Worksite Health and Safety Committee or OHS Representatives, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns in a timely manner.
- 3.12 Inform employees of OH&S rights and obligations, including the right to refuse unsafe work.
- 3.13 Ensure the Alberta OH&S Act, Regulation and Code is readily available.
- 3.14 Cooperate with anyone exercising a duty imposed by the Alberta OHS Act, Regulation or Code.

4. Joint Worksite Health and Safety Committee Responsibilities

- 4.1 Receive/address concerns about worksite health and safety that have a division wide impact and maintain a record of these concerns.
- 4.2 Recommend effective action to prevent serious injuries and incidents.
- 4.3 Develop/promote/review division wide health and safety education and training.
- 4.4 Assist in the development/review and recommendation of health and safety practices and procedures including violence and harassment prevention plans.
- 4.5 Support/participate in identification of potential health and safety hazards (Hazard Assessments).
- 4.6 Support/participate in worksite inspections, incident investigations and serious incident investigations as requested by the Safety Coordinator.
- 4.7 Develop/promote measures to protect the health and safety of staff and students and monitor the effectiveness of measures.
- 4.8 Review of incident/injury records and collaborate on or support corrective actions as needed.
- 4.9 Maintain accurate records of meetings and action items.

5. School Occupational Health and Safety Representative Responsibilities

- 5.1 Ensure all safety activities outlined on the *Safety Activity Plan for Schools* are completed for their corresponding school.
- 5.2 Administer and maintain the division's Health and Safety Manual for their site.
- 5.3 Manage safety records onsite and submit required records to the Safety Coordinator.
- 5.4 Validate and respond to all staff health and safety concerns.
- 5.5 Ensure all site employees are orientated and trained as per the division's Safety Program.
- 5.6 Ensure all site employees review the hazard assessment document that corresponds to their position on an annual basis.

6. Worker Safety Representative Responsibilities

- 6.1 Direct all worker safety concerns that are unresolvable at any one site to the Joint Worksite Health and Safety Committee.
- 6.2 Maintain the anonymity of any worker who makes an anonymous safety concern complaint.

7. Worker Responsibilities

- 7.1 Work safely and protect yourself and others from danger.
- 7.2 Follow all applicable Alberta OH&S legislation and industry best practice standards.
- 7.3 Report workplace hazards, near misses, and all incidents.
- 7.4 Know and follow emergency procedures.
- 7.5 Use all applicable hazard controls, including PPE (personal protective equipment) as required.
- 7.6 Participate in the health and safety program initiated by the division.
- 7.7 Refrain from causing or participating in harassment or violence.
- 7.8 Cooperate with and follow the direction of those in leadership as it pertains to safety and anyone else exercising a duty imposed by the Alberta OHS Act, Regulation or Code.

8. Contractor Responsibilities

- 8.1 Work safely and protect yourself and others from danger.
- 8.2 Comply with legislated requirements, including contract instructions.
- 8.3 Participate in the health and safety program initiated by the division.
- 8.4 Provide an Alberta WCB clearance and proof of insurance before working on any division job location (if applicable).
- 8.5 Report workplace hazards, near misses, and incidents to the Division.