

Purpose / Background

Rocky View Schools (RVS) is committed to providing healthy and safe environments that address the physical, psychological, and social well-being of its employees, students, volunteers, contractors, and visitors. An effective health and safety management system that supports preventive and responsive attitudes and behaviors at all levels of management, as well as supervision and staffing that will help to ensure a healthy and safe environment. Health and safety are a shared responsibility.

The Division's objective is to prevent all work-related illnesses and injuries. This will be achieved by creating an atmosphere in which health and safety is implemented with everyday operations. All employees of all levels are responsible and accountable for the Division's health and safety performance and to comply with RVS policies, administrative procedures and safe work procedures. (See Employee Health and Safety Management System Manual).

Roles and Responsibilities

1. Under the Alberta Occupational Health and Safety (OHS) Act, all employees have the responsibility to ensure the health and safety of themselves, their colleagues, and other persons at the worksite.
 - 1.1. All employees are accountable for working in a manner which will not put themselves, their co-workers, contractors, students, volunteers, visitors, or the public at risk of illness or injury.
 - 1.2. All employees have the right to know the hazards of their job, the right to participate in training and the right to refuse unsafe work.
2. Superintendent, Associate Superintendents, and Directors are responsible to:
 - 2.1. Communicate the importance of health and safety.
 - 2.2. Be aware of the Division's responsibilities under the Alberta OHS Act, Regulations and Code to review, assess and develop the Division's administrative procedures to ensure necessary procedures are in place.
 - 2.3. Ensure the necessary administrative procedures, health and safety management system manual, emergency procedures, codes of practice, safe work practices and safe work procedures are implemented and enforced in their area.
 - 2.4. Ensure hazard assessments are completed and implemented for locations, types of work and activities within their area of responsibility and are reviewed annually or when procedures/equipment changes.
 - 2.5. Ensure each new and transferred employee receives a site/department health and safety orientation which includes a review of the job hazard assessment.
 - 2.6. Assist in the development of a training matrix for all positions within their department.
 - 2.7. Ensure the employees under their direct supervision have training on all procedures and practices related to their duties as noted in their job hazard assessment.
 - 2.8. Develop and provide job specific training to new, transferred and re-assigned employees under their direct supervision as noted in their job hazard assessment.

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- 2.9. Ensure formal inspections are conducted according to the health and safety management system manual and follow-up to ensure corrective actions from inspections are completed.
 - 2.10. Review completed investigation reports for their respective departments to confirm corrective actions have been completed.
 - 2.11. Ensure employees and contractors understand and are aware of emergency response procedures and that work-related incidents, injuries, illnesses, hazards and near misses need to be reported.
 - 2.12. Require annual reporting of the Division's safety performance (e.g., compliance, training, orientation, incidents, WCB rates, etc.).
 - 2.13. Review the analysis of the records/statistics in the annual report to identify trends/gaps and set/review goals and objectives for the Division's safety performance on an annual basis.
 - 2.14. Allocate sufficient resources to allow the Division to meet its health and safety performance goals and objectives.
 - 2.15. Ensure there is a Division-Wide Joint Worksite Health and Safety Committee with representation from various areas of the Division to review OHS issues and incidents and provide recommendations. Review and respond to recommendations made by the Division-Wide Joint Worksite Health and Safety Committee.
3. The Associate Superintendent of Human Resources is responsible to:
 - 3.1. Develop, implement, manage, and maintain an OHS management system manual that contains the ten elements from the Partnerships in Injury Reduction standard as approved by Alberta Government, Occupational Health and Safety.
 - 3.2. Develop and maintain an OHS Commitment Statement for approval by the Superintendent.
 - 3.3. Facilitate the review of the OHS management system manual by the Senior Executive and Directors bi-annually.
 - 3.4. Develop, maintain, and review associated forms, documents, and manuals as required.
 - 3.5. Support the OHS program through the RVS website, web-based applications and other technological means.
 - 3.6. Provide an orientation of the OHS program for new employees.
4. Supervisors are responsible to:
 - 4.1. Implement and enforce RVS procedures, health and safety management system manual, emergency procedures, codes of practices, safe work practices, and safe work procedures.
 - 4.2. Inform employees of their right to know the hazards of their job, the right to participate in training and the right to refuse unsafe work.
 - 4.3. Provide a site/department orientation to new, transferred and re-assigned employees which includes a review of the job hazard assessment for their role.

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- 4.4. Develop and provide job specific training to new, transferred and re-assigned employees under their direct supervision as noted in their job hazard assessment.
 - 4.5. Verify and communicate hazard controls for an area or activity have been completed, and the necessary risk control and emergency response measures identified, documented, communicated, and implemented.
 - 4.6. Ensure the visitor process is followed.
 - 4.7. Ensure tools, equipment, and facilities are maintained.
 - 4.8. Designate an OHS representative for each school to act as a liaison with the Senior Manager of HR and OHS.
 - 4.9. Ensure tasks detailed by the school/department safety requirements checklist are completed.
 - 4.10. Assist with formal inspections and incident investigations according to the health and safety program. Follow up to ensure corrective actions are completed from incident investigations or inspections.
 - 4.11. Hold regular safety meetings or include safety as an agenda item of their regular staff meetings. Document health and safety items in the meeting minutes.
 - 4.12. Ensure employees and contractors understand that work related incidents, injuries, illnesses, hazards and near misses need to be reported.
5. The Senior Manager of HR and OHS is responsible to:
 - 5.1. Develop codes or practices, safe work practices, approve safe job procedures and provide onsite support for school administrators and supervisors.
 - 5.2. Manage formal workplace inspections.
 - 5.3. Manage incident investigations and refusals of unsafe work.
 - 5.4. Ensure the Alberta OHS legislation is readily available for all staff.
 6. All RVS employees are responsible to:
 - 6.1. Follow RVS policies, administrative procedures, health and safety manual, emergency procedures, codes of practices, safe work practices and safe work procedures.
 - 6.2. Know the hazards of their job, refuse unsafe work, and participate in training, meetings, hazard assessments, inspections and investigations when required.
 - 6.3. Wear and maintain appropriate personal protective equipment as required.
 - 6.4. Report to their supervisor any acts or conditions that may be of danger to themselves, other employees, students, or the public.
 - 6.5. Report to their supervisor all work-related incidents, injuries, and illnesses.
 - 6.6. Comply with all applicable legislation.

7. Contractors, Independent Contractors, Proprietors, and Service Providers are responsible to:
 - 7.1. Ensure their employees are fully aware of and operate within the RVS health and safety manual, policies, and procedures.
 - 7.2. Ensure they have Workers' Compensation coverage for their employees.
 - 7.3. Ensure their employees understand the requirements of the Alberta OHS Act, Regulations, and Code.
 - 7.4. Cooperate fully with RVS health and safety representatives with respect to Health and Safety audits, inspections, incident investigations, hazard assessment and reporting requirements.
 - 7.5. Maintain a strong commitment towards health and safety in all work execution and operations.

8. The Site Representative for OHS is responsible to:
 - 8.1. Assist the school Administrators with the health and safety requirements including communication, completion of safety checklists, follow-up with site safety inspections and actions from incident investigations.

Reference:

- RVS AF411-A Ergonomic Office Workstation Checklist
- RVS AF411-B School Based Site Safety Requirements Checklist
- RVS AF411-C Employee Site Health and Safety Orientation Checklist
- RVS AF411-D Certificate of Illness
- RVS AF411-E Return to Work Certificate
- RVS AF411-F Employee Request for Medical Accommodation
- RVS AF411-G Health and Safety Site Inspection – Alternative Setting
- RVS AF411-H Department Based (EC) Safety Requirement Checklist
- RVS AF411-I Pre-Project Tailgate Safety Meeting
- RVS AF411-J Voluntary Consent for Request/Release of Information (Employee Health Services)
- RVS AF411-K Formal Health & Safety Site Inspection Report
- RVS AF411-L Health & Safety Orientation for Volunteers/School-hired Contractors
- RVS AF411-M Follow-up Checklist for Employee-Student Incidents
- RVS AF411-N Health & Safety Orientation for Transportation Contractors
- RVS AF411-O Confidentiality Agreement for Joint Workplace OH&S Committee Members
- Education Act
- Emergency Medical Aid Act
- Freedom of Information and Protection of Privacy Act
- Health Information Act
- Occupational Health and Safety Act
- Personal Information Protection Act
- Occupational Health and Safety Code
- Occupational Health and Safety Regulations
- Health and Safety Management System Manual
- Contractor Safety Manual