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## **Purpose / Background**

Rocky View Schools (RVS) is committed to providing healthy and safe environments for 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, supervision and staffing will help to ensure a healthy and safe environment. Health and safety is 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 Manual).

## **Roles and Responsibilities**

1. Under the Occupational Health and Safety 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 general public at risk of illness or injury.
  - 1.2 All employees have the right to know the hazards of their job, the right to refuse unsafe work and the right to participate in training.
2. All RVS employees are responsible to:
  - 2.1 Follow RVS policies, administrative procedures, health and safety program, codes of practices, safe work practices and safe work procedures.
  - 2.2 Know the hazards of their job, refuse unsafe work and participate in in training, meetings, hazard assessments, inspections and investigations when required.
  - 2.3 Wear and maintain appropriate personal protective equipment as required.
  - 2.4 Report to his/her supervisor any acts or conditions that may be of danger to himself/herself, other employees, students, or the general public.
  - 2.5 Report to his/her supervisor all work-related incidents, injuries and illnesses.
3. Contract Service Providers are responsible to:
  - 3.1 Ensure that their employees are fully aware of and operate within the Rocky View School Division Health and Safety Program, Policies and Procedures
  - 3.2 Ensure that they have Workers' Compensation coverage for their employees
  - 3.3 Ensure that their employees understand the requirements of the Alberta Occupational Health and Safety Act, Regulations and Code
  - 3.4 Cooperate fully with Rocky View School Division Health and Safety representatives/employees with respect to Health and Safety audits, inspections, incident investigations, hazard assessment and reporting requirements
  - 3.5 Maintain a strong commitment towards health and safety in all of their work execution and operations.

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4. School Administrators and Supervisors are responsible to:
    - 4.1 Implement and enforce RVS procedures, health and safety program, codes of practices, practices and safe work procedures.
    - 4.2 Inform employees of their right to know the hazards of their job, right to refuse unsafe work and the right to participate in training.
    - 4.3 Ensure each new and transferred employee receives a site health and safety orientation which includes a review of the job hazard assessment.
    - 4.4 Ensure the employees under their direct supervision have training on all procedures and practices as noted in their job hazard assessment and related to their duties.
    - 4.5 Verify and communicate hazard controls for the area or an 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 site.
    - 4.9 Ensure tasks as detailed by the School/Department Safety Requirements Checklist are is completed.
    - 4.10 Ensure formal inspections are performed and incident investigations are completed according to the health and safety program. Follow up to ensure that 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 work related incidents, injuries and illnesses are reported.
  5. The Safety Coordinator or designate is responsible to:
    - 5.1 Develop practices, codes of practices, review safe work procedures and provide onsite support for school administrators and supervisors.
  6. The Associate Superintendent of Human Resources is responsible to:
    - 6.1 Develop and maintain an occupational health and safety program that contains the nine elements from the Partnerships in Injury Reduction standard as approved by Alberta Labor.
    - 6.2 Facilitate the review of the occupational health and safety program by the Senior Executive and Directors annually.
    - 6.3 Solicit feedback and revise associated forms biannually.
    - 6.4 Support the occupational health and safety program through the RVS website, web based applications and other technological means.
    - 6.5 Provide an orientation of the OHS program for new employees.
  7. Superintendent, Associate Superintendents and Directors are responsible to:
    - 7.1 Be aware of the Division's responsibilities under the Alberta Occupational Health and Safety Act, Code and Regulations in order to review, assess and develop the Division's administrative procedures to ensure that necessary procedures are in place.
    - 7.2 Communicate the importance of health and safety.

- 7.3 Ensure the necessary administrative procedures, health and safety program, codes of practice, practices and safe work procedures are implemented and enforced in their area.
- 7.4 Ensure hazard assessments are completed and implemented for locations, types or work and activities within their area of responsibility and are reviewed annually or when procedures/equipment changes.
- 7.5 Ensure employees understand and are aware of emergency response procedures and that work-related incidents, injuries and illnesses are reported.
- 7.6 Require annual reporting of the Division's safety performance (e.g. compliance, training, orientation, incidents, WCB rates, etc.).
- 7.7 Set and review goals and objectives for the Division's safety performance on an annual basis.
- 7.8 Allocate sufficient resources to allow the Division to meet its health and safety performance goals and objectives.
- 7.9 Ensure there is a Joint Workplace Health and Safety Committee with representation from all areas of the Division to review occupational health and safety issues and incidents, and provide recommendations. Review and respond to recommendations made by the Joint Workplace Health and Safety Committee.

*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
- 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)
- School 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
- Employee Health and Safety Manual
- Contractor Safety Manual