



Introduction

East Central Catholic Schools



Occupational Health &
Safety Manual 2020

Introduction

Why do we need an Occupational Health and Safety Program?

To Protect Employees and Students

The Board, Superintendent, directors, senior administration and principals have a legal obligation to provide a safe and healthy working and learning environment within all work groups in the district including students and visitors. To be successful in their obligation to providing a safe and healthy environment, East Central Catholic Schools will be implementing an Occupational Health and Safety Program to be followed by all work groups, visitors, contractors and students (where applicable). The elements of the ECCS Occupational Health and Safety Program will include the following elements:

- ECCS commitment and communication to the success of an Occupational Health and Safety Program.
- Job Analysis and Hazard Assessment
- Hazard Control
- Orientation and Training
- Workplace Inspections
- Emergency Preparedness, incident and accident reporting and investigating
- Program Administration.

To Meet Legislative Requirements

The Board, Superintendent, senior administration, principals and or non-school employer representatives have a legal obligation to:

- Make certain that all worker groups within ECCS are aware of the Alberta Occupational Health and Safety Act, Regulations and Code and other relevant acts and regulations.
- Identify hazards at the work sites and take steps to eliminate or control the hazard.
- Ensure that the correct personal protective equipment is being used and that there is proper upkeep of the PPE.
- Develop emergency preparedness plans at the worksites as well as drills to keep employees and students well prepared for an emergency situation.
- Make certain that contractors are aware and comply with legislation.
- Ensure that all employees are aware of ECCS safe work policies, procedures and codes of practice.
- Investigate incidents and accidents that have the potential of causing a serious injury or illness.
- Make certain that employees/students who handle controlled products (chemicals) are trained in WHMIS (Workplace Hazardous Materials Information System).
- Ensure that employees are aware of their responsibilities and duties as set out in the Alberta Occupational Health and Safety Act, Regulation and Code.
- Ensure that competent employees are performing any work that can endanger themselves or others.

If legislation is not met then Government officials have the right to prosecute for violation of any applicable act or regulation.

To Demonstrate Due Diligence

Due diligence is the level of judgment, care, prudence, determination, and activity that a person would 'reasonably' be expected to do under particular circumstances. When due diligence is applied to Occupational Health and Safety, the employer is to take all reasonable precautions, under the particular circumstances, to prevent injuries or accidents at the workplace.

An employer must exercise due diligence by implementing a plan to identify possible workplace hazards and carry out the appropriate corrective actions to prevent accidents or injuries arising from these hazards.

Criteria of Due Diligence:

- Written OH&S policies, practices and procedures to be developed. The policies, practices and procedures would demonstrate and document that the employer carried out workplace safety audits, identified hazardous practices and hazardous conditions and made necessary changes to correct these conditions, and provided employees with information to enable them to work safely.
- The employer must provide the appropriate training and education to employees so they understand and carry out their work according to the established policies, practices and procedures.
- The employer must train the supervisors to ensure they are competent persons as defined in legislation.
- The employer must monitor the workplace and ensure that employees are following policies, practices and procedures. Written documentation of progressive disciplinary for breaches of safety rules is considered due diligence.
- Workers have responsibilities as well. They have the duty to take reasonable care to ensure the safety of themselves and their co-workers, this includes following the safe work practices and complying with regulations.
- The employer is to have an accident investigation and reporting system in place. Employees should be encouraged to report "near misses" and these should be investigated as well. Incorporating information from these investigations into revised, improved policies, practices and procedures will also establish the employer is practicing due diligence.
- The employer is to document in writing, all the above steps; this will give the employer a history of how the OH&S program is progressing over time. It will also provide up-to-date documentation that can be used as a defense to charges in case an accident occurs despite an employer's due diligence efforts.

DUE DILIGENCE IS DEMONSTRATED BY YOUR ACTIONS BEFORE AN EVENT OCCURS, NOT AFTER!

HEALTH AND SAFETY RESPONSIBILITIES

RESPONSIBILITIES

Everyone within the operations of the East Central Catholic Schools has responsibilities to help and create and maintain a safe working environment for themselves and others. Clear expectations are necessary to ensure that everyone is aware of their rights and obligations. This will enable the East Central Catholic Schools' health safety management system to operate effectively.

Everyone has the right to work in a safe and healthy environment.

Therefore, the East Central Catholic Schools will clearly describe the roles and responsibilities of all levels within the operations, including the Board, Superintendent, Management (Principal or System Administrators), workers, volunteers, contractors and students.

The Board and Superintendent of schools shall ensure that:

- health and safety considerations receive priority in the planning and implementation of district activities and operations;
- a health and safety program is developed and maintained which meets or exceeds compliance with the *Occupational Health and Safety Act, Regulation and Code* and other related federal, provincial/local statutes and by-laws;
- a district occupational health and safety program that promotes the participation of staff and staff group representatives is implemented and maintained;
- employees, contractors, subcontractors, temporary workers, students and volunteers comply with all relevant workplace health and safety legislation and district policies and procedures;
- employees understand the policy and are provided with the training and support necessary to integrate health and safety into their work;
- the effectiveness of the health and safety program is evaluated at appropriate intervals and annually as a minimum, and;
- support is provided to retain employees at work and to return employees with disabilities to active employment in a safe and timely manner

Principals and other senior staff, decision unit administrators, and supervisors shall:

- provide the leadership and management necessary for the overall implementation of the district health and safety policy within their areas of responsibility;
- plan and conduct all worksite activities in a manner that promotes compliance with legislation and the district health and safety program;
- demonstrate commitment to health and safety by their behavior and actions;
- ensure worksite hazard assessments are completed within their areas of responsibility;
- inform all staff and others present at the worksite about existing or potential worksite hazards and site specific health and safety requirements;
- ensure that all work-related injuries, illness and incidents with the potential to cause serious injury/illness are reported, investigated, and corrective action is taken to prevent a recurrence;

- ensure that staff are given adequate training, instruction and equipment so they can perform their work in a safe manner;
- ensure that work areas are inspected at regular intervals to identify and control potential or existing hazards;
- take corrective action to deal with unsafe acts or conditions identified by staff and/or during workplace hazard assessments, inspections and incident investigations;
- ensure that safeguards and safety devices including personal protective equipment are available and used;
- stop any work they perceive to be presenting imminent danger to an individual present at the worksite;
- Ensure reasonable work accommodation opportunities are provided to injured, disabled or ill employees.

District staff and students (where applicable) shall:

- protect themselves and others by adopting responsible behaviors and attitudes toward health and safety;
- observe all safety rules and procedures established by the regulatory authorities, the district, and their decision unit;
- practice safe work habits including use of any safeguards or personal protective equipment provided;
- attend and use mandated health and safety training where applicable;
- promptly report hazardous or unsafe equipment, acts or conditions, to a supervisor, make suggestions for their correction, or take corrective action where authorized;
- immediately report to a supervisor all-work related injuries, illness and incidents with the potential to cause serious injury, and obtain first aid/ medical treatment without delay;
- refuse to perform any task they know to be unsafe, and
- Actively participate in and support return-to-work accommodation programs for themselves and others.

Contractors shall:

- Present proof of good standing with the Workers' Compensation Board of Alberta, proof of insurance and Certificate of Recognition with a certifying partner before working on any East Central Catholic Schools job locations.
- Follow all aspects of East Central Catholic Schools health and safety program as required to complete their job(s).
- Take work hazards seriously on the job site and protect yourself and others from danger.
- Report all hazards, near misses, injuries or incidents that occur while working at an East Central Catholic Schools facility.
- Wear appropriate personal protective equipment as required.
- Comply with all legislated requirements pertaining to your scope of work.

Visitors, parents, guests and volunteers shall:

- Report to the main office prior to entering the facility.
- Wear personal protective equipment when required and adhere to all instructions and obey all signage.

District Occupational Health and Safety Coordinator shall:

- provide information and assistance to administration and staff regarding interpretation and compliance with legislation, district policies and regulations;
- conduct audits and assist administrators with inspections of facilities at appropriate intervals to identify potential hazards and determine that procedures, equipment, and facilities meet accepted occupational health and safety standards;
- assist administrators in the investigation of serious accidents and incidents and advise regulatory authorities of reportable incidents; and,
- Stop any work where they perceive there to be imminent danger to an individual present at a worksite, by either advising the principal or administrator, or in their absence by issuing an internal stop work order.

RESPONSIBILITIES UNDER LAW

Employer Responsibilities

Occupational Health and Safety Act, Regulation and Code 2020, R.S.A 2020

Section 3(1) Occupational Health and Safety Act, this section defines the employer's responsibilities to workers.

Obligations of employers

3(1) every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

- A. The health and safety and welfare of
 - i. Workers engaged in the work of that employer,
 - ii. Those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and
 - iii. Other persons at or in the vicinity of the work site who may be affected by hazards originating from the work site,
- B. that the employer's workers are aware of their rights and duties under this Act, the regulations and the OHS code and of any health and safety issues arising from the work being conducted at the work site,
- C. That none of the employer's workers are subjected to or participate in harassment or violence at the work site,
- D. That the employer's workers are supervised by a person who
 - i. is competent, and
 - ii. is familiar with this Act, the regulations and the OHS code that apply to the work performed at the work site,
- E. That the employer consults and cooperates with the joint work site health and safety committee or the health and safety representative, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns,
- F. that health and safety concerns raised by workers, supervisors, self-employed persons and the joint work site health and safety committee or health and safety representative are resolved in a timely manner, and
- G. That on a work site where a prime contractor is required, the prime contractor is advised of the names of all of the supervisors of the workers.

(2) Every employer shall ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker

- i. begins performing a work activity,
- ii. Performs a new work activity, uses new equipment or performs new processes, or
- iii. is moved to another area or work site.

(3) Every employer shall cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code.

(4) Every employer shall comply with this Act, the regulations and the OHS code.

Obligations of supervisors

4 Every supervisor shall

- A. As far as it is reasonably practicable for the supervisor to do so,
 - i. ensure that the supervisor is competent to supervise every worker under the supervisor's supervision,
 - ii. Take all precautions necessary to protect the health and safety of every worker under the supervisor's supervision,
 - iii. Ensure that a worker under the supervisor's supervision works in the manner and in accordance with the procedures and measures required by this Act, the regulations and the OHS code,
 - iv. ensure that every worker under the supervisor's supervision uses all hazard controls, and properly uses or wears personal protective equipment designated or provided by the employer or required to be used or worn by this Act, the regulations or the OHS code, and
 - v. Ensure that none of the workers under the supervisor's supervision are subjected to or participate in harassment or violence at the work site,
- B. Advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,
- C. Report to the employer a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
- D. Cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code, and
- E. Comply with this Act, the regulations and the OHS code.

Obligations of workers

- 5 Every worker shall, while engaged in an occupation,
- A. Take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site while the worker is working,
 - B. Cooperate with the worker's supervisor or employer or any other person for the purposes of protecting the health and safety of
 - i. The worker,
 - ii. Other workers engaged in the work of the employer, and
 - iii. Other workers not engaged in the work of that employer but present at the work site at which that work is being carried out,
 - C. At all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for the worker's protection by the worker's employer or required to be used when worn by the worker by this Act, the regulations or the OHS code,
 - D. Refrain from causing or participating in harassment or violence,
 - E. report to the employer or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
 - F. Cooperate with any person exercising a duty imposed by this Act, the regulations and the OHS code, and
 - G. Comply with this Act, the regulations and the OHS code.

Obligations of contractors

9(1) Every contractor shall ensure, as far as it is reasonably practicable to do so, that

- A. Every work site where an employer, employer's worker or self-employed person works pursuant to a contract with the contractor, and
- B. Every work process or procedure performed at a work site by an employer, employer's worker or self-employed person pursuant to a contract with the contractor that is under the control of the contractor does not create a risk to the health and safety of any person.

(2) Every contractor shall

- A. If the contractor is on a work site that has a prime contractor, advise the prime contractor of the name of every employer or self-employed person with whom the contractor directs the work activities,
- B. Cooperate with a person exercising a duty imposed by this Act, the regulations and the OHS code, and
- C. Comply with this Act, the regulations and the OHS code

Obligations of prime contractors

10(1) Every construction and oil and gas work site or a work site or class of work sites designated by a Director must have a prime contractor if there are 2 or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the work site.

(2) The person in control of the work site shall designate in writing a person as the prime contractor of the work site.

(3) The name of the prime contractor must be posted in a conspicuous place at the work site.

(4) If the person in control of the work site fails to designate a person as the prime contractor as required in subsection (2), the person in control of the work site is deemed to be the prime contractor.

(5) The prime contractor shall

- A.** Establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with this Act, the regulations and the OHS code in respect of the work site,
- B.** Coordinate, organize and oversee the performance of all work at the work site to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site,
- C.** Conduct the prime contractor's own activities in such a way as to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site,
- D.** Consult and cooperate with the joint work site health and safety committee or health and safety representative, as applicable, to attempt to resolve any health and safety issues,
- E.** Coordinate the health and safety programs of employers and self-employed persons on the work site, if 2 or more employers or self-employed persons or one or more employers and one or more self-employed persons on the work site have a health and safety program,
- F.** Cooperate with any other person exercising a duty imposed by this Act, the regulations and the OHS code, and
- G.** Comply with this Act, the regulations and the OHS code.

(6) If a requirement in this Act, the regulations or the OHS code imposes a duty on an employer or a self-employed person with respect to equipment, work site infrastructure or an excavation and the equipment or infrastructure is designed, constructed, erected or installed, or the excavation is conducted by or on behalf of a prime contractor, the prime contractor shall comply with the requirement as if the requirement were directly imposed on the prime contractor.

(7) Subsection (6) does not relieve the employer, self-employed person or prime contractor from fulfilling other responsibilities under this Act, the regulations and the OHS code.

WORKER ORIENTATION AND TRAINING

The purpose of orientation and training is to ensure that all staff know about health and safety in general, at their workplace and have the specific training needed to do their job safely.

Orientation introduces new staff members to the Buffalo Trail Public School Division. It includes:

- Overview of ECCS health and safety management system
- ECCS rules, policies and safe work practices
- Worker and employer responsibilities
- Reporting hazardous acts and conditions
- First aid, reporting incidents and accidents
- Incident and Accident Investigation
- Emergency response plan

Training deals with hands on information about how to do the job activities. It may include some formal training, classroom training as well as demonstrations on the job. Trainers or supervisors will monitor the worker's progress to ensure the worker understands the training and follows procedures.

As per OHS regulations ECCS is responsible to ensure that staff are trained in the safe use of the equipment they are required to operate. The material that will be covered in the training will include:

- Selection of appropriate equipment
- Limitations of the equipment
- An operator's pre-use inspection
- Use of the equipment
- Operator skills required by the manufacturer's specifications for the equipment
- Basic mechanical and maintenance requirements of the equipment
- Loading and unloading the equipment, if doing so is a job requirement
- Hazards specific to the operation of the equipment at the work site or classroom

DUE DILIGENCE CHECKLIST

YES	NO	
		Do you know and understand your safety and health responsibilities?
		Do you have definite procedures in place to identify and control hazards?
		Have you integrated safety into all aspects of your work?
		Do you set objectives for safety and health just as you do for quality and performance?
		Have you committed appropriate resources to safety and health?
		Have you explained safety and health responsibilities to all employees and made sure that they understand them?
		Have employees been trained to work safely and use proper protective equipment?
		Is there a hazard reporting procedure in place that encourages employees to report all unsafe conditions and unsafe practices to their supervisors?
		Are managers, supervisors and workers held accountable for safety and health just as they are held accountable for quality?
		Is safety a factor when acquiring new equipment or changing process?
		Do you keep records of your program activities and improvements?
		Do you keep records of the training each employee receives?
		Do your records show that you take disciplinary action when an employee violates safety procedures?
		Do you review your Occupational Health and Safety Program at least once a year and make improvements as needed?

Source: Canadian Centre for Occupational Health and Safety (CCOHS)

EMPLOYEE HEALTH AND SAFETY ORIENTATION CHECKLIST

Use this checklist to document employee health and safety orientation activities at the worksite for new employees or employees transferred from other worksites. Part 1 of the checklist should be completed by the supervisor within the first week of employment. Bolded items and critical hazards should be reviewed prior to work commencing. Part 2 of the checklist can be modified or adapted to meet the specific job hazards associated with the position. The checklist can also be used to document orientation provided to temporary student workers, volunteers and contracted workers. Orientation records must be filed at the worksite in the OH&S Documentation Binder.

Employee Name:	Position:	
School/DU:	Start Date:	
Part 1: General Health and Safety (Supervisor to review with all staff)	√¹	Reference /Resources
District Occupational Health and Safety Policy		
Health and safety roles and responsibilities		
Building alarm and security systems/procedures		
Site Emergency Preparedness Plan		
Hazardous Building Materials (e.g. Locations of asbestos containing materials if applicable)		
Reporting workplace hazards or unsafe conditions (Hazard Notification Form)		
Right to Refuse Unsafe Work		
Work Related Incident Record and reporting work related injury/illness		
Location of fire extinguishers: eye wash stations, first aid kits, first aiders		
Working Alone Policy		
Workplace Hazard Assessment for job		
Part 2: Job Specific Hazards/Procedures (Supervisors: add/review any items specific to your worksite or area of responsibility)		
Chemical Hazards (e.g. WHMIS, TDG training needs)		
Confined Spaces		
Fall Protection (Working from Heights)		
Lifting and Handling Loads		
Type and location of protective equipment required for job		
Procedures for handling blood and body Fluids		
Onsite orientation for security, mechanical and electrical systems		
Other:		
Employee's Signature:	Date Completed:	
Supervisor's Name (Print)	Additional Comments (use back of page if required);	
Supervisor's Signature:		