

The Division is committed to the physical, psychological, and social well-being of its students, employees, volunteers, visitors, contractors, and the public. The goal is to provide a welcoming, caring, respectful, safe, and harassment-free learning and work environment for everyone present at worksites. Safe working procedures, accident prevention, and the preservation of health are shared responsibilities that require the combined efforts of the provincial government, the board of trustees, administrators, staff, students, parents, volunteers, and contractors.

Definitions

- **Hazard**
Any situation, condition, or thing that, if left uncontrolled, has the potential to cause injury, illness, or loss.
- **Incident**
An unplanned or unwanted event that results in harm or the potential for harm, including injuries, illness, emergencies, property damage, environmental damage, or near misses (often called close calls).
- **Psychologically Safe Workplace:**
A workplace that promotes workers' psychological well-being and actively works to prevent harm to workers' psychological health, including neglect, recklessness, or intentional harm.
- **Workplace Inspection:**
A formal or informal walkthrough of the worksite to identify undocumented hazards, check the effectiveness of hazard controls, and identify ways to improve the health and safety program.
- **Hour Zero (HZ):**
The Division's selected web-based incident-reporting and safety-training system.
- **OHS:**
Occupational Health and Safety.

Principles:

The Division will comply with applicable Occupational Health and Safety legislation, standards, and best practices, with the goal of meeting or exceeding OHS legislation to eliminate or minimize hazards. All stakeholders are expected to take reasonable care to protect themselves and others, conduct activities safely, observe safety rules, lead by example, and support a positive health and safety culture.

Under the OHS internal responsibility system, all staff have three fundamental rights:

1. The right to know about work site hazards and the means to eliminate or control these hazards.
 - 1.2. The right to meaningful participation in health and safety activities related to their work and work site, which includes the ability to express health and safety concerns.
 - 1.3. The right to refuse unsafe work, with the assurance that any staff member refusing unsafe work is protected from reprisal.

Roles and Responsibilities

1. School Jurisdiction and Senior Administration

Senior administration is responsible for establishing the Division's health and safety program, setting goals to continually improve the management of physical and psychological health, and integrating these goals into Division operations. The jurisdiction shall support the OH&S Coordinator, provide the resources necessary to maintain a safe workplace, and set a positive example for health and safety.

2. OH&S Coordinator

The OH&S Coordinator is responsible for coordinating and monitoring health and safety matters at the school system level. Their duties include formulating appropriate safety procedures, ensuring compliance with OHS and fire commissioner codes, monitoring the effectiveness of safety policies, ensuring regular safety inspections are conducted, and establishing a system-wide health and safety committee.

3. Principals and Supervisors

Principals, managers, and supervisors must do everything reasonably possible to protect everyone's health and safety at worksites, which includes modelling safe work practices and supervising employees. They are expected to implement and monitor the health and safety program, identify and control hazards, inform staff and contractors of dangers, and ensure compliance with OHS regulations. They must also maintain accurate accident records, investigate serious accidents or potential incidents, provide direction regarding student safety, and conduct regular emergency simulation drills. Supervisors are responsible for ensuring site emergency plans, such as AP 165 – Emergency Preparedness, are prepared and updated annually. Furthermore, they must ensure that employees are properly trained to handle chemicals, use appropriate personal protective equipment, and stop any work that poses an imminent danger.

4. Staff and Personnel

All employees are expected to promote a culture of safety awareness by following established safe work practices, being adequately qualified, and arriving at work fit for duty, as per AP 414. Personnel must report any hazardous situations, unsafe equipment, injuries, or illnesses to their supervisor immediately. Staff are required to participate in health and safety training, wear required personal protective equipment, understand emergency response protocols, and refuse to perform work that would cause imminent danger.

5. Teachers and Instructional Staff

Teachers must exemplify safe behaviour and accept the professional obligation to provide and emphasize safety education in the classroom, evaluate safety efforts, and monitor student behaviour. Instructional staff must be knowledgeable of Alberta Education Safety Guidelines for their courses, including School Physical Activity, Health, and Education Resources for Safety (SPHEReS), Legislation for Safety in the Science Classroom, and the Guide to Career and Technology Studies (CTS).

6. Students

Students are responsible for conducting themselves in accordance with safe practices and procedures, including appropriate dress and the use of protective clothing. They must be knowledgeable of environmental safety factors, identify and report unsafe practices to school staff, and inform staff of possible health concerns relevant to their personal safety.

7. Parents

Parents are responsible for informing the school about relevant student medical problems. They must also inform the school if they wish their child to be excluded from particular course activities that may be potentially hazardous.

8. New Employees

It is expected that all new employees will complete the required emergency response and safety training without delay following their commencement of employment with the Division.

Reviewed/Revised: December 2011, March 2014, September 2018, April 2020, August 2026

Reference: Occupational Health and Safety Act, Regulation and Code
Education Act
Workers' Compensation Act
Communicable Diseases Regulation
Alberta Building Code
Alberta Fire Code
AP 105 - Threat Assessment
AP 106 - Emergency Disaster Plans
AP 118 - Communicable Diseases
AP 120 - Occupational Health & Safety
AP 121 - Operation & Maintenance of AED's
AP 128 - Health and Wellness
AP 133 - Emergency School Dismissal and/or Closure
AP 138 - Respect in the Workplace
AP 140 - Safe and Secure School Access
AP 322 - Safe and Caring Learning Environments for Students
Grande Prairie Public School Division AP Manual