

# Administrative Procedure 160

## Occupational Health and Safety

---

### Background

The Academy values its employees, and is committed to providing a safe and healthy workplace and learning environment for staff, students and other individuals present at Gwynne Valley Rural Academy. Work-related incidents are preventable and their elimination is integral in achieving positive results. A safe and healthy work environment is a shared responsibility amongst the Academy, Superintendent, staff, staff group representatives, as well as government, parents, students, volunteers, contractors and subcontractors.

All Academy staff have:

- The right to know about hazards in the workplace,
- The right to be involved in health and safety decisions in the workplace,
- The right to refuse unsafe work; and
- The obligation to report any unsafe practices or conditions that they see.

The Academy promotes accountability by making the safety performance of the worker, supervisor, and manager part of their performance review. Safety performance refers to actions that contribute to the implementation of the Health and Safety Program.

### Procedures

1. The Superintendent shall ensure that:
  - 1.1 Health and safety considerations receive priority in the planning and implementation of Academy activities and operations.
  - 1.2 An Academy Occupational Health and Safety program that promotes the participation of staff and staff group representatives is implemented and maintained according to Appendix A of this Administrative Procedure.
  - 1.3 Safety procedures necessary to provide a safe and healthy working environment in all Academy facilities are developed and implemented to meet or exceed compliance with the Occupational Health and Safety Act, Regulation, Code and other related federal, provincial/local statutes and bylaws.
  - 1.4 Employees, contractors, sub-contractors, temporary workers, students and volunteers comply with all relevant workplace health and safety legislation and Academy policies and procedures.
  - 1.5 Employees understand the Administrative Procedures and are provided with the training and support necessary to integrate health and safety into their work.
  - 1.6 The effectiveness of the health and safety program is evaluated at appropriate intervals and annually as a minimum.

2. The Superintendent shall establish Joint Work Site Health and Safety Committees (JWHSC) and Representatives with Terms of Reference according to Appendix B of this Administrative Procedure.
3. Principal and other senior staff and supervisors shall:
  - 3.1 Demonstrate commitment to health and safety by their behaviour and actions.
  - 3.2 Plan and conduct all worksite activities in a manner that promotes compliance with legislation and the Academy's health and safety program.
  - 3.3 Demonstrate commitment to health and safety by their behaviour and actions.
  - 3.4 Ensure worksite hazard and risk assessments are completed within their areas of responsibility.
  - 3.5 Inform all staff and others present at the worksite about existing or potential worksite hazards and site specific health and safety requirements.
  - 3.6 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.
  - 3.7 Ensure that staff are given adequate training, instruction, and equipment so they can perform their work in a safe manner.
  - 3.8 Ensure that safeguards and safety devices including personal protective equipment are available when needed.
  - 3.9 Stop any work they perceive to be presenting imminent danger to an individual present at the worksite.
  - 3.10 Ensure reasonable work accommodation opportunities are provided to injured, disabled or ill employees.
4. Academy staff and students (where applicable) shall:
  - 4.1 Be knowledgeable of both environmental safety factors and safe behavioral practices,
  - 4.2 Protect themselves and others by adopting responsible behaviours and attitudes toward health and safety,
  - 4.3 Observe all safety rules and procedures established by the regulatory authorities, the Academy and their decision unit,
  - 4.4 Practice safe work habits including use of any safeguards or personal protective equipment provided,
  - 4.5 Attend and use mandated health and safety training where applicable,
  - 4.6 Promptly report hazardous or unsafe equipment, acts or conditions, to a supervisor, make suggestions for their correction, or take corrective action where authorized,
  - 4.7 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,
  - 4.8 Refuse to perform any task they know to be unsafe, and

- 4.9 Actively participate in and support return-to-work accommodation programs for themselves and others.
5. Parents are to be advised of their responsibility to inform the school at the beginning of the school year of:
  - 5.1 Any relevant student medical problems.
  - 5.2 Their wish to have their child excluded from particular course activities that may be hazardous to them.
6. Maintenance staff shall:
  - 6.1 Exemplify safe workplace practices and procedures.
  - 6.2 Accept as a professional obligation the responsibility of providing and emphasizing safety education while working in the Academy facility.
  - 6.3 Participate in safety education programs in accordance with Academy procedures and the regulations and standards of other government bodies.
  - 6.4 Identify environmental conditions and correct or report these in writing to the Principal and Maintenance.
7. Contractors, Subcontractors and Consultants shall:
  - 7.1 Implement and follow an effective health and safety program, or follow the health and safety program of the Academy.
  - 7.2 Conduct work safely by ensuring workers are competent to do so.
  - 7.3 Be aware of and meet the Academy's safety expectations.
  - 7.4 Ensure work conducted complies with contractual agreements and regulatory requirements.
  - 7.5 Provide resources necessary to allow workers to complete their work safely.
8. Visitors shall:
  - 8.1 Follow instructions of the site administrator, Principal, supervisor or Academy representative.
  - 8.2 Wear personal protective equipment at all times when directed to do so.

Adopted/Revised: March 2020

Reference: Section 11, 33, 52, 53, 196, 197, 222 Education Act  
Occupational Health and Safety Act, Regulations and Code