



General Occupational Health & Safety

Background

Kee Tas Kee Now Tribal Council Education Authority 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 staff willing to help to ensure a healthy and safe environment. Health and safety is a shared responsibility.

Guidelines

KTCEA'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.
- Promoting a work environment based on staff involvement, teamwork, education, training and commitment.
- Promoting a philosophy that safety is a value associated with every priority; recognizing group and individual achievements.
- Treating everyone with dignity and respect.
- All employees of all levels are responsible and accountable for the Division's health and safety performance and to comply with KTCEA policies, administrative procedures and safe work procedures.
- Ensuring all regulatory requirements, specifically the Alberta Occupational Health and Safety Act, Regulation and Code, are met in all work execution and operations.

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.

- All employees are accountable for working in a manner which will not put themselves, their coworkers, contractors, students, volunteers, visitors or the general public at risk of illness or injury.
- All employees have the right to meaningful participation in health and safety activities pertaining to their work or work site, including the ability to express health and safety concerns.
- 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.
- All employees have the ability to work without being subject to discriminatory action for exercising a right or fulfilling a duty imposed by this Act, the Regulations or the OHS Code.

KTCEA has the broad expectation that its workers, contractors, agents and volunteers will:

- Work safely and protect yourself and others from danger.
- Follow all applicable Alberta OH&S legislation and industry best practice standards.
- Immediately report all work-related injuries, hazards, illness and incidents with the potential to cause serious injury and obtain first aid/medical treatment without delay.
- Know and follow emergency procedures.
- Use all applicable hazard controls, including PPE (personal protective equipment) as required.
- Participate in the health and safety program initiated by the division.
- Refrain from causing or participating in harassment or violence.

- Refuse to perform any activity known to be unsafe.
- Cooperate with and follow the direction of those in leadership as it pertains to safety and anyone else exercising a duty imposed by the Alberta OHS Act, Regulation or Code.

#	Procedure	Roles & Responsibilities
1.	KTCEA employees are responsible to: <ol style="list-style-type: none"> 1.1 Follow KTCEA policies, administrative procedures, health and safety program, codes of practices, safe work practices and safe work procedures. 1.2 Know the hazards of their job, refuse unsafe work and participate in training, meetings, hazard assessments, inspections and investigations when required. 1.3 Wear and maintain appropriate personal protective equipment as required. 1.4 Report to his/her supervisor any acts or conditions that may be of danger to himself/herself, other employees, students, or the general public. 1.5 Report to his/her supervisor all work-related incidents, injuries and illnesses. 	Staff, Volunteers, Contractors
2.	The Board and Superintendent are responsible to: <ol style="list-style-type: none"> 2.1 Establish policies and procedures for the health and safety management system. 2.2 Ensure health and safety in the workplace is a priority in all activities and operations. 2.3 Ensure all employees and contractors are informed of their health and safety rights, obligations and responsibilities. 2.4 Ensure the health and safety program is created, operated and maintained. 2.5 Create and value an environment and culture that promotes active employee participation in health and safety related activities. 2.6 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 KTCEA's administrative procedures to ensure that necessary procedures are in place. 2.7 Communicate the importance of health and safety. These are the guiding statements that outline what the AP is about ie. "KTCEA is committed to ensuring that we provide a safe and secure environment". 	Board, Superintendent
3.	Contract Service Providers are responsible to: <ol style="list-style-type: none"> 3.1 Ensure that their employees are fully aware of and operate within the Kee Tas Kee Now Tribal Council Education Authority Health and Safety Program, Policies and Procedures. 	Contractors

	<p>3.2 Ensure that they have Workers' Compensation coverage for their employees.</p> <p>3.3 Ensure that their employees understand the requirements of the Alberta Occupational Health and Safety Act, Regulations and Code.</p> <p>3.4 Cooperate fully with Kee Tas Kee Now Tribal Council Education Authority Health and Safety representatives/employees with respect to Health and Safety audits, inspections, incident investigations, hazard assessment and reporting requirements.</p> <p>3.5 Maintain a strong commitment towards health and safety in all of their work execution and operations.</p>	
<p>4.</p>	<p>School Administrators and Supervisors are responsible to:</p> <p>4.1 Implement and enforce KTCEA procedures, health and safety program, codes of practices, practices and safe work procedures.</p> <p>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.</p> <p>4.3 Ensure that each new and transferred employee receives a site health and safety orientation which includes a review of the job hazard assessment.</p> <p>4.4 Ensure that 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.</p> <p>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.</p> <p>4.6 Ensure that the visitor process is followed.</p> <p>4.7 Ensure that tools, equipment and facilities are maintained.</p> <p>4.8 Designate an OHS representative for each site.</p> <p>4.9 Ensure that tasks as detailed by the School/Department Safety Requirements Checklist are completed.</p> <p>4.10 Ensure that 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.</p> <p>4.11 Hold regular safety meetings or include safety as an agenda item of their regular staff meetings, and document health and safety items in the meeting minutes.</p> <p>4.12 Ensure that work related incidents, injuries and illnesses are reported.</p>	<p>Principals, Site Supervisors</p>
<p>5.</p>	<p>The Safety Coordinator or designate is responsible to:</p> <p>5.1 Develop practices, codes of practices, review safe work procedures and provide onsite support for school administrators and supervisors.</p>	<p>Safety Coordinator</p>

	<p>5.2 Assist in establishing safety standards, practices and procedures.</p> <p>5.3 Stop unsafe work.</p> <p>5.4 Inspect all sites and make recommendations to correct substandard conditions.</p> <p>5.5 Ensure that all employees are aware of and comply with the health and safety program and their responsibilities therein.</p> <p>5.6 Provide health and safety training, information and assistance in regards to health and safety compliance.</p> <p>5.7 Investigate all incidents, near misses and hazard reports.</p> <p>5.8 Co-Chair the Joint Worksite Health and Safety Committee.</p> <p>5.9 Provide principals and supervisors with organizational tools and coaching to help staff work safely.</p> <p>5.10 Act as a resource on all health and safety related matters throughout the division.</p>	
6.	<p>The Human Resources Manager is responsible to:</p> <p>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.</p> <p>6.2 Facilitate the review of the occupational health and safety program by the Senior Executive and Directors annually.</p> <p>6.3 Solicit feedback and revise associated forms biannually.</p> <p>6.4 Support the occupational health and safety program through the KTCEA website, web-based applications and other technological means.</p> <p>6.5 Provide an orientation of the OHS program for new employees.</p>	Human Resources Manager

Definitions:

Hazard is any situation that may cause harm (physical, chemical, biological, or psychological in nature).

Hazard Assessment is a process that identifies and documents potential hazards and methods to eliminate or control them.

Health and Safety Management System is the implementation of specific management processes designed to decrease the incidence of injury, illness, and losses in the workplace.

Incident is an unplanned/unwanted event that results in harm or the potential for harm (injuries, illness, emergencies, property or environmental damage, near misses).

Incident Investigation determines the direct and indirect causes of an incident and identifies controls to prevent future incidents.

Imminent Danger is an immediate threat of danger that is not normal for an occupation or position.

Near Miss Incident is an unplanned/unwanted event with the potential to result in serious injury, illness, damage to equipment or property, or other losses.

Workplace Inspection is a walk-through of the work site to identify and document unsafe conditions for the purpose of hazard control.

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Alberta Occupational Health and Safety Act
Alberta Occupational Health and Safety Code
Alberta Occupational Health and Safety Regulation

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Director Capital Services.