



Safety Management System

Background

In keeping with its policy on respectful, caring and safe workplaces and schools, KTCEA places a high priority on maintaining a healthy and safe work and school environment. KTCEA is committed to implementing a Safety Management System that engages all stakeholders in achieving this broad goal.

Guidelines

A Safety Management System is a set of integrated processes and activities aimed at ensuring safe, healthy schools and workplaces through the coordinated efforts of managers, staff, students, KTCEA supporters and families.

#	Procedure	Roles & Responsibilities
1.	The Superintendent, in collaboration with senior staff and the Health and Safety Manager, will ensure that a Safety Management System is in place.	Superintendent, Senior Staff, Health and Safety Manager
2.	A Safety Management System will include processes to ensure that General Occupational Health and Safety is maintained. See Administrative Procedure AP 680 General Occupational Health and Safety.	Superintendent, Senior Staff, Principals, Staff, Health and Safety Manager
3.	A Safety Management System will include processes and activities that will fall under the responsibility of the Joint Health and Safety Committee. See Administrative Procedure AP 681 Joint Health and Safety Committee.	Principals, Supervisors and Managers, Joint Health and Safety Committee
4.	A Safety Management System will include processes and activities that ensure that Personal Protective Equipment is available to staff as needed. See Administrative Procedure AP 682 Personal Protective Equipment.	Superintendent, Senior Staff, Principals, Staff, Health and Safety Manager
5.	A Safety Management System will include processes and activities that ensure that an Ergonomics program is in place to limit or reduce musculoskeletal disorders among staff. See Administrative Procedure AP 683 Ergonomics.	Superintendent, Senior Staff, Health and Safety Manager
6.	A Safety Management System will include processes and activities to ensure that a Pandemic Health and Safety Plan is in place. See Administrative Procedure AP 688 Pandemic Health and Safety Plan.	Superintendent, Senior Staff, Principals, Staff, Health and Safety Manager

7.	A Safety Management System will include processes and activities to ensure that accidents, incidents or near incidents are reported and appropriately addressed. See Administrative Procedure AP 691 Incident Management.	Superintendent, Senior Staff, Principals, Staff, Health and Safety Manager
8.	A Safety Management System will include processes and activities to ensure that emergency plans are in place and there are opportunities to practice emergency response measures. See Administrative Procedure AP 692 Emergency Plans and Drills, Administrative Procedure AP 693 Emergency Response Measures, and AP 694 Emergency Response Plans.	Superintendent, Senior Staff, Principals, Staff, Health and Safety Manager, Students

References:

- Alberta Occupational Health and Safety Act
- Alberta Occupational Health and Safety Code
- Alberta Occupational Health and Safety Regulation
- AP 681 Joint Health and Safety Committee
- AP 682 Personal Protective Equipment
- AP 683 Ergonomics
- AP 688 Pandemic Health and Safety Plan
- AP 691 Incident Management
- AP 692 Emergency Plans and Drills
- AP 693 Emergency Response Measures
- AP 694 Emergency Response Plan
- Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.