HEALTH and SAFETY

Belief

The Division believes that all individuals are entitled to a safe and healthy learning and work environment.

Guidelines

1. The Division is committed to the safety and well-being of students, employees, contract workers and visitors.

2. The Division’s Occupational Health and Safety program complies with all legislative requirements which have relevance to the operation of the Division.

3. Division employees shall:
   3.1 participate in the occupational health and safety training program;
   3.2 work safely and correct hazards within their realm of authority; and
   3.3 Immediately report injuries and unsafe conditions to site administrators.

4. Site administrators shall:
   4.1 ensure that all employees are made aware of all known or reasonably foreseeable health and safety hazards;
   4.2 ensure all employees work in a safe and healthy manner;
   4.3 define and assign duties and responsibilities to be carried out by employees under their direction;
   4.4 ensure that monthly staff meetings include a health and safety topic:
       4.4.1 health and safety topic will be provided by the Facility Manager;
       4.4.2 all staff must sign a sign-off sheet indicating they have participated in the health and safety discussion;
       4.4.3 the sign-off sheet and meeting agenda must be saved in Docushare;
   4.5 ensure quarterly site inspections are completed by site administration, the Health and Safety Representative and one other site employee, using the WRPS Inspection Form;
   4.6 put in place in a timely manner a replacement Health and Safety Representative in the event that the Health and Safety Representative is no longer employed at that site; and
   4.7 post the names and contact information of Health and Safety Representatives, Joint Work Site Health and Safety Committee members and the Terms of Reference for the Joint Work Site Health and Safety Committee where it can be seen by all employees.

5. Health and Safety Representatives (HSR):
   5.1 Each Division site with over 20 staff shall select a minimum of two HSR’s. One must represent certificated staff and the other support staff. Each Division site with less than 20 staff shall have at least one non-management HSR.
   5.2 HSR’s are chosen by the employees. Certificated staff chooses the certificated HSR and support staff choose the support staff HSR. Under circumstances where this is not possible the HSR’s may be appointed.
   5.3 The role of the HSR is to advise and assist the site administrator, not to assume managerial responsibilities for health and safety in the workplace. The HSR:
       5.3.1 helps respond to health and safety concerns of the workers;
       5.3.2 participates in quarterly work site inspections and investigations;
5.3.3 investigates worker reports of dangerous work and refusal to work;
5.3.4 assists with health and safety orientations for new employees;
5.3.5 ensures all issues impacting Division wide health and safety, site based safety
corresponds and site investigation reports are brought forward to the JHSC in a
timely manner;
5.3.6 ensures the JHSC minutes and communications are posted at their work site in
an area accessible to all staff;
5.3.7 completes the free introductory course offered on-line by the Canadian Centre
for Occupational Health and Safety for a two-hour credit; and
5.3.8 participates on the Joint Work Site Health and Safety Committee if chosen.

6. The Division will maintain a jurisdictional Joint Work Site Health and Safety Committee
(JHSC). The JHSC:
   6.1 is a group of workers and employer representatives working together to identify and
      solve health and safety concerns across the jurisdiction;
   6.2 promotes awareness and interest in health and safety;
   6.3 forms an important part of the internal responsibility system and help ensure that work
      site parties are aware of their roles and responsibilities in the workplace;
   6.4 provides support for the three basic rights that all Albertans have in protecting
      their health and safety: the right to know, the right to participate, and the right to refuse
      dangerous work; and
   6.5 ensures that every site has an emergency response plan.

7 The Associate Superintendent: Business or designate, is responsible for coordinating and
   monitoring the occupational health and safety program.

8 The Associate Superintendent: Business or designate shall ensure that regular health and
   safety meetings are conducted.

9 A Health and Safety Manual shall be maintained in Public School Works.

10 All contractor or self-employed personnel must complete the identified health and safety
    training prior to working at a Division site.

11 This Administrative Procedure shall be reviewed, at minimum, every three years in
    consultation with the JHSC to accommodate any elements set out in the Occupational Health
    and Safety regulations which have not been previously addressed.

References:
WRPS AP 102 Welcoming, Caring, Respectful, Safe Learning and Work Environments
WRPS AP 172 Hazardous Free Environment
Occupational Health & Safety Act
Section 60, 61, School Act,
Building Standards Act,
Child Welfare Act,
Electrical Protection Act,
Fire Prevention Act,
Gas Protection Act,
Globally Harmonized Systems (WHMIS),
Workers’ Compensation Act.
Joint Work Site Health and Safety Committee  
Terms of Reference

Role:  
The division Joint Work Site Health and Safety Committee (JHSC) is a group of employees and management working together to address worksite health and safety matters that impact division staff. The role of the JHSC is to identify and recommend solutions to health and safety concerns, promote awareness and interest in health and safety, ensure that all WRPS workers are aware of their roles and responsibilities in relation to health and safety and to provide support for the three basic rights that all Albertans have in protecting their health and safety.

Definitions:  
Co-chair Person – the JHSC is chaired cooperatively by a member from the worker group and a member from management.

Worker Representative – JHSC Member(s) who represent workers but do not exercise managerial functions.

Health and Safety Representative (HSR) – A person selected from amongst the workers of a workplace to carry out the functions of the JHSC or such other functions as are prescribed by applicable legislation.

Management – Workers who exercise control over directing the work of others and who have charge of the workplace as well as the authority to manage worker performance, assign work to staff and alter work processes, procedures and policies. Management employees represent the employer.

Managerial Functions – A person is considered to exercise managerial functions when they supervise other workers, and when their recommendations to hire, fire, promote, demote, increase wages, or discipline workers are usually accepted.

Procedures:  
The JHSC shall function according to formally documented procedures that are developed to meet or exceed the intent of the Alberta Occupational Health & Safety Act. The JHSC shall also consider all pertinent information available such as accepted industry best practices, approved standards and any other applicable legislation in the pursuit and fulfillment of its role.

Authority:  
The JHSC has authority to:

a. Make recommendations for remedial action to the Superintendent and Associate Superintendent, Business,

b. Has an advisory role and is not directly responsible for carrying out recommendations,

c. Committee members have the authority to participate in workplace inspections, incident investigations and work refusal investigations, as required,

d. The JHSC structure and process will allow for meaningful involvement of front line staff,

e. The JHSC will operate in a business-like fashion (i.e. agenda's, regular meetings, regular attendance and meeting minutes), and

f. Sub-committees or task groups may be formed from time to time to carry out specific projects/tasks.
Composition:
The JHSC shall comprise of:

- Three (3) Certificated HSR’s, where possible, chosen by the certificated staff
- Three (3) Support staff HSR’s, where possible, chosen by the support staff
- Local ATA Representative
- Facility Manager
- Director, Facilities
- One (1) High School Principal/Vice Principal
- One (1) Elementary School Principal/Vice Principal

Health and Safety Representatives (HSR):

11.4 Each school/worksite with over 20 staff shall select a minimum of two HSR’s. One must represent certificated staff and the other support staff. Each school/worksite with less than 20 staff shall have at least one non-management HSR.

11.5 HSR’s are chosen by the workers. Certificated staff chooses the certificated HSR and the support staff chooses the support staff HSR. Under circumstances where this is not possible the HSR’s may be appointed.

11.6 The role of the HSR is to advise and assist the site administrator, not to assume managerial responsibilities for health and safety in the workplace:

- Helps respond to health and safety concerns of the workers,
- Participates in quarterly work site inspections and investigations,
- Investigates worker reports of dangerous work and refusal to work,
- Assists with health and safety orientations for new employees,
- Ensures all issues impacting division wide health and safety, site based safety concerns and site investigation reports are brought forward to the JHSC in a timely manner,
- Ensures the JHSC minutes and communications are posted at their work site in an area accessible to all staff,
- Must take the free introductory course offered on-line by the Canadian Centre for Occupational Health and Safety for a two-hour credit, and
- May be chosen to participate on the Joint Work Site Health and Safety Committee.

Committee Co-Chairs:
The JHSC must have two co-chairs; one representing the workers chosen by the HSR and one representing management.

Term:
Each member of the JHSC shall serve for a one-year term. A worker can be a HSR for multiple terms.

Meetings:

a. The JHSC will meet four times per year (September, December, March and June) subsequent to the quarterly site inspections.
b. The JHSC has the authority to convene additional meetings, as circumstances require.
c. All JHSC members are expected to attend each meeting.
d. Meetings are to be carried out during normal work hours.
e. Time required for meetings and training will be part of the annual hours for HSR support staff members and assignable time for HSR teaching staff members.
f. Quorum must be met in order for the JHSC to make recommendations. Quorum is fifty percent of members plus one and should include a greater portion of worker representatives.
g. Meetings should be conducted in an informal manner without the requirement of official motions.
Meeting Procedures:

a. The management co-chair will forward, in a reasonable timeframe, notice of the meeting to and JHSC members. The notice will include a call for agenda items.
b. The management co-chair will provide the agenda one week before the meeting.
c. Meetings must be held within fourteen (14) days subsequent to site inspections. Times and dates will be set on an annual basis as established by mutual agreement between the co-chairs.
d. Co-chairs will alternate chairing meetings.
e. One member of the JHSC will be appointed, on an annual basis, to act as the Secretary for the Committee.

Meeting Agenda:

Meeting agendas shall:

a. Provide a review of site inspection reports,
b. Provide a review of any safety incidences, hazards and/or safety investigations,
c. Will address any questions or concerns from staff, and
d. Include a professional learning component, as determined by the co-chairs.

Minutes and Site Inspection Forms:

a. A copy of the JHSC minutes and the applicable site inspection forms must be provided to all staff at each site through email and posted in each sites staff room within seven (7) days.
b. An electronic copy of the minutes and all site inspection forms must be provided to the Facility Manager within seven (7) days.
c. Minutes shall provide a reasonable account for addressing items from the agenda, detail any work site hazards that were discussed and recommendations that were made to address those hazards, include administrative information, such as the date of the meeting and a list of HSR in attendance.

Duties of the JHSC:

a. Review site inspection reports, identify safety hazards and make recommendations for remedial action(s) to the employer.
b. Receive and address concerns and complaints about the health and safety of workers.
c. Develop and promote measures to protect the health and safety of workers and check the effectiveness of the measures.
d. Cooperate with the employer exercising duties under the Occupational Health and Safety Act, the Regulations and Occupational Health and Safety Code.
e. Implement, develop and promote programs for education and information concerning health and safety.
f. Make recommendations to the employer respecting the health and safety of workers.
g. The JHSC will assign members to participate in investigations of serious injuries and incidents that the employer is required to report and investigate under s. 40 of the OH&S Act.
h. Focus on school-wide health and safety concerns, hazards, policies and administrative procedures.
i. Maintain records in connection with the concerns and complaints received.

Training Requirements:

a. JHSC members shall be permitted to take the greater of 16 hours or the number of hours they would normally work during two shifts, to attend work site health and safety training programs, seminars or courses of instruction.
b. All members of the JHSC must take the free introductory course offered on-line by the Canadian Centre for Occupational Health and safety for a two hour credit.
Dispute Resolution:
  a. Where there is a need for support to resolve a dispute, the individual or site administrator shall contact the Facility Manager.
  b. The Facility Manager shall review the dispute and, if needed, meet with the parties to the concern(s).
  c. The Facility Manager shall provide a response within ten (10) working days of receiving the dispute or meeting with the parties, whichever is later.
  d. The decision of the Facility Manager may be appealed to the Associate Superintendent, Business.
  e. The Associate Superintendent, Business shall review the appeal and determine a process for resolution.
  f. The Associate Superintendent, Business shall make the final determination to the dispute on behalf of the employer.

General:
  a. At the beginning of each school year the JHSC shall review the Terms of Reference and make any amendments, as deemed appropriate.
  b. No information discussed at the JHSC is to be released to the media, except with prior approval of the Superintendent.
  c. Items covered in current collective agreements between the workers and the employer will not be reviewed by the JHSC.
  d. The JHSC does not have the duty to solve individual or personal grievances.