

# Administrative Procedure 136

## General Administration

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# OCCUPATIONAL HEALTH AND SAFETY

## BACKGROUND

Westmount Charter School (WCS) is committed to providing safe and healthy working and learning environments for staff, students and visitors. WCS strives to eliminate hazards which may result in personal injury, illness or other losses. WCS believes that incidents and injuries can be prevented through effective management in combination with active staff involvement. Staff have the right to know about potential work hazards, an obligation to report unsafe conditions and the right to refuse unsafe work where there is imminent danger. The responsibility for health and safety is shared between the board, employees, students, volunteers and contractors.

## DEFINITIONS

In this administrative procedure,

1. "Hazard" is any situation that may cause harm (physical, chemical, biological, or psychological in nature).
2. "Hazard Assessment" is a process that identifies and documents potential hazards and methods to eliminate or control them.
3. "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.
4. "Incident" is an unplanned/unwanted event that results in harm or the potential for harm (injuries, illness, emergencies, property or environmental damage, near misses).
5. "Incident Investigation" determines the direct and indirect causes of an incident and identifies controls to prevent future incidents.
6. "Imminent Danger" is an immediate threat of danger that is not normal for an occupation or position.
7. "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.
8. "Workplace Inspection" is a walk-through of the work site to identify and document unsafe conditions for the purpose of hazard control.

## PROCEDURES

1. All schools and departments shall meet legislated health and safety requirements and related school board Occupational Health and Safety (OHS) standards, safe work practices and procedures.
2. Principals, board members and supervisors shall:
  - 2.1 Provide leadership and management necessary for workplace and learning activities in compliance with legislation and board standards, safe work practices, procedures and guidelines.
  - 2.2 Evaluate and control hazards in the work and learning environment using Workplace Hazard Assessment.
  - 2.3 Conduct regular work place hazard inspections in the work and learning environment using the Workplace Inspections form.
  - 2.4 Eliminate or control existing or potential hazards using the Hazard Control form.
  - 2.5 Promptly report hazards and unsafe conditions using the Hazard Reporting form.
  - 2.6 Complete health and safety orientation and training for all staff.

- 2.7 Promptly report incidents and work-related injuries, illnesses and near misses using the Incident and Injury Reporting form.
  - 2.8 Promptly investigate, document and take corrective action regarding serious incidents using the Incident Investigation form.
  - 2.9 Stop any work perceived to be of imminent danger to staff, students or the public.
  - 2.10 Investigate employee work refusals due to perceived unsafe working conditions.
  - 2.11 Prepare, update and implement site emergency plans annually.
  - 2.12 Provide the appropriate first aid supplies and trained staff to address illness or injury.
  - 2.13 Implement management practices to control/monitor the purchase, inventory, use, storage, transport and disposal of hazardous wastes.
3. Employees, students, volunteers and contractors shall:
- 3.1 Adopt responsible health and safety behaviours and practices.
  - 3.2 Comply with workplace healthy and safety legislation and board safe work practices and procedures.
  - 3.3 Assist in the identification, evaluation and control of hazards in the working and learning environment.
  - 3.4 Promptly report hazardous or unsafe equipment, acts or conditions.
  - 3.5 Immediately report incidents including injuries or the potential for injury (near misses) using the Incident and Injury Reporting form.
  - 3.6 Refuse to perform tasks known to be unsafe.

**Legal Reference:** *Alberta Occupational Health and Safety Act, Regulation and Code*  
**Cross Reference:**  
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