

# Administrative Procedure 136

## General Administration

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## OCCUPATIONAL HEALTH AND SAFETY

### BACKGROUND

Westmount Charter School (WCS) is committed to providing safe, healthy, and supportive working and learning environments for staff, students, volunteers, contractors, and visitors. WCS strives to identify, eliminate, and control hazards that may result in injury, illness, psychological harm, property damage, or other losses.

WCS believes incidents and injuries can be prevented through effective leadership, hazard identification and control, ongoing education and training, and active staff involvement. Staff have the right to know about workplace hazards, the right and responsibility to participate in health and safety, and the right to refuse dangerous work in accordance with Alberta Occupational Health and Safety (OHS) legislation.

Health and safety are shared responsibilities among the Charter Board, Superintendent, Principals, supervisors, employees, students, volunteers, contractors, and visitors.

### DEFINITIONS

In this Administrative Procedure,

1. “Hazard” means any condition, circumstance, activity, or situation that has the potential to cause injury, illness, psychological harm, or property damage and may include physical, chemical, biological, ergonomic, or psychosocial hazards.
2. “Hazard Assessment” means the process of identifying, assessing, documenting, and implementing measures to eliminate or control workplace hazards.
3. “Health and Safety Management System” means the coordinated implementation of policies, procedures, practices, and processes designed to reduce the risk of workplace injury, illness, and loss.
4. “Incident” means an unplanned or unwanted event that results in, or has the potential to result in, injury, illness, psychological harm, environmental damage, property damage, or a near miss.
5. “Incident Investigation” means a process used to determine the direct and indirect causes of an incident and identify corrective actions to prevent recurrence.
6. “Dangerous Work” means work that a worker has reasonable grounds to believe constitutes an undue hazard to the health and safety of themselves or another person.
7. “Near Miss Incident” means an unplanned or unwanted event that had the potential to result in injury, illness, damage to equipment or property, or other losses but did not result in actual harm.
8. “Workplace Inspection” means a systematic examination of a worksite to identify, document, and address unsafe conditions or practices for hazard prevention and control.

### PROCEDURES

1. All schools and departments shall comply with applicable Occupational Health and Safety (OHS) legislation, regulations, codes, and WCS safe work practices and procedures.
2. Superintendent, Principals, Supervisors, and Designated Staff Shall:
  - 2.1 Provide leadership and oversight necessary to ensure workplace and learning activities are conducted in compliance with legislation and WCS health and safety standards.

- 2.2 Identify, assess, and control hazards in the work and learning environment through documented Workplace Hazard Assessments.
  - 2.3 Conduct regular workplace hazard inspections using approved WCS forms and processes.
  - 2.4 Eliminate or control existing or potential hazards using the Hazard Control form.
  - 2.5 Promptly identify, address, document, and report hazards, unsafe acts, or unsafe conditions using the Hazard Reporting form.
  - 2.6 Ensure appropriate health and safety orientation, instruction, and training are provided to staff.
  - 2.7 Promptly report and document incidents, work-related injuries, illnesses, and near misses using the Incident and Injury Reporting form.
  - 2.8 Promptly investigate serious incidents and implement corrective actions to prevent recurrent incidents using the Incident Investigation form.
  - 2.9 Stop any work believed to present an undue hazard to staff, students or others.
  - 2.10 Investigate employee refusals of dangerous work in accordance with Alberta OHS legislation.
  - 2.11 Develop, review, update, and implement site emergency response plans annually.
  - 2.12 Ensure appropriate first aid supplies, equipment, and trained personnel are available to respond to illness or injury.
  - 2.13 Implement appropriate practices to manage the purchase, inventory, use, storage, transportation, and disposal of hazardous substances and materials
3. Employees, Students, Volunteers, and Contractors Shall:
- 3.1 Demonstrate responsible health and safety practices and behaviours.
  - 3.2 Comply with Occupational Health and Safety legislation and WCS safe work practices and procedures.
  - 3.3 Participate in identifying, assessing, and controlling hazards in the working and learning environment.
  - 3.4 Promptly report hazardous equipment, acts, conditions, or incidents.
  - 3.5 Immediately report incidents, injuries, illnesses, and near misses using approved reporting processes.
  - 3.6 Refuse dangerous work where there are reasonable grounds to believe an undue hazard exists, in accordance with Alberta OHS legislation.
  - 3.7 Contribute to maintaining a psychologically and physically safe work and learning environment and promptly report incidents of workplace violence, harassment, or other safety concerns in accordance with WCS Administrative Procedures.

**Legal Reference:** *Occupational Health and Safety Act*  
**Cross Reference:**  
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