

OHS Program Supporting Information

OHS Programs have many benefits to both the individual and the organization. OHS programs support the organization in promoting and maintaining the physical/mental wellbeing of employees through the recognition, evaluation and control of hazards in the workplace. An effective health and safety management system supports preventive and responsive attitudes and behaviors at all levels of management, supervision and employees to help ensure a safe environment.

The Alberta Occupational Health and Safety [Act](#), [Regulation](#) and [Code](#) are the legislative documents that protect and promote the health and safety of all employees. [Section 2 of the Act](#) and the Division OHS [Administrative Procedure 113](#) outline the rights and responsibilities of employers (Division administration) and employees. Failing to follow health and safety procedures and legislative requirements may result in injuries, illness, property damage or fines to the Division or, in some cases individual employees.

Having a health and safety management system demonstrates due diligence and promotes continuous improvement of the health and safety program. Due diligence is the “level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.”([Reference OH&S Legislation in Canada – Due Diligence, Canadian Centre for Occupational Health and Safety CCHOS](#) , [Government of Alberta Occupational Health and Safety Program - Glossary of Terms](#))

OHS Management and Leadership

As a leader your personal commitment to OHS is critical to program success. Workplace safety must be of management emphasis and promoted as a Division value. In order to motivate staff to participate and work in a safe and healthy manner, leaders need to demonstrate they believe in all principles of OHS and show personal involvement in the OHS initiatives. You can reinforce this commitment throughout the year by keeping OHS on the agenda at staff meetings, posting/circulating health and safety information, participating in site inspections, and periodically touring your school or worksite to observe health and safety conditions.

Health and Safety Orientation

The purpose of a site specific safety orientation is to provide health and safety information and training to new and inexperienced staff, transferred employees, [substitute teachers/ EA's, temporary workers, volunteers, visitors and contractors](#).

The depth of the site-specific orientation will depend on the type of work and length of time a person is at the school or work site. Decision unit administrators, managers, supervisors and/or their designate should assess the type of work and length of time a person is at the school or work site and complete the [a site orientation checklist](#). Once a topic is discussed and/or demonstrated the trainer should sign the orientation checklist form and file it in the OHS Document Binder.

Other than permanent contract employees each person that accesses the school or work site during normal operating hours should report and sign in at the office. Authorized person(s) visitor tags should be provided if they do not have a Red Deer Catholic Regional Schools tag or Division clothing.

The [employee orientation checklist](#) should be reviewed with all staff at the beginning of each school year and any new staff that comes to the worksite thereafter. Reviewing the checklist with all staff at the beginning of each school year will help address many of the OHS safety program elements you are asked to reinforce throughout the year such as OHS rights and responsibilities and how to report hazards and injuries. The completed checklist(s) should be signed off by the principal or supervisor and filed in Section 3 of the OHS Document Binder. The checklists can be completed for each individual staff member or alternatively completed collectively at a meeting, having each staff member initial off on the checklist after all items have been discussed.

Visitors, Volunteers, Substitute Teachers/EA's, Contracted and Temporary Workers

Visitors, volunteers, contracted and temporary workers that perform work for Red Deer Catholic Regional Schools meet the definition of “workers” under the OHS Act. Anyone that conducts work at a worksite including volunteers is subject to the same regulatory requirements of the Alberta Occupational Health and Safety Act, Regulation and Code that apply to Division employees. Administrators must ensure that Division and site specific health and safety requirements are communicated to all visitors, volunteers, substitute teachers/EA's, contracted and/or temporary workers that occupy their worksite. This includes having a systematic process for reporting and signing in and out, and for reporting hazards or unsafe conditions when on site.

Emergency Preparedness

All worksites including schools and central services must have a current Emergency Preparedness and First Aid Medical Response Plan. The plan will describe the necessary steps to follow when and if an emergency arises and the roles and responsibilities of all employees during each step. Administrators, non-school based department managers or their designate shall complete Hour Zero Site Checklist, the [First Aid Check List](#) and review [First Aid and Medical Assessment Procedures](#) with all staff. Ensure all staff is aware of whom the trained first aid responders are on site and the location of emergency equipment including first aid supplies, eyewash stations and fire extinguishers. Also ensure that staff, students, tenants and volunteers are aware of, and how to perform their roles and responsibilities outlined in the plan.

Reporting Workplace Hazards/ Near-Misses or Unsafe Conditions

“A Hazard is a condition or behaviour that has the potential to cause injury or loss”. [Government of Alberta Occupational Health and Safety Program - Glossary of Terms](#)

Hazard identification, assessment and control are key elements of an effective health and safety program. Not only are they key parts of a health and safety program, they are also required by law under the Alberta Occupational Health and Safety Code.

All employees have a legal duty to report workplace hazards and unsafe conditions to their supervisor. Principals, managers and/or supervisors are expected to follow up and take the appropriate corrective actions when notified of hazards or unsafe conditions. The Division's [Online Reporting System](#) can be used to document Hazards/Near-Miss Incidents or unsafe conditions. The information obtained from this report can be used to take corrective action and document outcomes. All employees must be aware of the hazard reporting process.

Hazard Response

In the event of a serious hazard and the Maintenance Department is unable to take immediate action, then local action must be taken to reduce or eliminate the hazard until permanent repairs can be completed by the Maintenance Department. Note that the Maintenance Department receives many requests for repairs and must set priorities based on urgency and available resources. It is essential that sufficient information is recorded on the work request to identify the nature and urgency of the hazard. It is also essential that local action be taken while waiting for Maintenance Department repairs. When local action is not possible and the urgency of the hazard repair is great, the work request should state clearly that a high hazard situation requiring immediate Maintenance Department action exists.

When a defective condition exists and there is no standard solution but may require new equipment, procedures, or changes in design are needed, the report shall be referred to the safety committee. Members of the safety committee will inspect the safety concerns to identify real causes, propose solutions or make recommendations for management to consider. The health and safety committee will follow up on the recommendations and communicate corrective actions to all parties involved.

Reporting and Recording Work Related Injury and illness

- Employees must report all work-related pain, injury, illness and incidents with the potential to cause serious injury/illness to their supervisor as soon as possible, regardless of whether first aid or medical treatment is obtained.
- Principals, supervisors and department managers must ensure work related [Accident/Incident Report Forms](#) are completed and submitted in the Online Accident/Incident Reporting System within 24 hours of the incident first being reported. This helps ensure the Division complies with regulatory reporting requirements for OH&S and WCB, preventing financial penalties for late reporting.
- Keep signed copies reports in a confidential location for at least 3 years.
- Designating one or two individuals responsible for entering accident/incident information into the Online Accident Incident Reporting System will help ensure consistency and accuracy of the information.
- If the incident involves hospitalization or workplace, violence, notify the OHS department as soon as possible. **Please note the online reporting system is not intended to replace telephone communications in emergencies.**

Reporting and Recording Student Accidents/Incidents

- First response: treat the injured person.
- Report the accident/incident to the principal and front office staff.
- Accident/Incident Forms must completed by the first person that attended the injured student or dealt with the situation.
- Forms must be filled out completely giving as much information as possible.
- The incident description should include; what the student was doing prior to the incident, what and how the incident happened.
- Submit online accident forms within 3 days of incident occurrence. **Please note the online reporting system is not intended to replace telephone communications in emergencies.**
- Keep signed copies reports in a confidential location until the student reaches the age of 20.

Stopping Unsafe Work

Decision unit administrators, managers, or supervisors have the authority and responsibility to stop unsafe work done by “workers” as defined by the OHS Act (e.g. employees, students, volunteers, tenants, rental groups, contractors etc.) where there is reason to believe an unsafe or dangerous condition exists.

Right to Refuse Unsafe Work

All employees have the right to refuse unsafe work if they have reasonable grounds to believe that the work involves imminent danger to themselves or others. If a work refusal is initiated, decision Unit Administrators, managers and/or supervisors must investigate the reasons for the work refusal, take corrective action where necessary and document the investigation.

Imminent Danger: The OHS Act outlines the worker’s duty to refuse work in the case of imminent danger. “Imminent danger” means any danger that is not normal for a job, or and dangerous conditions under which a worker wouldn’t normally carry out their work. If workers think their work may put them or another worker in imminent danger they have the obligation to refuse to do it.

Reference OHS Act, Section 35