

WORKPLACE HEALTH AND SAFETY

Background

Golden Hills School Division values the Health and Safety of its employees and is committed to an Occupational Health and Safety Program that protects our staff, students, volunteers, property, division contractors, the general public and the environment. The district's objective is to prevent all work related illness, injury and property damage in all work execution and in the operation of the district schools. This will be achieved by creating a work culture in which health and safety is implemented in everyday operations. We will continue to meet or exceed all occupational health and safety legislated requirements.

Employees at every level are responsible and accountable for the districts' health and safety performance and will provide leadership for the health and safety program. All Golden Hill's employees will comply with the requirements of the *Alberta Occupational Health and Safety Act*, Code and Regulations, Alberta Fire Code, the *Workers Compensation Act*, the District's Occupational Health and Safety Program and all other relevant legislation as it relates to their work processes.

Procedures:

1.0 Commitment to health and safety in Golden Hills is demonstrated through the following actions and processes:

1.1 Development of a Division occupational health and safety program which complies with legislative requirements relevant to the operation of the school district;

1.2 Implementation of the Division Health and Safety program so as to identify and eliminate (or control) hazards that lead to incidents and injuries;

1.3 All employees at all levels are responsible and accountable for the division's health and safety performance. Every employee is involved in implementing and maintaining the Division's Health and Safety Program in accordance with the responsibilities assigned in the Golden Hills Occupational Health and Safety Manual;

1.4 Superintendents, Secretary-treasurer, Managers, Supervisors, Principals, Associate Principals will take all reasonable steps to protect the health and safety of employees and students, and to ensure all employees are aware of their health and safety duties and responsibilities;

1.5 Every employee will take reasonable care to protect themselves, students and others in the workplace, and will provide leadership for the District's health and safety program so as to create safe working and learning environments;

1.6 The Division will provide resources and training to support every employee in carrying their health and safety responsibilities in accordance with the relevant legislation;

1.7 The performance review of every employee will include the job classification's health and safety responsibilities as assigned in the District's Occupational Health and Safety Manual; and

1.8 Contractors and subcontractors undertaking work for Golden Hills School Division must, as a part of their contract, comply with all relevant workplace and environmental health and safety statutes to meet or exceed Golden Hills program requirements.

The effective implementation of this Administrative Procedure will allow Golden Hills to improve the quality of life for employees, reduce disruptions to student learning and minimize resources lost due to incidents.

Occupational Health & Safety Manual

Golden Hill's has developed the Occupational Health and Safety Manual to assist all employees in providing a safe and healthy environment for all their fellow employees, students, contractors, volunteers and visitors.

The manual contains the following health and safety elements:

- Management Leadership;
- Hazard Identification and Assessment;
- Hazard Control;
- Inspections;
- Qualifications, Orientation and Training;
- Emergency Response;
- Incident Investigation; and
- Program Administration.

Golden Hills Occupational Health & Safety Manual is located [HERE](#)

Appendices, Forms and Safe Work Practices & Procedures

The various forms and protocols useful for the day-to-day administration of the Occupational Health and Safety Program are available on the Division's web portal location under Documents, Occupational Health and Safety and on eCompliance.

References:

Occupational Health & Safety Act R.S.A. October 01, 2013, C. O-2
Occupational Health & Safety Regulation (AR 62/2003-284/2009)
Occupational Health & Safety Code (AR 87/2009)
School Act, R.S.A. 2000, CA. S-3, June 1, 2015