

**Golden Hills School Division**  
**Occupational Health and Safety**  
**Manual**



**October 2020**

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# **GOLDEN HILL SCHOOL DIVISION**

## **Management Leadership and Organizational Commitment**

### **Element 1**

## 1.0 MANAGEMENT LEADERSHIP

### 1.1 GOLDEN HILLS SCHOOL DIVISION SAFETY POLICY

#### PHILOSOPHY:

Golden Hills School Division ("Division") is committed to a Health and Safety Management Program that protects our employees, contractors, students and the public. The prevention of workplace injuries and illnesses will be given priority over operating productivity where necessary. Management will provide all mechanical and physical facilities required for personal safety and health in keeping with the current legislative standards. Our commitment to safety is in accordance with the standards outlined in the Alberta Occupational Health and Safety legislation.

#### OBJECTIVES:

Our objective is to prevent injuries and property damage in all work areas and operations. This will be achieved by creating a work environment in which health and safety is implemented with everyday operations. All employees are responsible and accountable for the schools' health and safety performance and will provide leadership for the health and safety program. The program consists of: ongoing health and safety inspections; practices to control health hazards; relevant training/orientation for all employees; provision of personal protective equipment and the instruction for its use and care; implementation of best work practices; and the thorough investigation of every incident or near miss so as to implement corrective measures for the future.

#### RESPONSIBILITIES:

Division employees at all levels are responsible and accountable for the Division's health and safety performance. The active participation of all employees at all times and in every job classification will promote the health and safety excellence in the Division. The Division will provide training so all employees are aware of their responsibilities and duties under the Alberta Occupational Health and Safety legislation.

Employees are responsible for protecting the health and safety of themselves and their fellow employees by following all policies and procedures, working safely, and improving health and safety measures where possible. Management will set an example and provide leadership in health and safety, adhering to health and safety policies and procedures, ensuring proper equipment and training is provided and adequate resources are available to employees to perform job requirements safely. Supervisors are responsible for promoting the proper attitudes toward safety and health for themselves and in those they supervise.

All contractors shall meet the Division Health and Safety requirements; all WCB; and all OH&S applicable acts, regulations and codes.

Our goal is a healthy and injury free workplace for all employees. By working together, we can achieve this goal.

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Superintendent

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Date

## **1.2 Assignment of Responsibilities**

Responsibility can be defined as an individual's obligation to carry out assigned duties. For our Health and Safety Program to achieve its desired results, everyone in the organization must know their responsibilities. While the Health and Safety Objective contains a general reference to responsibilities, the administration has set out specific responsibilities for themselves and for everyone in the organization.

### **1.2.1 Board and Chairperson**

1. As per Board Policy #11, the Superintendent of Schools is delegated the authority to develop administrative procedures for the Division Health & Safety Program.
2. The Board will conduct all their activities in a safe manner and will receive health and safety awareness information on an annual basis.

### **1.2.2 Superintendent, Deputy Superintendent and Associate Superintendent**

1. Ensure OHS legislation is communicated and applied.
  - a. Promote health and safety awareness;
  - b. Establish a health and safety administrative procedure;
  - c. Report injuries to WCB; and
  - d. Ensure Division Health and Safety Program is established and maintained.
2. Support the Division Health and Safety Program.
  - a. Provide leadership;
  - b. Attend Health and Safety Meetings when requested; and
  - c. Allocate sufficient resources to allow the division to meet its health and safety performance goals and objectives in accordance with the standards outlined in the Alberta OH&S legislation.
3. Encourage participation in the Division Health and Safety Program.
4. Provide information, training and assistance to all supervisory staff in order to protect the health and safety of all Division employees.
  - a. Monitor staff performance on safety related job tasks to hold them accountable;
  - b. Ensure proper training of employees; and
  - c. Ensure unsafe conditions are reported and corrected.
5. Actively participate in the Division Health and Safety Program.
  - a. Ensure that none of the Division's employees are subjected to or participate in harassment or workplace violence.
  - b. Attend meetings where safety is a topic when requested.
  - c. Review inspection and investigation reports.
  - d. Participate in incident or occupational illness investigations as required.
  - e. Take part in formal work site inspections when requested.
  - f. Provide all staff with proper well maintained tools and equipment, plus any other special protective devices and personal protective equipment as required by legislation.
  - g. Ensure that general contractors are assigned the role of prime

- contractor whenever possible.
- 6. Perform tasks in a safe manner.
  - a. Demonstrate safe work practices daily.
  - b. Wear personal protective equipment, when required.
- 7. Refuse unsafe work;
- 8. Hold principals, associate principals, and managers responsible for their health and safety performance;
- 9. Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code;
- 10. Superintendent or designate shall participate in a combined minimum of three formal inspections annually; and
- 11. Lead by example.

### **1.2.3 Principals, Associate Principals and all Managers**

- 1. Know and apply OHS legislation.
  - a. Promote health and safety awareness.
  - b. Implement the Division Health and Safety Program.
  - c. Report required injuries to WCB.
  - d. Know, apply and maintain the Division Health and Safety Program.
- 2. Support the Division Health and Safety Program.
  - a. Provide leadership.
  - b. Attend Health and Safety Meetings when requested or required;
  - c. Allocate sufficient resources to allow the school to meet its health and safety performance goals and objectives
- 3. Encourage participation in the Division Health and Safety Program.
- 4. Ensure that information, training and assistance are provided to all supervisory staff in order to protect the health and safety of Division employees, students, contractors and visitors.
  - a. Monitor staff performance on safety related job tasks to hold them accountable.
  - b. Ensure proper Health and Safety training and awareness of employees.
  - c. Ensure employees know and understand emergency response procedures.
  - d. Ensure unsafe conditions are reported and corrected.
- 5. Actively participate in the Division Health and Safety Program.
  - a. Ensure that none of the Division's employees are subjected to or participate in harassment or workplace violence.
  - b. Attend meetings where safety is a topic when requested.
  - c. Review all inspection and investigation reports for their school/departments.
  - d. Take part in formal work site inspections.
  - e. Investigate incidents and occupational illnesses.
  - f. Ensure all school staff have proper well maintained tools and equipment, plus any other special protective devices and personal protective equipment as required by legislation.
- 6. Perform tasks in a safe manner.
  - a. Demonstrate safe work practices daily.
  - b. Wear personal protective equipment, when required.



7. Refuse unsafe work;
8. Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code;
9. A principal or their associate principle or manager will participate in the quarterly inspections; and
10. Lead by example.

#### **1.2.4 Department Heads, Maintenance Supervisors, Construction Coordinator and Head Custodians (including all employees on Management/Supervisor Pay Grids)**

1. Know and apply OHS legislation.
  - a) Promote health and safety awareness;
  - b) Ensure all health and safety policies are effectively implemented;
  - c) Ensure that maintenance workers, custodians, support staff and teachers know and understand their health and safety responsibilities;
  - d) Know and understand their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code;
2. Support Division Health and Safety program.
  - a) Hold regular safety meetings;
3. Encourage participation in Health and Safety programs.
4. Ensure that information, training and assistance are provided to all staff in order to protect the health and safety of Division employees, students, contractors and visitors.
  - a) Arrange training for maintenance workers, custodians, support staff and all other relevant staff on all safe work practices and procedures applicable to their jobs;
  - b) Provide maintenance workers, custodians, support staff and teachers with information about the hazards on the job, how to identify new hazards and how to control them;
  - c) Ensure that maintenance workers, custodians, support staff and teachers know and understand emergency response procedures;
5. Actively participate in the Division Health and Safety program.
  - a) Ensure that none of the Division's employees are subjected to or participate in harassment or workplace violence.
  - b) Conduct formal inspections of the worksites under their supervision;
  - c) Investigate incidents and occupational illnesses;
  - d) Participate in inspections and investigations when required; and
  - e) Correct substandard acts and conditions;
  - f) Conduct hazard assessments;
6. Perform tasks in a safe manner.
  - a) Ensure that maintenance workers, custodians, support staff and all other relevant staff wear prescribed personal protective equipment when required as per legislation;
  - b) Demonstrate safe work practices daily.

7. Hold maintenance workers, custodians, support staff and teachers accountable and responsible for their health and safety performance;
8. Ensure that maintenance workers, custodians, support staff and teachers know and understand their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code;
9. Lead by example.

### **1.2.5 Teachers**

1. Know and apply OHS legislation.
  - a) Promote health and safety awareness;
  - b) Know and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code.
2. Support Division Health and Safety program.
  - a) Performing their jobs in a safe and healthy manner;
  - b) Refusing unsafe work;
  - c) Attend safety meetings as requested.
3. Participate in training and read information provided to protect the health and safety of Division employees, students, contractors and visitors.
  - a) Participate in training as required;
  - b) Know and understand emergency response procedures;
4. Actively participate in the Division Health and Safety program.
  - a) Participate in inspections and investigations when required;
  - b) Reporting to his/her supervisor of any substandard acts or conditions that may be of danger to himself/herself, other employees, and students;
  - c) Reporting to their supervisors and the Health and Safety Officer, all incidents, near misses and occupational illnesses;
5. Perform tasks in a safe manner.
  - a) Wearing and maintaining prescribed safety equipment and personal protective equipment as required by legislation;
  - b) Demonstrate safe work practices daily.
6. Lead by example.

### **1.2.6 Maintenance Workers and Support Staff**

(including Electricians, Carpenters, Labourer's, Summer Students, and Facility Supervisors), All School/Facility Support Staff (including Custodians, All Teaching Assistants, Administrative Support, Librarians, Family Liaison Workers, Recreation Coordinators and Child and Youth Workers), All Board Office Support Staff (including Finance, Human Resources, Technology, Transportation, and Students Services).

1. Know and apply OHS legislation.
  - a) Promote health and safety awareness;
  - b) Know and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code.
2. Support Division Health and Safety program.

- a) Performing their jobs in a safe and healthy manner;
  - b) Refusing unsafe work;
  - c) Attend safety meetings as requested.
3. Take part in training sessions and read information provided to protect the health and safety of Division employees, students, contractors and visitors.
    - a) Participate in training as required;
    - b) Know and understand emergency response procedures;
  4. Actively participate in the Division Health and Safety program.
    - a) Participate in inspections and investigations when required;
    - b) Reporting to his/her supervisor of any substandard acts or conditions that may be of danger to himself/herself, other employees, and students;
    - c) Reporting to their supervisors and the Health and Safety Officer, all incidents, near misses and occupational illnesses;
  5. Perform tasks in a safe manner.
    - a) Wearing and maintaining prescribed safety equipment and personal protective equipment as required by legislation;
    - b) Demonstrate safe work practices daily.
  6. Lead by example.

### **1.2.7 Contracted Service Providers**

1. Know and apply OHS legislation.
  - a) Promote health and safety awareness;
  - b) Ensuring that their employees are fully aware of Division policies, procedures, codes of practice and all other applicable aspects of the health and safety program;
  - c) Operating according to the requirements of the Division Health and Safety Plan at a minimum;
  - d) Ensuring that all their employees have a firm understanding of the Alberta Occupational Health & Safety Act, Regulation and Code.
2. Actively participate in the Division health and safety program.
  - a) Cooperating fully with Division Health and Safety representatives with respect to health and safety audits, incident investigations, hazard assessments and reporting requirements;
  - b) Refusing unsafe work.
3. Support Division Health and Safety program.
  - a) Maintaining a strong commitment towards health and safety in all of their work execution and operations.

### **1.2.8 Occupational Health and Safety Officer/Coordinator Responsibilities**

1. Know and apply OHS legislation.
  - a. Promote health and safety awareness;

- b. Assist in establishing Division safety standards, practices and procedures.
    - c. Report injuries to WCB.
  2. Support Division Health and Safety program.
    - a. Provide leadership;
    - b. Perform jobs in a safe and healthy manner;
    - c. Refusing unsafe work;
    - d. Attend safety meetings as requested.
  3. Encourage participation in the Division's Health and Safety Program.
    - a. Ensure all employees are aware of and comply with the Division 's health and safety program.
  4. Ensure that information, training and assistance are provided to all staff in order to protect the health and safety of Division employees, students, contractors and visitors.
    - a. Provide safety training, information and assistance in regards to health and safety compliance.
  5. Provide principals, managers and supervisors with Health and Safety awareness, tools, training, forms and safe work practice to help everyone to work safely in Division.
  6. Actively participate in the Division Health and Safety program.
    - a. Inspect and make recommendations to correct any substandard conditions;
    - b. Investigate all incidents, accidents, near misses and injuries requiring first aid or medical aid, loss of time, loss of property or vandalism. Analyze trends, champion Division Health and Safety Program;
    - c. Assist in hazard assessments;
    - d. Stop unsafe work.
  7. Perform tasks in a safe manner.
    - a. Demonstrate safe work practices daily;
    - b. Wearing and maintaining prescribed safety equipment and personal protective equipment as required by legislation.
  8. Lead by example.

### **1.2.9 Visitor, Parent, Guest and Volunteer Responsibilities**

1. Report to the main office prior to entering the facility.
2. Wear personal protective equipment (PPE) when required and follow the health and safety instructions and rules specific to the location.
3. Provide all clearances required for the position.

### **1.3 Health and Safety Enforcement**

Compliance with the Division Health and Safety Program and the Alberta Occupational Health and Safety legislation is necessary to maintain a healthy and safe work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance issues. Furthermore, all non-compliance issues shall be documented and placed within the individual's personnel file.

In general, the following disciplinary actions will be considered depending on the frequency and severity of the offence:

- Coaching for improvement
- Verbal warning
- Written warning
- Suspension
- Termination

If the non-compliance violation is of a serious nature, employment may be terminated without prior warning.

It should be noted that the provisions outlined in any Collective Agreement shall apply.

### **1.3.1 Non-compliance Notification Form**

See eCompliance/Documents.

## **1.4 Personal Protective Equipment (PPE)**

The Division is committed to minimizing workplace related injuries to employees and contractors jointly through the use of Personal Protective Equipment (PPE). PPE is your last line of defense against hazards at the work place. The use of PPE is most effective when combined with the use of engineering and administrative controls. If the hazard assessment required by section 2 of the OH&S Code indicates that PPE is required, Division will ensure that workers wear and use the required PPE properly. Ensuring that workers have and wear their PPE is not enough, the employer must ensure that the PPE is used properly and maintained as per the Alberta OHS Act, Code and Regulations.

In addition, the organization values their employees and contractors and promotes healthy and safe working conditions within the boundaries of Division. Therefore, all employees and contractors shall use the PPE that has been outlined within the hazard assessments, safe work practices and procedures, best practices and procedures, and codes of practice. Furthermore, adherence to the Personal Protective Equipment Best Practices and Procedures (See eCompliance/Documents) must be followed.

All PPE will be used, cared for and maintained in accordance with the manufacturer's specifications. In the event the PPE becomes defective, it will be removed from active service and a replacement will immediately be provided by the employer. Division employees frequently use disposable PPE.

## **1.5 Right to Refuse Unsafe/Unhealthy Work**

The Division is committed to healthy and safe worksites for all employees and contractors who are performing work at active worksites. All employees and contractors have the right to refuse work if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or the health and safety of another person. If this scenario occurs, the employee is strongly encouraged to stop work immediately and notify their supervisor.

**Responsibilities:**

- If required, the supervisor shall stop all work until the investigation and associated remedial action is implemented.
- Solutions to remedy the situation or working condition(s) shall be developed and shared with the employee(s) and/or contractors that reported the dangerous condition, the joint worksite health and safety committee and the Occupational Health and Safety Officer.

No action shall be taken against an individual for refusing unsafe work unless the complaint is made maliciously or without reasonable and probable grounds. All documents associated with an investigation shall be kept on file for a minimum of 3 years.

**1.6 Unsafe/Unhealthy Worksite Reporting**

The Division is committed to healthy and safe worksites for all employees, students and contractors who are performing work at active worksites. Division is committed to identification, assessment and remediation of any unsafe or unhealthy working condition. Therefore, prompt reporting using the “Unsafe/Unhealthy Worksite Reporting Form” (See eCompliance/Incident/Hazard) is of the essence so Division can proactively manage unsafe or unhealthy working conditions.

**Responsibilities**

- Any employee or contractor that discovers an unsafe or unhealthy working condition on any worksite, regardless of the level of activity, must report the deficiency in a prompt manner to their supervisor or Health and Safety Officer.
- All unsafe or unhealthy working conditions must be documented on the Unsafe/Unhealthy Worksite Report form and forwarded to their supervisor.
- The supervisor/manager must address the issue and keep the employee informed of remedial actions taken to address the issue.
- No action shall be taken against an individual for reporting unsafe or hazardous conditions unless the complaint is made maliciously or without reasonable and probable grounds.
- All completed forms and associated documents shall be kept on file for a minimum of 3 years.

**1.7 Working Alone Best Practices**

The Division is committed to maintaining healthy and safe working environments for all employees who may be required to perform specific tasks alone. Furthermore, adherence to the Working Alone Best Practices and Procedures (Documents/SWP Working Alone on eCompliance) must be followed when possible. However, if the worksite hazard assessment determines that the current working alone best practices and procedures are not going to be fully accommodating, a variance to the best practice and procedure would be permitted. The variance must be documented and signed off by all parties involved and the documents retained for a period no less than 3 years.

**Definition of Working Alone**

Working alone as defined by Part 28 - Section 393 of the Alberta Occupational Health and Safety Code is:

- A worker is working alone at a work site, and

- Assistance is not readily available if there is an emergency or the worker is injured or ill.

### **1.8 Workplace Violence and Harassment,**

Workplace Violence and Harassment is defined by Part 27 of the Alberta Occupational Health and Safety Code. Division believes in the prevention and recognition of violence and harassment in the workplace and promotes a violence and harassment free workplace. Any act of violence or harassment committed by or against any employee, student or member of the public is unacceptable conduct and will not be tolerated. The Division (Human Resources/Occupational Health and Safety representative) will:

- Provide education and training to increase awareness regarding rights and available assistance annually to all employees
- Investigate reported incidents of violence and or harassment in an objective and timely manner;
- Take necessary action;
- Provide appropriate support for victims: and
- Record all reported incidents and keep records for 3 years.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds. No employee or any other individual affiliated with this organization shall subject any other person to violence.

### **1.9 General Health and Safety Rules**

Each employee is expected to perform his/her job in the healthiest and safest possible manner in order to protect the well-being of themselves, students, the environment, the general public, and fellow workers. Acceptance of the rules and regulations for the safe operations is of vital importance to the success of the loss prevention effort.

- Each employee shall learn the proper safe way to do his / her job. Management and Supervisors shall supply training on new tasks which workers are unfamiliar with.
- Use and maintenance of required personal protective equipment is mandatory.
- Plan tasks so “chances” or “short cuts” are removed from the completion of the task.
- Report all injuries or incidents to your supervisor immediately for corrective measures.
- Report all unsafe/unhealthy conditions which may be observed to your supervisor.
- Cooperate in any incident investigation procedure so that cause may be determined and appropriate corrective action can be taken.
- Suggestions for improving safety performance should be reviewed with the department supervisor.

- All Federal, Provincial and Local Regulations along with Division procedures and policies shall be practiced.
- Cleanup of the work area after your task is mandatory.
- Beards or excess facial hair is not permitted on tasks where respirators or breathing apparatuses are required (hazardous atmospheres).
- Fighting and/or horseplay with fellow workers may be cause for implementation of disciplinary measures.
- Housekeeping is considered part of every task; therefore, each employee is responsible for his / her work area.
- Defective tools and equipment shall be removed from service and discontinued until repairs are made by qualified persons.
- Theft, vandalism or any other abuse or misuse of Division property is grounds for dismissal and / or criminal charge.

### **1.10 Visitor Health and Safety Management**

All visitors will be provided with an orientation brief (health and safety information) and are required to sign the visitor log book upon entry and exit of the worksite. Any special health and safety site requirements will be provided in person by the Principal, Associate Principal, manager or health and safety designate. A copy of the visitor log book can be found on eCompliance/Documents/Visitor Log. All visitor log book records must be kept on file for a period no less than 3 years.

#### **Management Responsibilities**

- Orient all visitors to the health and safety hazards they may encounter at the worksite.
- Inform visitors of the location of fire extinguishers, first aid kits, list of qualified first aiders and location of emergency exits or routes.
- Maintain visitor orientation records.

#### **Employee Responsibilities**

- Orient all visitors to the health and safety hazards they may encounter at the worksite
- Inform visitors of the location of fire extinguishers, first aid kits, list of qualified first aiders and location of emergency exits or routes

### **1.11 Contractor Management**

The Division is committed to maintaining a healthy and safe work environment for all contractors conducting various work activities for Division. All contractors are required to conduct their operations in accordance with federal and provincial health and safety legislation.

#### **Contractor Status**

Division prefers to have the contractor assume the “prime contractor” role. This will only be applied if the contractor can demonstrate that they have a health and safety program that meets legislative requirements. In the event the contractor cannot demonstrate that



they have a health and safety program, the contractor will work under the Division Health and Safety Program and will be required to follow all requirements set forth in the program.

### **Contractor Requirements**

Prior to the commencement of any contract work activities, the contractor shall meet with a representative from Division and complete the following documents:

- Contractor Safety Registration Form
- Contractor Safety Checklist
- Contractor Safety Permit

**NOTE:** *Regardless of the status of the contractor, they shall, on a regular basis, communicate health and safety management initiatives to the Division representative.*

### **Responsibilities of the Contractor: Non – Prime Contractor**

- Ensure that all contractor employees are orientated on the Division Health & Safety Program and their responsibilities prior to commencement of work;
- Ensure their employees are aware of and follow the applicable Division Safe Work Practices and Procedures and Codes of Practice;
- Perform operations in accordance with the requirements of the Division Health and Safety Program;
- Cooperate fully with Division representatives with respect to safety investigations and reporting responsibilities;
- Maintain a strong commitment towards health and safety in all of the contractor's work execution and operations; and
- Conduct regular inspections of the work area and work procedures being conducted.

### **Responsibilities of the Contractor: Prime Contractor**

- Complete the contractor safety registration form and contractor safety checklist which is located in eCompliance/Documents;
- Provide Division responsible manager or health and safety officer with a copy of their Health and Safety Program as applicable to the job, which includes, but not limited to:
  - Policies and/or Administrative Procedures
  - Worksite hazard assessments;
  - Safe work procedures and practices;
  - Codes of practice;
  - Inspection methodology;
  - Incident/Incident/Occupational illness investigation methodology; and
  - Health and safety communication methodology.

# **GOLDEN HILLS SCHOOL DIVISION**

## **Hazard Identification and Assessment**

### **Element 2**

## 2.0 HAZARD IDENTIFICATION AND ASSESSMENT

### 2.1 Hazard Assessment and Control Administrative Procedure

As part of the Division's commitment to a safe and healthy work environment and to meet requirements set out in the Alberta Occupational Health and Safety Code, we are committed to taking all necessary steps to eliminate or reduce the hazards that exist or have the potential to exist on any given worksite.

As per Part 2 Hazard Assessment, Elimination and Control, of the Occupational Health and Safety Code:

#### Hazard Assessment

- 7(1) An employer must assess a work site and identify existing or potential hazards before work begins at the work site.
- (2) An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified.
- (3) An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.
- (4) An employer must ensure that the hazard assessment is repeated
  - (a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
  - (b) when a new work process is introduced,
  - (c) when a work process or operation changes, or
  - (d) before the construction of a new work site.

It is the objective and standard practice of Division to:

- assess the hazards of the all worksites with Job Hazard Assessments (JHA), Task Hazard Assessments (THA) and Safe Work Practices (SWP);
- remove or control the assessed hazards;
- ensure all employees understand the nature of the worksite hazards;
- assess manual handling hazards;
- utilize the applicable Safe Work Practices and Procedures, Best Practices and Codes of Practice; and
- cease work activities if hazards cannot be eliminated or controlled.

Job Hazard Assessments, Task Hazard Assessments and Safe Work Practices must be reviewed annually by supervisors, managers and OHS. Additionally, review and amendment is required whenever new hazards, processes, equipment or products are introduced.

### 2.2 Definitions Associated with Hazard Assessments

**Hazard:** A practice or condition that may result in injury, illness, property damage, loss of process, or harm to the environment.

**Incident:** Any unplanned or unwanted event which results in damage or injury, or which could have resulted in damage or injury (e.g., injury, property damage, near misses and loss of process).

**Hazard Assessment:** Is a thorough examination of an area including the associated equipment, work activities, and general conditions to identify existing and potential hazards. This includes the evaluation of equipment, practices, and events to determine hazards and the potential they have for loss. It will also allow for recommendation of control measures of the identified hazards.

**Loss:** Avoidable waste of any resource.

**Exposure:** How often does the exposure occur?

**Likelihood:** How likely is the loss to occur during each exposure?

**Consequence:** The magnitude of the loss, should an event occur?

### 2.3 Hazard Assessment Process

The initial process of conducting a hazard assessment begins with educating employees on the process itself. There needs to be an understanding as to why and how hazard assessments are conducted and how to utilize the information that is collected from the assessment to allow for controls to be put in place to protect the employees. The process is then continued on an as-needed, on-going basis.

The completion of hazard assessments of tasks that are identified as high risk must be a priority. Once the hazard assessments are completed and the tasks are rated, then the process of creating safe work procedures and practices needs to begin. Hazard assessments also need to be amended whenever equipment, materials, processes or the environment change.

The hazard assessment process should include:

- the supervisor;
- the health and safety officer or trained designate;
- the employee(s) most familiar with how the job is done and its related hazards;
- other employees who perform the job; and
- experts or specialists such as maintenance personnel, occupational hygienists, ergonomists, or design engineers as applicable.

Basic steps in performing a hazard assessment (using the Worksite Hazard Assessment and Control Form or the Job Hazard Assessment and Control Form found on eCompliance in Documents) and developing safe work processes are:

1. Identifying/selecting the job to be analyzed;
2. Breaking the job down into a sequence of basic steps;
3. Identifying potential hazards in each step;
4. Assigning a risk ranking based on likelihood, exposure and consequence indicators (see section 2.2);
5. Prioritize each hazard according to its risk rating; and
6. Determining appropriate hazard control measures.

In assigning a priority to tasks or jobs to be assessed, Division takes the following factors into consideration:

- jobs with a high frequency of incidents or near misses which pose a significant threat to health and safety;
- jobs that have already produced fatalities, disabling injuries, illnesses or environmental harm;
- jobs that have the potential to cause serious injury, harm, or damage, even if they have never produced an injury or illness;
- jobs involving two or more employees who should perform specific tasks simultaneously;
- newly established jobs whose hazards may not be evident because of the lack of experience;
- jobs that have undergone a change in procedure, equipment or materials;
- jobs whose operation may have been affected by new regulations or standards; and
- infrequently performed jobs where employees may be at greater risk when undertaking non-routine tasks.

It is recognized that some documented hazard controls are required by law. They are commonly referred to as Codes of Practice under the Occupational Health and Safety legislation. Codes of Practice are developed to ensure that a particular detailed work process is performed by competent employees in compliance with all appropriate and applicable legislation regulations, such as confined space entry work, and machinery lock-out/tag-out procedures.

### **2.3.1 Hazard Assessment and Control Forms**

See eCompliance/Documents.

## **2.4 Risk Rating Process**

Assessing the risk associated with each task provides a qualitative evaluation that allows the assessors to determine what tasks must be focused on for hazard controls. Three parameters are evaluated to give a risk rating: likelihood, exposure and consequence.

**Likelihood: Is the probability of a loss when completing the task.**

- |       |     |  |
|-------|-----|--|
| Five  | (5) | Occurs under normal operating conditions.  |
| Four  | (4) | Occurs in unusual operating conditions.  |
| Three | (3) | May occur if worker is inattentive or equipment poorly maintained.   |
| Two   | (2) | Only likely in abnormal conditions (i.e. Loss of power; incapacitated worker; malicious damage; emergency conditions). |
| One   | (1) | Not likely to happen-remote possibility-only in extreme conditions.  |

**Exposure: Is how frequently the hazardous event presents itself.**

- |       |     |  |
|-------|-----|--|
| Five  | (5) | Continuous-one/two times per day             |
| Four  | (4) | Frequent-one/two times per month             |
| Three | (3) | Possible-once per month                      |
| Two   | (2) | Some chance of occurring                     |
| One   | (1) | Not likely to happen-very remote possibility |

**Consequence: Is the outcome or result of the hazardous event.**

Five	(5)	Catastrophic/disaster-numerous fatalities, chronic health effects, extreme property/equipment damage.
Four	(4)	Very serious-severe injury, serious health effects, damage to equipment/property.
Three	(3)	Serious injury-time loss, medical aid.
Two	(2)	Injury-temporary disability, first aid injury, minimal damage.
One	(1)	Insignificant-noticeable, no lost time recorded.

**Risk Ranking:** The risk ranking is composed of an average of the ratings for likelihood, exposure and consequence for each task. It serves to highlight which tasks should be focused on for hazard control.

Low = 1                      Review task on an annual basis

Moderate = 2-3            Will require the eventual implementation of controls

High = 4-5                 Requires controls to be implemented as soon as possible

An activity or task that has a hazard rating of 4 or more (high) should have administrative controls developed as soon as possible that can assist with managing the health and safety of the employees. Some examples of administrative controls include safe work practices and procedures, policies, codes of practice, and Administrative Procedures.

## 2.5 Conducting a Work Site Hazard Assessment

Hazard assessments are always conducted as a team effort. By involving others in the process, Division aims to reduce the possibility of overlooking an individual job step or a potential hazard.

The Work Site Hazard Assessment Form (See eCompliance/Documents) should include input from the work site supervisors and employees. The assessment consists of three parameters: Likelihood, Exposure and Consequence. The process is as such:

1. Assemble the people that will be involved.
2. Discuss the possible hazards with the employees.
3. Tour the entire work site.
4. Look for possible hazards originating from environment, material, equipment, and people.
5. Keep asking the question, "What if?"
6. Indicate on the assessment form, all the items that need attention.
7. Solicit the input for control measures from the work site supervisors and employees.
8. Rank the items and establish a hazard priority using the hazard ranking system.
9. Develop and implement controls for all hazards with a ranking of 4 and 5(high), if they do not already exist. For hazards with a ranking of 2 and 3 (moderate), they will require the eventual implementation of controls using a schedule for completion determined by the health and safety officer or designate.
10. Take corrective action.
11. Monitor and follow up to ensure corrective action is taken.

### 2.5.1 Work Site Hazard Assessment Form

See eCompliance/Documents

# **GOLDEN HILLS SCHOOL DIVISION**

## **Hazard Control**

### **Element 3**

## 3.0 HAZARD CONTROL

### 3.1 Hazard Control

Hazard control involves eliminating or reducing the risk of harm to workers as much as is reasonably practicable. Hazard control will be assessed on a department by department basis. Department managers are responsible for facilitating the implementation of hazard controls. The hazard control matrix should be reviewed in the department health and safety inspection to determine if hazard controls have been implemented by their target date.

Hazards can be controlled using one of three general approaches:

- ▶ engineering controls;
- ▶ administrative controls; and
- ▶ personal protective equipment.

**Engineering Controls:** This method normally focuses on eliminating or physically controlling the hazard. Examples include substituting a less toxic chemical or quieter piece of equipment, guarding a machine, enclosing a noisy cab with sound absorbing materials, installing ventilation, putting up barricades, or installing more electrical outlets so cords are not running through traffic areas. Engineering controls are the preferred method of control as there is a lesser likelihood of human error involved.

Note: Part 22 Section 310, Safeguards: Employers provide safeguards that eliminate contact by workers with the categories of hazard listed in the section. Written as a performance standard, the section requires that some type of safeguard be provided but does not specify its design or how it should be implemented. In meeting the requirement, employers must recognize the hazards to workers resulting from the design, location and nature of powered machinery or energy sources. Employers must also understand how close workers get to the hazards and what they are doing while there.

**Administrative Controls:** This method is applied when engineering controls are not adequate or practical. Administrative controls focus on managing the hazards through procedures or schedules. Examples include doing certain tasks when there are fewer people present to lessen possibility of exposure, job rotation to prevent repetitive strain injuries, Safe Job Procedures to ensure hazardous tasks are done correctly. Signage is also an administrative control. It is important to understand that administrative controls do not actually “control” the hazard but rather “manage” the hazard.

**Personal Protective Equipment:** This method is used when engineering and administrative controls are not practical or adequate. Personal protective equipment is the last and least preferred method of control. Examples include hard hats, steel-toed boots, dust masks, safety glasses, gloves, and ear plugs. With personal protective equipment (PPE), hazards are not controlled. It is simply the impact the hazard may have that is controlled. For instance, it is still noisy but the employees’ ears are protected, the employee fell off the roof but did not hit the ground due to fall protection, a rock flew from the lawn mower but struck the safety glasses and did not enter the employee’s eye.



These methods of hazard control are to be used in response to identified hazards in the work site. Often, a combination of control measures will be required to eliminate or sufficiently reduce the risk of hazards to an acceptable level.

### **3.2 Implementing Control Strategies**

Once control measures have been established, they should be implemented. There should be follow-up to confirm that the control method or corrective action was implemented and whether it is effective in eliminating the potential hazard. Results of follow up should be discussed and documented in health and safety meetings or staff meetings.

The purpose of this is to establish “due diligence” and to address that some operations may have special hazards that are beyond the scope of internal staffs’ experience. Outside expertise may be required in such instances.

Hazard assessments and controls are mandatory parts of the Division Health and Safety Program. All staff and contract service providers must participate in hazard assessment and control. Fewer injuries and illnesses, increased productivity, and reduced costs associated with injuries, not to mention increased safety awareness, are some direct results of a hazard assessment and control process.

It is important to recognize that a hazard assessment does not deal strictly with items and issues that are wrong at the present time. The assessment should also deal with things that have the potential to go wrong in the future. When examining the people, environment, materials, equipment and tools, keep asking the question “what if?” The knowledge and experience of the people conducting the assessment are of vital importance; hence, the hazard assessment should always be management/supervisor-led. A team approach achieves the best results.

#### **3.2.1 Hazard Assessment Form Follow-up Section**

See eCompliance/Documents/Worksite or Job Hazard Assessment and Control Form.

### **3.3 Safe Work Practices and Procedures**

#### **3.3.1 Safe Work Practice**

A Safe Work Practice lists the health and safety precautions, the do’s and don’ts that are needed to ensure the work is conducted in a healthy and safe manner. They are generic and may be applied to more than one area, task, or piece of equipment.

Safe Work Practices are ways of controlling hazards and doing jobs with a minimum of risk to people and property. Safe Work Practices are developed to fit the needs of each department. It is the responsibility of department managers and supervisors to ensure that:

- safe work practices are in writing;
- safe work practices are updated at least annually or as tasks and conditions change;
- all equipment and management support to permit compliance are available; and
- all employees understand the safe work practices that apply to them.

An annual review is conducted by a sub-committee appointed by the Department Manager. This sub-committee should consist of supervisory and non-supervisory

employees that are familiar with the Safe Work Practices. This sub-committee will review the Safe Work Practices and provide recommendations, to reflect the changing needs found at our worksites, back to the appropriate manager or supervisor.

### **3.3.2 Safe Work Procedures**

Safe work procedures are documents that indicate what to do in a particular order so jobs or tasks can be performed in a healthy and safe manner, thus controlling the degree to which an employee may be exposed to a particular hazard. Safe Work Procedures are developed to fit the needs of each department. It is the responsibility of department managers, supervisors and the Health & Safety Officer to ensure that:

- safe work procedures are in writing;
- safe work procedures are updated, amended or reviewed at least annually or as tasks and conditions change;
- all equipment and management support to permit compliance are available; and
- all employees understand the safe work procedures that apply to them.

Division will conduct a 2-year annual review. This review will be conducted by the health and safety officer with the assistance of a team including a designated manager, supervisor and worker. This team should consist of supervisory and non-supervisory employees that are familiar with the Safe Work Procedures. This team will review the Safe Work Procedures and provide recommendations, to reflect the changing needs found at worksites, back to the Department Manager and health and safety officer for revision of the SWP.

### **3.3.3 Safe Work Practice and Procedure Template**

See eCompliance/Documents/SWP.

### **3.3.4 Safe Work Practice and Procedure Review Checklist**

See eCompliance /Documents/SWP

### **3.3.5 Completed Safe Work Practices and Procedures**

See eCompliance/Documents/SWP

**Note:** *As additional documents are completed, they will be place in eCompliance Health and Safety Management Program.*

### **3.4 Code of Practice**

A Code of Practice, which is similar to a safe work practice, but is a general guideline on how to perform as specific activity in a healthy and safe manner. Codes of Practice are intended to provide guidance to all departments that may be performing a specific activity. It is the responsibility of the department managers and supervisors to ensure that:

Codes of Practice are in writing;

- Codes of Practice are reviewed annually and updated as tasks and conditions change;
- all equipment and management support to permit compliance are available; and
- all employees understand the Code of Practice that applies to them.

An annual review of the codes of practices is conducted by health and safety officer or a sub-committee appointed by the designated manager or supervisor. This sub-committee should consist of supervisory and non-supervisory employees that are familiar with the Code of Practices. This sub-committee will review the Code of Practices and provide recommendations, to reflect the changing needs found at worksites, back to the Department Manager.

#### **3.4.1 Code of Practice Review Checklist**

See eCompliance/Documents.

#### **3.4.2 Completed Code of Practices**

See eCompliance/Documents/Code of Practice.

***Note:** As additional documents are completed, they will be place in eCompliance Health and Safety Management Program.*

### **3.5 Best Practices and Procedures**

Best practices are identified through a variety of industries that have been proven to serve exceptionally well in regards to maintaining the health and safety of employees and improving conditions at worksites. Often best practices have been developed through the investigation of undesired events such as incidents, illnesses and near misses.

The procedures assist in guiding employees in performing activities and/or tasks in a healthy and safe manner and can be used to train new or transferred employees. Furthermore, procedures can also be used for improving organization's efficiency towards the performance of various activities and tasks.

#### **3.5.1 Best Practices and Procedures Review Checklist**

See eCompliance/Documents

#### **3.5.2 Completed Best Practices and Procedures**

See eCompliance/Documents/Best Practices and Procedures

***Note:** As additional documents are completed, they will be place in eCompliance Health and Safety Management Program.*

# **GOLDEN HILLS SCHOOL DIVISION**

## **Ongoing Inspections**

### **Element 4**

## 4.0 ONGOING INSPECTIONS

### 4.1 Inspections

Health and Safety Inspections are used to identify and control hazards in the workplace before incidents occur. During an inspection, both activities and conditions are carefully examined. Situations that have the potential to cause injury or damage (sometime referred to as unsafe acts and unsafe conditions) are identified and corrective action is initiated. Inspections are also in place to ensure that the hazard controls that were developed through the hazard assessment process are effective and utilized by the workers. The frequency of inspections has been outlined in section 4.2. Informal Inspection will be carried once a month.

All completed inspections must be reviewed and signed off by management within 15 working days of the inspection.

#### 4.1.1 Types of Inspections

The Division will maintain an ongoing comprehensive program of both formal and informal site visit health and safety walk through inspections of all facilities and job sites.

Formal inspection frequency shall be two times a year for schools and three times a year for remaining sites, reviewing the level of risk in the operation of equipment or the activities conducted at the facility. These inspections will be documented on the applicable inspection forms found in eCompliance/Inspections.

Informal inspections or site visits are visual/observational and shall occur by managers and assisted by or reviewed by the Health and Safety Officer on a monthly basis and by an employer representative (person in charge of the site or classroom) prior to the commencement of work daily.

#### 4.1.2 Management of Deficiencies

All deficiencies noted from the inspection process shall be documented and reported to the superintendent or the delegate and delegated to appropriate person so corrective measures can be put in place. If equipment has defects, refer to the Lockout/Tagout Safe Work Practice and Procedure (See eCompliance/Documents/ OHS Safe Work Practices Manual) for guidance. If a tool is defective, report to your supervisor the tool or equipment needing attention.

#### 4.1.3 Responsibilities

The health and safety officer with department managers/principals are responsible for ensuring the inspections and corrective actions are carried out for each work site covering all departments.

Managers/supervisors/principals are responsible participating in formal inspections on job sites that they oversee and for involving workers in such inspections as coordinated by the Division health and safety officer. The Division health and safety officer will direct and document all formal inspections. Superintendent or designate will participate in a combined total of at least three formal inspections every year. Department managers/principals are to participate in at least two formal inspections each year. All workers are encouraged to accompany managers and supervisors in conducting formal inspections. In the case of a Health and Safety Committee, members' must participate in one formal inspection per month prior to their health and safety committee meetings

as per Alberta OHS Act, Code and Regulations.

Managers/supervisors/principals are responsible for conducting and documenting ongoing informal inspections of their areas of responsibility.

Workers are responsible for participating in and contributing to the inspection program.

#### **4.1.4 Accountability**

Department managers, principals and inspection participants shall review and sign off on all formal inspections conducted within their area of responsibility.

#### **4.1.5 Training**

All employees who are involved in conducting and participating in the inspection process shall receive training in performing inspections. Training can include formal training through an accredited agency or take place in-house.

### **4.2 Formal Inspections**

Formal inspections are conducted by health and safety officer with an inspection team made up of management, supervisors, and workers. Formal inspections will be carried out two (2) times a year at schools and three (3) times a year at all other work sites in the Division. All formal inspections will be documented on the applicable inspection form (See eCompliance/Inspections). Wood construction rooms, Foods Labs, CTS and Science Labs shall be inspected monthly by principals or their designate. Principals and/or associate principals are to participate in at least two formal inspections within their worksite each year. Senior custodial, maintenance and facilities staff is to participate in at least two formal inspections within their department each year.

The basic procedure for conducting a formal inspection is:

1. Identify the inspector or inspection team;
2. Locate and review reports of previous inspections;
3. Obtain the applicable inspection report form;
4. Proceed with the inspection tour;
5. During the tour, get off the “beaten path” e.g. Look over, under, around, behind, inside, etc.;
6. Take the time to observe the activities of all personnel;
7. Take immediate corrective action where there is imminent danger;
8. Record all unsafe acts and conditions;
9. On completion of the tour, rank the unsafe acts/conditions on a “worst case” basis;
10. Recommend corrective action for each unsafe act or condition, if possible consider more than one option;
11. Assign a person responsible for each corrective action and a date for completion;
12. Distribute copies of the inspection report to all inspection team members if desired. Convey findings of the formal inspection to all employees in the next department or tool-box health and safety meeting;
13. Ensure management has reviewed and signed off on the completed inspections; and
14. Ensure follow-up on identified corrective actions are completed and/or a work order completed, with a due date and completion date.

15. Ensure good safe work practices and processes are noted on the formal inspections.

#### **4.2.1 Formal Inspection Checklists**

See eCompliance/Inspections.

#### **4.3 On-going Informal Inspections**

On-going informal inspections or site visits (visual/observational) of the work site should be conducted on a monthly basis by a team made up of the management, supervisor and worker representatives of the work site and if practical the Division health & safety officer. The Division Health and Safety representatives with the assistance of the health and safety officer will conduct monthly informal inspections if any unsafe or unhealthy working conditions are identified, they must be documented on the Unsafe/Unhealthy Worksite Reporting Form (See eCompliance/Incident/Hazard). In many cases, a supervisor can correct a problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. Department managers/supervisors/principals will encourage employees to report observations of unsafe/unhealthy conditions on an on-going basis to meet worker right and responsibility requirements under the Occupational Health and Safety Act, Regulation and Code. Management should always initiate prompt corrective action in response to valid concerns of workers.

#### **4.4 Housekeeping**

A work site should be kept neat and orderly. A well organized and clean work site assists in the reduction of injuries. Housekeeping duties include but are not limited to:

- neatly stacking materials and placing them out of the way;
- cleaning and putting away tools and equipment after use;
- preventing fire hazards by collecting and disposing of garbage and scrap immediately; storing oily rags in a fire resistant container away from combustible material; and
- ensuring easy access to emergency equipment such as fire extinguishers and first aid kits.

#### **4.5.1 Housekeeping Best Practice and Procedure**

See eCompliance/Documents.

## **GOLDEN HILLS SCHOOL DIVISION**

# **Qualifications, Orientation, and Training**

## **Element 5**



## 5.0 QUALIFICATIONS, ORIENTATION AND TRAINING

### 5.1 Orientation and Training Administrative Procedure

Training at all levels is vital to ensure the success of the Health and Safety Program. The Health and Safety Program includes the following worker training components:

- New-hire safety orientation;
- Job-specific training;
- Employee competency evaluation; and
- Safety meetings/operations review.

Additional specialized health and safety training may be required. This includes but is not limited to items such as:

- Workplace Hazardous Materials Information System (WHMIS)
- First Aid
- Transportation of Dangerous Goods
- Confined Space Entry
- Respirators
- Fall Protection
- Asbestos Awareness
- Defense Driver Certification for commercial vehicles

Department managers, principals and supervisors will also require training. Such training should include the specialized training mentioned above. It may also include training in such areas such as:

- Safety Leadership;
- OH&S Legislation and program awareness
- Hazard Assessment; and,
- Incident Investigation.

#### 5.1.1 Employee Training Summary

Training will be tracked in eCompliance.

### 5.2 New Hire Orientation

New hire orientation will include a review of health and safety responsibilities and will be administered at the Hiring Meeting. Orientation forms will be kept on the HR file and with the health and safety officer. The orientation will include, but is not limited to:

- Health and Safety Policies, Procedures and Rules;
- Young Workers Orientation (if applicable);
- Emergency Procedures and First Aid;
- Reporting Hazards or Incidents;
- Refusing to Work When Danger is Imminent;
- Where to obtain more Health and Safety Information; and
- Alberta Occupational Health and Safety Responsibilities.

### **5.2.1 New Employee Safety Orientation**

See eCompliance/Documents.

### **5.3 Job Specific Training**

Job-specific training ensures that each employee is competent in performing his job. This type of training should be conducted:

- at time of hire;
- when an employee is assigned new or different work; and
- when an employee is moved to a new site or location.

In each case, the approach is the same. Job-specific training should be conducted by the employee's immediate supervisor or designated competent person. The supervisor should:

- review with the employee the company's "Safe Work Practices" and any "Job Procedures" that apply to the specific job;
- bring all known safety hazards that may affect the employee to his/her attention;
- determine the employee's ability to perform required tasks. This includes both discussion with the employee and observation of how he/she does the work; and
- provide the employee all information that is necessary for the employee to do the job safely and correctly.

Depending on the complexity of the job and the employee's skill/experience level, job-specific training may take anywhere from a few minutes to several months. Records should be kept for all training, with signatures or initialed acknowledgement and included in each employee's file using the employee safe work procedure review form.

#### **5.3.1 Employee Safe Work Practice and Procedure/Code of Practice/Best Practices and Procedures Review Form**

See eCompliance/Documents.

### **5.4 Defensive Driving Administrative Procedure**

[www.transportation.alberta.ca/525.htm](http://www.transportation.alberta.ca/525.htm)

All Division employees using company vehicles or driving for business must check that the vehicle is in a safe condition before operation and fill out the monthly log book. Any defects identified should be reported and/or corrected before the use of the vehicle.

All Division employees that are driving a company vehicle or private motor vehicle for business purposes must hold a valid driver's license for the class of vehicle that they are required to drive, as well as follow the working alone procedure.

Vehicles must be operated in accordance with the Alberta Traffic Safety Act, other province of Alberta driving legislation and the driving legislation of any other province if driving outside Alberta. The vehicle must not be operated in an unsafe manner, which may result from

mechanical defect or driver inability to control the vehicle (due to fatigue, or impaired by medication, alcohol or drugs).

The vehicle should be used according to the manufactures recommendations. The driver and all passengers must wear seat belts during the operation of the vehicle.

Each company field vehicle must be equipped with a fully charged fire extinguisher, a first-aid kit, and a high visibility reflective vest (for emergency stops). Reflective traffic vests must be worn by all employees while working on a public right-of-way or in the vicinity of vehicular traffic.

Flammable liquids and gasoline are not to be transported in trunks or luggage compartments of vehicles. Spare auto batteries should not be stored or transported in the trunk of a vehicle.

Employees must comply with all Transportation of Dangerous Goods and WHMIS legislation as they pertain to transportation and handling of dangerous goods and hazardous materials.

Certificate of Registration, Certificate of Insurance and any other required documents, along with a copy of the Division Incident Investigation form shall be carried in all Division commercial vehicles.

Care should be taken to avoid wildlife.

#### **5.4.1 Training Requirements**

- Personnel must participate in Defensive Driving Certification Program if they regularly drive on division business with Division commercial vehicles.
- A driver's abstract will be obtained for those personnel driving division vehicles. See Division Safe Work Practice's; Guidelines for use of Division Vehicles.

# **Golden Hills School Division**

## **Emergency Response**

### **Element 6**

## 6.0 EMERGENCY RESPONSE

### Purpose

An Emergency Response Plan is required to ensure that everyone knows his or her role and responsibilities. An emergency plan must be developed and implemented to meet, at a minimum, the following standards:

- Alberta Occupational Health and Safety Code 2009, part 7, section 115  
[http://work.alberta.ca/documents/WHS-LEG\\_ohsc\\_p07.pdf](http://work.alberta.ca/documents/WHS-LEG_ohsc_p07.pdf)
- Alberta Building Code
- Alberta Fire Code
- Municipal requirements (especially if hazardous materials are on-site)
- Environmental Protection Act

### 6.0.1 The Emergency Response Plan

The Emergency Response Plan will address a minimum of the following situations:

- Fire
- Power failure
- Gas leak
- Chemical spill
- Weather conditions
- Crime prevention
- Workplace violence, etc.
- Bomb threat

The emergency evacuation plan will include:

- Layouts, map floor plans, aerial photos, satellite photos etc.
- Lockdown procedure
- Address, City, Province, Postal Code, Phone
- Delivery Mode
- Lat/Long
- District or County
- Education Type (Stand alone, colony, outreach)
- Level
- Language
- Grades
- Hours
- Staff (Number)
- Classrooms (number)
- Students (Number)
- Physically Disabled Students (Number)
- Floors
- Portables
- Exit route for all employees and students

- Employee and student assembly point(s)
- Employee and student training requirements (drills/ exercises)
- Assigning and defining responsibilities such as:
  - Contacting the emergency response unit(s),
  - Accounting for employees, students and visitors (head count),
  - Greeting the emergency response unit(s),
  - Authorizing workplace re-entry.

### **6.0.2 EMERGENCY EVACUATION - CHEMICAL SPILLS**

In the case of a chemical spill the following steps must be taken:

1. Call for help, identifying the emergency as a chemical spill, alert Staff.
2. Remove staff and students from the affected area.
3. Determine the type and size of the spill
4. Isolate the affected area
5. Inform health and safety officer and await further direction

### **6.0.3 FIRE OR BOMB THREAT**

Please refer to Fire and Bomb Threats Procedures in the site specific Emergency Response Plan.

### **6.0.4 LOCKDOWN, HOLD AND SECURE SHELTER IN PLACE**

Please refer to Lockdown, Hold and secure Shelter Procedures in the site specific Emergency Response Plan.

Note: Principals will complete, amend and review Emergency Response Plan Log (Section L) each year

### **6.0.5 EMERGENCY EQUIPMENT**

All emergency equipment listed must be available in every Division facility:

- Fire extinguishers/ hoses (with signage)
- Fire suppression system
- Pull stations (if applicable)
- Eye wash stations
- Fire exits (with signage)
- Any other emergency equipment appropriate to the workplace. (Self-contained breathing apparatuses etc.)

Ensure that all equipment on hand meets the requirements of the Building Code, Fire Code and any municipal or relevant legislation.

Division principals, facilities management and health & safety representatives will review documentation annually of site emergency equipment, which must incorporate the following:

- Correct selection of equipment
- Adequate number of equipment
- Appropriate location of equipment
- Training requirements for emergency equipment users
- Checks, inspections, replacement and/ or calibration requirements
- Emergency equipment list/log

Additional information about emergency preparedness and response can be found in the following documents:

CSA Standard CAN/CSA-Z731-03 (R2009), Emergency Preparedness and Response

CSA Standard Z1600-08, Emergency management and business continuity programs

How to Plan for Workplace Emergencies and Evacuations (OSHA Publication 3088, revised in 2001) [www.osha.gov/Publications/osa3088.pdf](http://www.osha.gov/Publications/osa3088.pdf)

6.0.6 Emergency Equipment Log

Type of Equipment	Location	Inspection Frequency	Quantity	Date of inspection	Training Requirements
Emergency Signs					
Eye Wash stations					
Deluge shower					
Chemical Storage Cabinets					
First Aid kits					
Fire Extinguishers					
Fire Alarms					
Fire Suppression System					
Pull stations					



### **6.1 Emergency Response Plan**

Golden Hill School Division Emergency Response Plan is site specific and is available at each site and on line with Division health and safety officer.

### **6.2 Restricted / Confined Space**

Confined Space / Restricted space OHS Code 2009, Part 5

Restricted / Confined space is identified and controls are on Job Hazard Assessments, Task Assessment and Safe Work Practices.  
See eCompliance/Documents.

### **6.3 Fall Protection**

Fall Protection is identified and controls for Fall Protection Plan is available in the Job Hazard Assessments and safe work practices.

# **GOLDEN HILLS SCHOOL DIVISION**

## **Incident Investigations**

### **Element 7**

## 7.0 INCIDENT INVESTIGATION

### 7.1 Incident, Near misses and Occupational Illness Investigation Administrative Procedure

The Division is committed to investigate all incidents, near misses and occupational illnesses such as musculoskeletal injuries (MSI); so that causes can be determined and corrective actions can be implemented to prevent recurrence.

All investigations will be conducted with view to determining the primary and secondary root causes of the incident, rather than determining an employee fault.

The following types of incidents will be fully investigated:

1. Incidents that result in injuries requiring medical aid;
2. Incidents that cause property damage or interrupt operation with potential loss exceeding;
3. Near miss incidents that have the potential to result in (1) or (2) above;
4. Occupational illnesses related to the employees work environment (MSI, environmental, etc.)
5. All incidents that are described in Section 18 of the Alberta Occupational Health and Safety Act must be reported to Alberta Workplace Safety.
6. All incidents reported to Alberta Workplace Safety, must be investigated as described in Section 18 of the Alberta Occupational Health and Safety Act.

### 7.2 Incident Investigation Objective

It is the objective of Division to have all reported incidents that result in injury or property damage, or that could have resulted in serious injury or property damage, thoroughly investigated.

The purpose of such investigation is to determine the root causes of the incident so that appropriate action can be taken to prevent recurrence.

All injuries, property incidents, and near misses must be recorded. An overview of these occurrences and incident investigation findings should be discussed with Division employees of all levels at staff meetings or toolbox meetings keeping the anonymity of the persons involved.

Incidents resulting in the potential for lost time or a legal requirement of the Occupational Health and Safety Act, Regulation and Code must be investigated by the health and safety officer and or a trained incident investigator who then reports to the Superintendent or his designate. These incidents must be reported within 24 hours of the occurrence.

Supervisors that have investigation training are responsible for assisting or conducting investigations and retaining reports on site files and.

The health and safety officer will determine and recommend corrective measures to be implemented by the appropriate manager and or implementing appropriate measures to prevent recurrence of the incident.

### 7.3 Preservation of Evidence

Where practicable, the scene of any incident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the incident has been investigated. Without disturbing the scene of the incident, the area will be made as safe as possible with road blocks, turning off power or gas or evacuating personnel, to prevent any further injuries or damage to property. When a serious incident occurs or has potential for causing serious injury, refer to the designation of serious injury and incident regulation under the Alberta Occupational Health & Safety Act.

### 7.4 Guidelines for Conducting Investigations

When undertaking an investigation of a serious injury or incident, be prepared and have the necessary training and tools for the job:

1. required safety equipment and clothing for the area(s) you wish to enter;
2. if you are not familiar with the area(s), you will need someone to accompany you or orient you concerning the hazards you could encounter;
3. writing materials for notes, statements, sketches, and the like;
4. photographic equipment if appropriate;
5. testing equipment;
6. measuring tape; and
7. required permits and notifications.

The trained person or team conducting an investigation into an incident should proceed as follows:

1. take control of the scene;
2. ensure that any injured persons are cared for;
3. ensure that no further injury or damage occurs;
4. secure the scene to ensure that evidence and materials are not moved or tampered with  
photograph the scene;
5. measure and sketch the scene;
6. collect and safeguard any physical evidence;
7. interview people involved and obtain written statements where appropriate;
8. examine and inspect equipment involved. If necessary, involve outside experts and laboratories;
9. analyze all the available information to determine the causes;
10. look for causes where “the system failed the employee”, not only for those where “the employee failed the system”;
11. determine what corrective action will prevent recurrence; and
12. complete the report.

**Note: Incident investigations are not conducted to assign blame. They are conducted to prevent recurrence.**

## **7.5 Unsafe Acts, Unsafe Conditions, Direct and Indirect Causes of Incidents**

### ***The Unsafe Act:***

Any departure from an accepted, normal, or correct procedure or practice which may cause an incident or injury.

### ***The Unsafe Condition:***

Any hazardous arrangement which, if left uncorrected, may lead to an incident.

### ***Direct Cause:***

The unsafe act or condition that immediately preceded the incident.

### ***Indirect Cause:***

Any factor which may have contributed to the direct cause of an incident.

### ***Direct Causes of Incidents:***

Direct causes of incidents may be attributed to unsafe acts, unsafe conditions, or an Act of God (e.g., tornado, flood). Examples of unsafe acts and unsafe conditions are listed below and may be used as a guide by the inspector.

### ***Unsafe Acts***

1. Operating without authority, failure to secure or warn:
  - starting, stopping, using, operating, firing, moving without authority;
  - without giving proper signal;
  - failure to lock, block, or secure vehicles, switches, valves, press rams, other tools, materials and equipment against unexpected motion;
  - releasing or moving loads without giving warning;
  - failure to place warning signs, signals, or tags; or
  - failure of crane signalman to give signal or proper signal.
  
2. Operating or working at unsafe speed:
  - running;
  - feeding or supplying too rapidly;
  - driving too rapidly;
  - driving too slowly;
  - throwing material instead of carrying or passing it;
  - walking backwards; or
  - working too fast or too slow, endangering self and others.
  
3. Making safety devices inoperative:
  - removing safety devices;
  - blocking, plugging, typing of safety devices;
  - replacing safety devices with those of improper capacity (e.g., high amperage electric fuses, low capacity safety valves);
  - misadjusting safety devices;
  - disconnecting safety devices; or
  - failure to secure safety devices.

4. Using unsafe equipment or using hands instead of equipment for equipment safety:
  - using defective equipment (e.g., mushroom head chisels);
  - unsafe use of equipment (e.g., iron bars for tamping explosives, operating pressure valves at unsafe pressures, volumes); or
  - gripping objects insecurely, taking wrong hold of objects.
5. Unsafe loading, placing, mixing, combining:
  - overloading;
  - crowding or unsafe piling;
  - arranging or placing objects or material unsafely (e.g., parking, placing, stopping, or leaving vehicles, elevators, and conveying apparatus in unsafe position for loading and unloading);
  - injecting, mixing, or combining one substance with another so that explosion, fire, or other hazard is created (e.g., injecting cold water into hot boiler, pouring water in acid);
  - introducing objects or materials unsafely (e.g., portable electric lights inside of boilers or in spaces containing flammables or explosives; moving equipment on congested workplaces, smoking where explosives or inflammables are kept); or
  - placing on working surfaces (e.g., tools, materials, debris, rope, chain hose, and electrical leads).
6. Taking unsafe position or posture:
  - exposure under suspended loads (fixed or moving);
  - putting body or its parts into shaft ways or openings, (e.g., standing too close to openings; walking on girders, beams, or edges or working surfaces when not necessary; not using proper methods of ascending or descending);
  - entering vessel or enclosure when unsafe because of temperature, gases, electric, or other exposures;
  - working on high tension conductors from above instead of below;
  - lifting with bent back or while in awkward position;
  - riding in unsafe position (e.g., on platforms, tailboards, and running boards of vehicles, tailing on or stealing rides, riding on apparatus designed only for materials);
  - exposure on vehicular right of way;
  - passing on grades and curves, cutting in and out, abrupt lane changes, improper use of lanes; or
  - exposure to falling or sliding objects.
7. Working on moving or dangerous equipment:
  - getting on and off moving equipment (e.g., vehicles, conveyors, elevators, animals);
  - cleaning, oiling, or adjusting of moving equipment;
  - caulking or packing of equipment under pressure (e.g., pressure vessels, valves, joints, pipes, fittings);
  - working on electrically charged equipment (e.g., motors, generators, lines, and other electrical equipment); and
  - welding or repairing of equipment containing dangerous chemical substances.
8. Distracting, teasing, abusing, and startlinging:

- calling, talking, or making unnecessary noise;
- throwing material;
- teasing, abusing, startling, horseplay;
- practical joking; or
- quarrelling or fighting.

9. Failure to use safe attire or personal protective devices:

- failing to wear eye protection, gloves, masks, aprons, shoes, leggings, protective hats, safety belts;
- wearing long sleeves, loose clothing, ties, cuffs on trousers; or
- failure to report safety apparel defects.

***Unsafe Conditions***

1. Improperly guarded:

- inadequately guarded - gears, belts, shafts, conveyors; or
- improper shoring, in mining, construction, excavating, makeshift, defective guards.

2. Defective:

- rough;
- slippery;
- sharp edges;
- low material strength;
- inferior composition; or
- decayed, aged, worn, frayed, and cracked.

3. Hazardous arrangement or procedure:

- unsafely stored or piled tools, material;
- congestion of working spaces;
- inadequate aisle space, exits blocked;
- unsafe planning and/or layout of traffic or process operations;
- unsafe processes;
- misaligning;
- inadequate drainage;
- poor housekeeping, debris on floor; or
- oil, water, grease, paint on working surfaces.

4. Improper illumination:

- insufficient light;
- glare; or
- unsuitable location or arrangement (e.g., producing shadows or contrasts).

5. Improper ventilation:

- insufficient air changes;

- unsuitable capacity, location, or arrangement of system;
- impure air source, dust, gas, fumes; or
- abnormal temperature and humidity (e.g., confined area).

6. Unsafe dress or apparel:

- eye or face protection, gloves or mitts, aprons or sleeves, shoes, respirators, leggings, hard hats, or safety belts defective, unsafe, or unsuited for work;
- loose hair;
- loose clothing;
- inadequately clothed;
- welder's helmet or hand shields; defective, unsafe, or unsuited for work; or
- welder's protective clothing (e.g., spats, capes, sleeves, jackets, and others), defective, unsafe, or unsuited for work.

7. Unsafe design or construction:

- poorly designed, too big, small, poor material, poorly constructed, inadequate bracing.

8. Unguarded:

- lack of guards, floor openings, excavations, belts, gears, shafts, drum, shoring, bracing.

***Indirect Causes of Incidents***

The following may be used as a guide by the investigator when completing a report of an incident:

- worker unsuitable for assigned work, poor personnel selection;
- lack of, or inadequate, training of worker for the job;
- safe job procedure not developed for hazardous job;
- safe job procedure not enforced by supervisor;
- insufficient emphasis on safe work procedures;
- safety equipment not provided;
- use of safety equipment not enforced;
- suitable tools or equipment not provided;
- lack of adequate instructions to workers;
- incorrect instructions given;
- deliberate disregard of safety regulations by management;
- lack of a regular safety inspection system;
- professional advice not used in planning;
- hazards not recognized by management or planning staff;
- known hazards ignored by management;
- management failed to take adequate preventive action following a previous incident which was similar;
- lack of planned maintenance system;
- lack of a lock-out system or systems not enforced; or
- unsafe design.



## 7.6 Incident Investigation Form

See eCompliance/Incident/Hazard.

## 7.7 Incident Witness Statement Form

See eCompliance/Documents.

## 7.8 Occupational Health and Safety Reporting Requirements

As per the Alberta Occupational Health and Safety Act:

**18(1)** Serious incidents, as defined under the Alberta Occupational Health and Safety Act, must be reported to as soon as possible the Alberta OHS Contact Centre, by telephone at 1-866-415-8690. If an injury or incident described in subsection (2) occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or incident as soon as possible at OHS Contact Centre, by telephone at 1-866-415-8690.

**(2)** The injuries and incidents to be reported under subsection (1) are

- a) an injury or incident that results in death,
- b) an injury or incident that results in a worker's being admitted to a hospital for more than 2 days,
- c) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- d) the collapse or upset of a crane, derrick or hoist, or
- e) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

**(3)** If an injury or incident referred to in subsection (2) occurs at a work site or any other serious injury or any other incident that has the potential of causing serious injury to a person occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall have a trained investigator:

- a) carry out an investigation into the circumstances surrounding the serious injury or incident,
- b) prepare a report outlining the circumstance of the serious injury or incident and the corrective action, if any, undertaken to prevent a recurrence of the serious injury or incident, and
- c) ensure that a copy of the report is readily available for the inspection by an officer.

**(4)** The prime contractor, contractor or employer who prepared the report referred to in subsection (3) shall retain the report for 2 years after the serious injury or incident.

**NOTE:** If you are required to report an incident to an Occupational Health and Safety Division Director of Inspection, listen carefully to what they tell you when talking with them on the phone. They will either:

- advise you that they will be coming out/or sending someone out to investigate the incident/incident; or
- they will advise you to proceed with the investigation and have a report available for inspection by an Alberta Human Resources and Employment – Occupational Health and Safety Division Inspector.

You will be required to complete an investigation of the incident whether or not an Occupational Health and Safety Inspector is sent out to complete an investigation. Incident investigation reports of serious incidents shall be kept indefinitely in the case of any legal proceedings.

The local police have to be contacted if the incident involves death, serious injury or possible illegal dealing or involvement.

## **7.9 Workers Compensation Board Requirements**

Employer responsibilities for work-related injuries and illnesses:

1. Must be reported within 72 hours to WCB and the associated WCB paperwork must be completed.
2. Report work-related injuries **within 72 hours of being notified of the injury**. If you fail to report an injury within this period, you may be fined.
3. Report fatalities immediately.
4. Keep records of all first aid treatment administered, and provide the worker with a copy of the first aid record.
5. Provide or pay the cost of immediate transportation from the injury site to a medical treatment facility. You must ensure that adequate means of transport by land, water, or air is available at all times.
6. Provide the worker with a copy of the *Report of Injury or Occupational Disease*, a copy of the incident record, and a *Worker's Report of Injury* form.
7. Pay the worker regular salary for the day the injury occurred. If disablement goes beyond the date of injury, compensation payments start the first regular working day afterward and are issued every two weeks.
8. Work with WCB-Alberta and health care providers to develop a safe, effective return-to-work plan for the injured worker.
9. Notify WCB-Alberta within 24 hours of a worker's return to work.
10. Monitor the worker's progress during treatment and during their return to work.

The supervisor will provide the appropriate WCB forms for employees and ensure that they are submitted as required.

# **GOLDEN HILLS SCHOOL DIVISION**

## **Program Administration**

### **Element 8**

## 8.0 PROGRAM ADMINISTRATION

### 8.1 Introduction

Program administration is a collaborative and in-depth process. The facilitation of good records practice will assist in tracking, trends, statics and expenditures for the health and safety program. Complete comprehensive record administration, will provide the necessary information to assess the program, make necessary modifications, and plan for future activities.

### 8.2 Reports on File

Health and Safety related reports should be kept on file at each worksite and stored in a central location with the health and safety officer, so they are readily available. Reports that should be kept on file include:

- Health and Safety Orientation forms;
- Minutes of Department Health and Safety Meetings;
- Audit reports internal / external
- Reports of Formal Inspection, filed by date;
- Incident Investigation Reports, filed by date; and,
- First Aid treatment recorded in First Aid record forms.

#### 8.2.1 First Aid Treatment & Injury Recording

See eCompliance/Incident/Hazard.

**Note:** The first aid treatment record form should be filed with health and safety officer and a copy given to Human Resources to keep with any WCB forms. The forms should be kept on file for a minimum of 3 years.

### 8.3 Summaries

Examining summaries will assist in determining trends and setting priorities for future program measures. Bi-annual summaries will be completed by the health and safety officer or designate. Superintendents or designates will need to forward all relevant information to the health and safety officer or designate for entry into monthly and annual summaries.

#### 8.3.1 Year End Injury Summary

Upon request from the health and safety officer.

#### 8.3.2 Mid-Year Injury Summary

Upon request from the health and safety officer.

### 8.4 Statistics

After annual summaries are completed, the injury frequency and injury severity rate will be calculated by the health and safety officer or person(s) designated by the Superintendent.

The injury frequency rate and injury severity rate as set in the American National Standards Institute (ANSI) Z16.4 code are two commonly used indicators. The Injury Frequency Rate is calculated as follows:

$$\frac{\text{No. of lost time cases} \times 200,000}{\text{No. employee-hours of exposure}}$$

A recordable case is an injury incident which results in one or more lost work days other than the day of the incident. The Injury Severity Rate is calculated as follows:

$$\frac{\text{No. of workdays lost} \times 200,000}{\text{No. employee-hours of exposure}}$$

### **8.5 Health and Safety Meetings**

Health and Safety meetings will be conducted to communicate and reduce health and safety risks. The meetings will be held on three levels:

1. Worksite Health and Safety Meetings involving communication between the health and safety officer and the principals or delegate;
2. Local Worksite Health and Safety Meetings involving communication between the Health and Safety Worksite member or committee and the principals, managers, supervisors and employees;
3. Safety Meetings involving communication between supervisors and employees – staff, Toolbox and or Health and Safety meeting.

### **8.6 Health and Safety Worksite committee meetings**

OH&S Code 2019 Part 13 provides the basis for the Joint Work Site Health and Safety Committees.

As described in Part 3 of the OH&S Act, a joint work site health and safety committees duties include:

- (a) the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers;
- (b) participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site;
- (c) the development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures;
- (d) cooperation with an officer exercising duties under this Act, the regulations and the OHS code;
- (e) the development and promotion of programs for education and information concerning health and safety;
- (f) the making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers;
- (g) the inspection of the work site at regular intervals;
- (h) the participation in investigations of serious injuries and incidents at the work site in accordance with section 40;
- (i) the maintenance of records in connection with the receipt and disposition of concerns

- and complaints and the attendance to other matters relating to the duties of the committee;
- (j) such other duties as may be specified in this Act, the regulations or the OHS code.

OH&S Code 2019 Part 13 and Part 3 of the OHS Act describe how a joint work site health and safety committee is created and is to operate. Some basic rules of the committee are:

- (a) Membership Part 3, Subsections 22(1) of the OH&S Act states that the number of employer representatives on the committee must not exceed the number of worker representatives. A joint worksite health and safety committee shall consist of at least 4 persons, of whom at least half represent workers who are not associated with the management of the work site.
- (b) Committee co-chairs (Part 3, Subsections 22(2))  
The committee must have two co-chairs. Worker members must select one co-chair from among themselves. Employer members must select one co-chair from among themselves.
- (c) Meetings (Part 3, Subsections 27(1))  
Committee meetings shall meet within 10 days of its establishment and thereafter at least quarterly.
- (d) Quorum (Part 3, Subsections 26(1))  
To be able to hold an official meeting, one-half of the committee's members must be present at the meeting. Of the members attending the meeting,
  - (i) both worker and employer members must be present, and
  - (ii) at least one-half of those present must be worker members.
- (e) Duty to inspect work site. The committee must perform inspections at the work site at least once before each regular committee meeting.

An agenda for a Joint Worksite Health and Safety Committee meetings consists of:

1. minutes;
2. review of previous business;
3. new concerns;
4. incident and inspection review; and
5. training and education.

### **8.6.1 Joint Worksite Health and Safety Meeting Minutes**

Meeting minutes shall be kept in a common drive assessable to all committee members. Meeting minutes will be distributed to all the OHS Champions who will distribute them to staff members at their locations.

## **8.7 Local Worksite Health and Safety Meetings**

The primary tool for continual health and safety communication and risk reduction is the local worksite

health and safety meeting. The meeting involves all workers, supervisors and managers at the worksite. These meetings are held on regular monthly basis and can be held in conjunction with monthly staff meetings.. Attendance should be taken. The Principal, supervisor or their designate should prepare the meeting. Meeting minutes should be kept and filed.

## **8.8 Toolbox Health and Safety Meetings**

The purpose of these meetings is to raise awareness and discuss the potential hazards that may be encountered at a specific worksite. The meeting involves site supervisors, workers and possibly contractors. These meetings are usually held prior to the commencement of work or at a minimum of bi-weekly. The meeting must include attendance with signatures or initials and safety subject discussed.

## **8.9 Record Retention**

Health and safety related records that are kept on file should be stored so that they are easily accessible. Furthermore, all health and safety related documents should be kept on file for a period no less than three (3) years for non-confidential file, confidential file will be held for ten (10) years.

Reports that should be kept on file include:

- safety orientation forms; (3yrs)
- minutes of health and safety meetings, filed by date; (3 yrs.)
- reports of formal inspections, filed by date; (3 yrs.)
- incident investigation reports, filed by date; and 3 yrs. or 10 yrs.)
- medical treatment reports (regulatory requirement, in each employee HR file). (3 yrs.)
- serious incident or fatality original reports and investigations are held indefinitely.

All forms or reports should be neat and readable, completely filled out and signed/dated by the appropriate employee, supervisor and Principal or superintendent when required. An annual summary report must be completed based on incident information provided by principals, facilities and maintenance supervisors and Central Office.

**Note:** All health and safety records will be retained for a period no less than three (3) years, a copy must be held at the office of the health and safety officer for inspection, audit and investigation purposes.

## 8.10 Terms and Definitions

- **Confined Space** – means a restricted space which may become hazardous to a worker entering it because of
  - an atmosphere this is or may become injurious by reason of oxygen deficiency or enrichment, flammability, explosivity or toxicity;
  - a condition or changing set of circumstances within the space that presents a potential for injury or illness; or
  - the potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space.
- **Division** – means the Golden Hills School Division.
- **Fatality** - death of a worker resulting from a work-related injury or illness.
- 
- **First aid case** - a work-related injury or illness which requires only one-time treatment with possibly some follow-up observation. It remains a first aid case by definition even though the treatment may be applied by a licensed medical practitioner such as a nurse/paramedic.
- **Injury** - a work-related incident or exposure which requires First Aid treatment or Medical Aid treatment (see definitions below).
- **Injury frequency rate** - calculated by multiplying the number of Lost Time Incidents and Medical Aids by 200,000 and dividing that result by the number of work hours expended during the time period of the report.
- **Injury severity rate** - calculated by multiplying the total number of work days lost to injury and illness by 200,000 and dividing that result by the number of work hours expended during the time period of the report.
- **Lost time case** (or lost time incident) - the result of a work-related injury or illness which renders the affected worker incapable of performing his regular task on the next scheduled work day following the day of the incident and any subsequent lost days.
- **Medical aid treatment** - results from work-related injury or illness and which require the attention of a physician or of a licensed medical practitioner under the direction of a physician.
- **Near miss incident** - an incident which had the potential to cause serious injury, illness, damage or loss.
- **OHS** – means Occupational Health and Safety.
- **Personal Protective Equipment (PPE)** – means equipment or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site.
- **Recordable injury/illness** - cases which include fatalities; and all injuries/illnesses resulting in lost work days, medical aid treatment, restricted work cases and loss of consciousness.
- **Restricted area** - A work area is considered “restricted” if it is likely that its airborne concentration of asbestos, silica, coal dust or lead will exceed the occupational exposure limit (OEL) for that substance.
  
- **Restricted space** - a restricted space can be thought of as a work area in which the only hazard is the difficulty of getting into and out of the space — all other hazards are either non-existent or have been eliminated or controlled as required by Part 2 of the OHS Code 2009. Restricted spaces are therefore not subject to the permitting, atmospheric testing and tending worker requirements of a confined space. Workers and employers sometimes refer to restricted spaces as non-permitted confined spaces.



- Examples of restricted spaces may include building attics, below-ground vaults used for electrical and telecommunications cables, some ventilation system passages and crawlspaces in buildings and the interior inspection spaces of wind turbine blades. Trenches can also often be considered to be restricted spaces if all hazards have been eliminated or controlled prior to workers entering the trench.
- Despite being classified as a restricted space, the following requirements of the OHS Code 2009 Part 5 Confined Spaces, continue to apply to workers entering a restricted space:
  - (45) a hazard assessment must be performed prior to entry;
  - (46) workers assigned duties related to the entry must be trained to recognize hazards and how to perform their duties in a safe and healthy manner;
  - (48) general safety requirements involving the use and availability of safety, personal protective, and emergency equipment, as well as a communication system;
  - (50) prevention of unauthorized persons entering a restricted space;
  - (51) protection of workers from hazards created by traffic in the area of the restricted space;
  - (55) workers cannot enter or remain in a restricted space unless an effective rescue can be carried out;
  - (56) a competent worker, designated by the employer, must be in communication with the worker(s) inside a restricted space; and
  - (57) a safe means of entry and exit must be available to all workers required to work in the restricted space.
- Employers and workers must be mindful that a restricted space can become a confined space if conditions or work practices change.
- **Restricted work case** - an assignment other than the person's regular job resulting from a work-related injury or illness. The restricted work must be a substantial part of a regular job.
- **Severity** - measured by the number of work days missed.
- **Work-related illness** -- an exposure causing illness which requires first aid or medical treatment.
  -

## References:

- 1) Roles and responsibilities: Section 2, 3,4,35 of the AB OH&S Act; Part 1 Section 2.1, Part 2 Section 7, 8, 9 of AB OHS Code.
- 2) OHS Code Definitions and General Application [http://work.alberta.ca/documents/WHS-LEG\\_ohsc\\_p01.pdf](http://work.alberta.ca/documents/WHS-LEG_ohsc_p01.pdf)
- 3) OHS Code explanation guide 2009. <http://work.alberta.ca/occupational-health-safety/3969.html>
- 4) Defensive Driving Administrative Procedure- Administrative Regulation  
[www.transportation.alberta.ca/525.htm](http://www.transportation.alberta.ca/525.htm)
- 5) Workplace Violence:

- 1) Relevant Statutes: Occupational Health and Safety Act, R.S.A. 2000, c. O-2; Occupational Health and Safety Code ['Code'], Part 27; Occupational Health and Safety Code ['Code'], sections 389-392 [http://work.alberta.ca/documents/WHS-LEG\\_ohsc\\_p27.pdf](http://work.alberta.ca/documents/WHS-LEG_ohsc_p27.pdf)
- 2) Websites: Occupational Health and Safety Act:<http://www.qp.alberta.ca/documents/Acts/O02.pdf>  
Code:[http://www.humanservices.alberta.ca/documents/WHS-LEG\\_ohsc\\_2009.pdf](http://www.humanservices.alberta.ca/documents/WHS-LEG_ohsc_2009.pdf)  
Government of Alberta:<http://www.humanservices.alberta.ca/working-in-alberta/295.html>  
  
Alberta Human Rights Commission:<http://www.albertahumanrights.ab.ca/>
- 6) Emergency Preparedness and Response for all sites:  
Alberta Occupational Health and Safety Code 2009, part 7, section 115  
[http://work.alberta.ca/documents/WHS-LEG\\_ohsc\\_p07.pdf](http://work.alberta.ca/documents/WHS-LEG_ohsc_p07.pdf)
- 7) Occupational Health and Safety School Kit; for Alberta School authorities K-12;  
<https://education.alberta.ca/admin/healthandsafety.aspx>
- 8) Alberta Education, Teacher, Programs of Study;  
<https://education.alberta.ca/teachers/program/science/programs.aspx>
- 9) Alberta Traffic Safety Act, Transportation, Commercial Transportation;  
<http://www.transportation.alberta.ca/3.htm>  
  
OHS Teacher Resource Binder Chapter 03; <http://work.alberta.ca/occupational-health-safety/ohs-publications.html#bpgeneral>