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## **Background**

The Calgary Girls Charter School is committed to a health and safety program that protects staff, property and other workers who enter school property, the general public and the environment. The commitment to safety is in accordance with standards outlined in the Alberta Occupational Health and Safety legislation.

The objective is to prevent personal injuries and property damage. Everyone shares responsibility for maintaining a safe and healthy work environment for self and others. Employees are responsible and accountable for the school's health and safety performance. Employees will be familiar with the requirements of the Alberta Occupational Health and Safety legislation and the school health and safety program as it relates to their work processes.

Health and safety also includes consideration for safety of employees who may work alone.

## **Procedures**

1. All staff members have the responsibility to create and maintain a healthy and safe environment for students, self and colleagues.
  - 1.1 School personnel shall comply with Occupational Health and Safety legislation.
  - 1.2 School personnel shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
  - 1.3 School personnel are encouraged to complete a WHMIS course.
2. The establishment and maintenance of safe working and learning conditions is to be a primary consideration for the Principal and staff.
  - 2.1 The Principal is responsible for:
    - 2.1.1 Implementing and enforcing established health and safety policies and procedures, including the establishment of a Health and Safety Committee;
    - 2.1.2 Ensuring that safety and on-the-job training is provided when required;
    - 2.1.3 Ensuring that tools, equipment and facilities are maintained;
    - 2.1.4 Ensuring that incidents are investigated;
    - 2.1.5 Providing direction during emergencies at the worksite;
    - 2.1.6 Ensuring that contracted service providers are in compliance with school health and safety procedures;
    - 2.1.7 Periodically attending Health and Safety Committee meetings;

- 2.1.8 Reviewing and responding to recommendations made by the Health and Safety Committee;
  - 2.1.9 Ensuring that formal inspections are performed regularly;
  - 2.1.10 Reviewing and signing-off completed investigation, inspection, and hazard reports;
  - 2.1.11 Following up to ensure that corrective actions stemming from incident investigations, inspections, and hazard reports are completed;
  - 2.1.12 Knowing and understanding his/her responsibilities under the Alberta Occupational Health and Safety Act, Regulation, and Code;
  - 2.1.13 Ensuring that each new employee receives a health and safety orientation; and
  - 2.1.14 Leading by example.
- 2.2 Employees are responsible for:
- 2.2.1 Performing their duties and responsibilities in a safe and healthy manner;
  - 2.2.2 Wearing and maintaining prescribed safety equipment and personal protective equipment;
  - 2.2.3 Reporting to supervisors any substandard acts or conditions that may be of danger to themselves, other employees, and students;
  - 2.2.4 Refusing unsafe work;
  - 2.2.5 Reporting to the Principal all accidents, incidents, and occupational illnesses;
  - 2.2.6 Participating in inspections and investigations when required;
  - 2.2.7 Completing the Public School Works training as required; and
  - 2.2.8 Knowing and understanding their responsibilities under the Alberta Occupational Health and Safety Act, Regulation, and Code.
3. Contracted service providers are responsible for:
- 3.1 Ensuring that their employees are fully aware of school policies, procedures, codes of practice and all other applicable aspects of the health and safety program;
  - 3.2 Meeting school health and safety requirements and shall be in compliance with all applicable Acts, regulations and codes.
  - 3.3 Ensuring that their employees have a firm understanding of the Alberta Occupational Health and Safety Act, Regulation, and Code;
  - 3.4 Operating, at a minimum, according to the requirements of the school health and safety program;
  - 3.5 Cooperating fully with school health and safety representatives with respect to health and safety audits, incident investigations, hazard assessments and reporting requirements; and

- 3.6 Maintaining a strong commitment towards health and safety in all of their work execution and operations.
4. The safety of employees who work alone needs special consideration. The Superintendent is responsible for work alone safety guidelines at the Business Office and the Principal is responsible for work alone safety guidelines at the school campuses. Employees who plan to work alone should give due consideration to the additional risks in doing so. Employees are strongly encouraged to avoid a work alone situation. When work alone is unavoidable, the employee shares responsibility for taking necessary precautions to minimize risk such as refraining from tasks that pose a risk for accidents or injury.
  - 4.1 All staff will complete AF160A and provide it to their supervisor at the outset of each school year or within two (2) weeks of being hired.
5. The essential steps at each site include:
  - 5.1 Conduct a hazard assessment to identify existing or potential safety hazards associated with working alone in the workplace.
  - 5.2 Implement safety measures to reduce risk to workers from identified hazards and provide training to workers. Advise employees of their responsibilities regarding work alone safety.
  - 5.3 Establish an effective way for employees who are working alone to communicate, regularly and frequently, with their supervisor or another designated person.
  - 5.4 Any employee who is working alone, or planning to work alone, must inform his/her supervisor or designate. He/she must indicate where he/she is working and an estimate of the expected time that he/she will be on the premises. Depending on the degree of risk, the employee and supervisor will agree to make contact at regular intervals of no less than one hour.
  - 5.5 If the employee fails to check in at least every hour, a series of escalating steps will occur: the supervisor or designate will make repeated attempts to contact the employee, and if unable to do so, will attempt to notify the Superintendent or Principal. If the supervisor or designate, or Superintendent or Principal is unable to contact the employee, he/she will contact the police and then will follow the advice given.
  - 5.6 The supervisor or designate, or Superintendent or Principal, may visit the site but should not go alone.

Reference:

Education Act s. 11, 27, 52, 53, 54, 197, 222  
Occupational Health and Safety Act  
Worker's Compensation Act  
Communicable Diseases Regulation  
Occupational Health and Safety Code  
Occupational Health and Safety Regulation