



Background

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

The objective is to prevent injuries and property damage in all work execution and operations. This is achievable by creating a work atmosphere in which health and safety is implemented in everyday operations. All employees are responsible and accountable for the school's health and safety performance and will participate in the health and safety program through Public Works. All employees are expected to be familiar with the requirements of the **Alberta Occupational Health and Safety Act, Regulation and Code**, the health and safety program as it relates to their work processes, and to practice safe work procedures at all times.

Procedures

1. All staff members and contractors who work for the Calgary Girls Charter School have the responsibility to ensure the health and safety of students, themselves and their colleagues.
 - 1.1. All CGCS personnel shall comply with the Occupational Health and Safety legislation.
 - 1.2. All CGCS personnel shall participate in the written health and safety program through Public Works and provide feedback for the formal review of this program which occurs at least every three years.
 - 1.3. All CGCS personnel shall comply with WHMIS (Workplace Hazardous Materials Information Systems) standards.
 - 1.4. All CGCS personnel shall complete a WHMIS course as assigned through the Public School Works program. Every employee who is required to transport dangerous goods must take a TDG (Transportation of Dangerous Goods) training session.
 - 1.5. All contractors shall meet CGCS health and safety requirements and shall comply with all applicable Acts, regulations and codes.
2. The primary consideration for supervisors and staff is the establishment and maintenance of safe working and learning conditions.
3. The Secretary Treasurer and Principal are responsible for:
 - 3.1. Implementing and enforcing established health and safety policies and procedures;

- 3.2. Ensuring that safety and on-the-job training is provided when required;
- 3.3. Ensuring that incidents (i.e., accidents, injuries, and near-misses) are investigated;
- 3.4. Providing direction during emergencies at the worksite;
- 3.5. Ensuring that contracted service providers are compliant with the school's health and safety procedures;
- 3.6. Reviewing and responding to recommendations made by the Health and Safety Committees at each site and/or Joint Work Place Health and Safety Committee and/or directives from the Superintendent dealing with employee safety. Note: *Employers with 20 or more workers at a work site are required to have a joint work site HSC and each site with 5-19 workers must have a representative*);
- 3.7. Ensuring that formal inspections are performed regularly (completion of Form AF405A);
- 3.8. Reviewing and signing-off completed investigation, inspection and hazard reports;
- 3.9. Following up to ensure that corrective actions stemming from incident investigations, inspections and hazard reports are completed;
- 3.10. Knowing and understanding their responsibilities under the **Alberta Occupational Health and Safety Act, Regulation and Code**;
- 3.11. Ensuring that each new employee receives a health and safety orientation; and
- 3.12. Leading by example (Principal will include Health and Safety as a standing item in the agendas for regular, monthly staff meetings).

4. Employees are responsible for:

- 4.1. Reading and abiding by this administrative procedure;
- 4.2. Performing their duties and responsibilities in a safe and healthy manner;
- 4.3. Wearing and maintaining prescribed safety equipment and personal protective equipment;
- 4.4. Reporting to supervisors any substandard acts or conditions that may be of danger to themselves, other employees, and students;
- 4.5. Refusing unsafe work;
- 4.6. Reporting to their supervisors all accidents, incidents, near misses and occupational illnesses;
- 4.7. Participating in inspections and investigations when required;
- 4.8. Knowing and understanding their responsibilities under the Alberta Occupational Health and Safety Act, Regulation, and Code;
- 4.9. Knowing hazards in their work environment that may put them at risk of contracting a communicable disease. Employees may choose to be immunized to reduce risk;
- 4.10. Employees are to follow safe handling procedures when dealing with body fluids; and
- 4.11. Completing all Public School Works training as assigned.

5. Contracted service providers are responsible for:
 - 5.1. Ensuring their employees are fully aware and comply with all Calgary Girls Charter School policies, procedures, codes of practice and all other applicable aspects of the health and safety program;
 - 5.1.1. Or providing an acceptable safety plan of their own that addresses the safety of the contractor and his/her employees;
 - 5.2. Ensuring their employees have firm understanding and comply with the Alberta Occupational Health and Safety Act, Regulation and Code;
 - 5.3. Operating and maintaining safe working conditions, at a minimum, according to the requirements of the school's health and safety program and this administrative procedure;
 - 5.4. Cooperating fully with the school's health and safety representatives with respect to health and safety audits, incident investigations, hazard assessments and reporting requirements;
 - 5.5. Maintaining a strong commitment to health and safety of all their work execution and operations; and
 - 5.6. Providing trained and qualified employees.

6. Volunteers are responsible for:
 - 6.1. Working safely and carefully; and
 - 6.2. Correcting or reporting any unsafe practice or condition that he/she may observe.

Work Related Accident, Near-Miss or Illness Investigation

7. In the event of a work-related accident, near-miss or illness the following steps are to be taken:
 - 7.1. All work-related accidents, injuries, and near-misses must be reported immediately to the Principal or supervisor;
 - 7.2. An accident or near-miss investigation (completion of form AF405B), whether or not there is an injury, is to be undertaken to determine cause; and whenever possible, action is to be taken to prevent similar accidents or near-miss events;

8. The Principal, or designated supervisor of the employee, is responsible for:
 - 8.1. Providing employees with proper instruction and guidance in correct work procedures and providing safe tools, equipment and working conditions;
 - 8.2. Providing proper protective equipment;
 - 8.3. Ensuring that any activities assigned to volunteers are reasonable considering the qualifications or lack thereof of those volunteers; and
 - 8.4. In a timely way, providing the Secretary-Treasurer with a copy of all accident and injury reports concerning employees or volunteers.

9. The Secretary-Treasurer is responsible for:

- 9.1. Securing coverage under the Workers' Compensation Act for all eligible employees and volunteers;
- 9.2. Maintaining records of all accident and injury reports concerning employees or volunteers; and
- 9.3. Notifying the Charter Board's insurers of accident and injury reports when necessary.

Reference:

Education Act, s.11, 27, 52, 53, 54, 197, 222

Occupational Health and Safety Act

Workers' Compensation Act Communicable Diseases Regulation

Occupational Health and Safety Code

Occupational Health and Safety Regulation



Background: All employees have the right to refuse to perform work if the employee has reasonable grounds to believe that the work or worksite constitutes a danger to the health and safety of themselves or another employee or person. This procedure applies to all employees of the Calgary Girls Charter School.

Definitions:

Employee: Volunteers or individuals who are engaged to work for CGCS under an employment contract, carrying out work for the school.

Hazard: A situation, condition or thing that may be dangerous to the safety or health of workers or the presence of an agent or environmental condition that could cause harm to people, property or the environment.

Joint Occupational Health and Safety Committee (JOHSC): A committee established pursuant to Section 16 of the Alberta OHS Act, consisting of employer and employee representatives that advise and provide health and safety recommendations to the Senior Administration.

OHS Officer: A person appointed under Section 42 of the OHS Act to perform health and safety inspections or other work on behalf of the Government of Alberta.

Supervisor: A person who has charge of a workplace, or authority over a worker. Depending on the particular reporting relationship, a Supervisor includes, but is not limited to any of the following: Supervisor, Principal, Vice Principal or Superintendent.

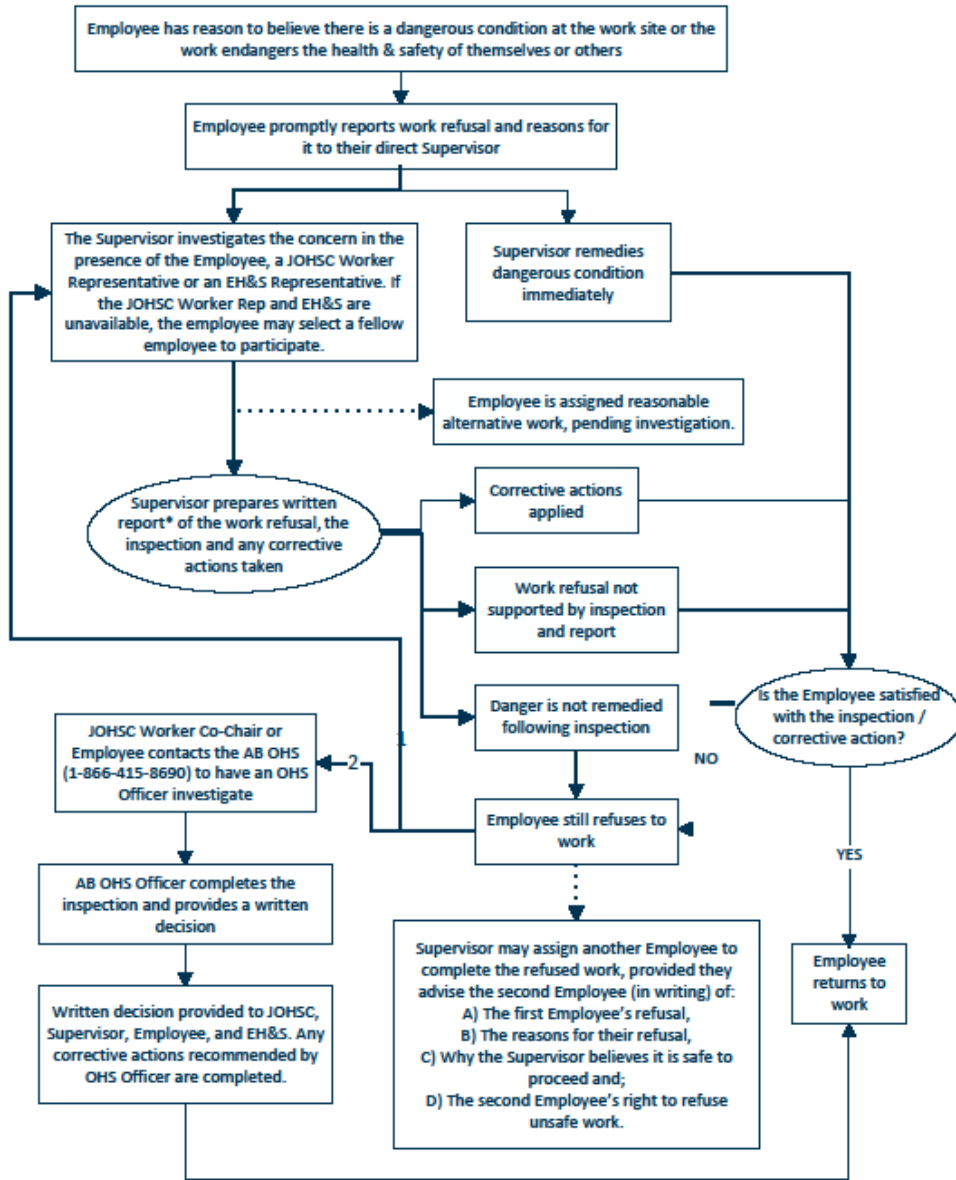
Unsafe (Dangerous) Work: A task or a work site that an employee has reasonable grounds to believe presents a hazard or danger to the health and safety of the employee or to other people in the work area.

Procedure:

In the event that work is refused or stopped, the steps outlined in the flowchart below shall be followed:

Right to Refuse Unsafe Work - Flowchart

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*The report shall be provided to JOHSC, with a copy to the Board Office and the Employee who refused work. Ensure report does not contain any personal information about the refusing Employee.



Employee:

1. Immediately inform their supervisor of the work refusal and the reasons they believe the work or work site poses a danger to themselves or others.
2. If the condition cannot be immediately remedied, participate in the investigation with the supervisor and JOHSC representative. If a JOHSC worker representative is not available, then a fellow employee may be selected by the employee initiating the work refusal.
3. Aid in applying controls as determined in the investigation (if required).
4. If the employee believes that the work / work site no longer poses a threat, they shall return to the task.
5. If they are unsatisfied with the results of the investigation and believe with reason that the hazard has not been adequately controlled, they will work with a JOHSC representative to file a complaint with Alberta OHS.

Supervisor:

1. Remedy all identified unsafe conditions immediately, if possible, after being notified of the conditions by an employee.
2. If the condition cannot be addressed immediately or if the supervisor believes the risk has already been controlled, investigate the work refusal immediately, in the presence of the employee and a representative from the JOHSC.
 - a. If a JOHSC worker representative is not available, a peer employee, selected by the refusing employee, may attend.
3. Ensure that no other employee is assigned to the task / worksite until the investigation is complete and any corrective actions applied.
4. Complete the Work Refusal Form (see form AF405C) with information on the work refusal and results of the investigation, including any corrective actions applied.
 - a. The Work Refusal Form shall be filed with the JOHSC for record keeping purposes, with a copy provided to the employee who refused the work.
5. Assign the employee other reasonable work, pending the final results of the investigation. The employee will receive no loss of pay or reprisal for refusing unsafe work.

Continued Work Refusal

In the event that an employee is unsatisfied with the results of the investigation and continues to refuse work, the employee or the JOHSC representative will contact Alberta OHS (1-866-415-8690) to request that an OHS officer investigates the work refusal. Pending the results of the investigation, no other employee will be assigned to the task or worksite unless the new employee, in the presence of the JOHSC representative, is advised of the following in writing:

- The first employee's refusal
- The reasons for the refusal
- The reason why, in the opinion of the supervisor, the work does not pose a danger
- The new employee's right to refuse unsafe work

The OHS officer will investigate and provide a written report outlining the results of their investigation:

- If the work / worksite is deemed to be unsafe, the officer will recommend changes or precautions that must be put in place before work can continue.
- Once the work / worksite is deemed by the officer to be safe for work to continue, the refusing employee will be expected to return to the task. After the worksite has been deemed safe, continued refusal may be subject to discipline. Contact the Board Office for further information.

Reference:

Alberta Occupational Health & Safety Act, Part 4, Sections 31 to 36.