

HEALTH AND SAFETY PROGRAM FOR STAFF AND STUDENTS

Background

STAR Catholic is committed to providing a safe and healthy study and work environment for our students, staff members, volunteers, contractors, workers and the general public. STAR Catholic is committed to complying with the School Act and Occupational Health and Safety (OHS) Legislation. Alberta's OHS legislation was updated in 2018 with the purpose of:

1. promoting and maintaining the highest degree of physical, psychological and social well-being of workers;
2. protecting workers from factors and conditions adverse to their health, safety and well-being;
3. to ensure all workers have the right to be informed of work site hazards and the means to eliminate or control those hazards;
4. to ensure the right to meaningful participation in health and safety activities pertaining to their work and work site;
5. ensuring the right to refuse dangerous work and the ability to work without being subject to discriminatory action for exercising a right or fulfilling a duty imposed by the OHS legislation.

Procedures

1. STAR Catholic shall develop a Health and Safety Program to provide guidance to the division for the prevention of injuries and incidents and for protection of persons at STAR Catholic work sites. The Health and Safety Program will comply with Part 5 Program and Practice of the OHS Act. The Health and Safety Program will be set up in Google folders owned by STAR Catholic and made accessible for viewing by all staff, workers and other appropriate individuals.
2. Division Obligations and Responsibilities
 - 2.1 STAR Catholic is the Prime Contractor until the division appoints a person who is not a staff member, or contractor as the Prime Contractor of the worksite or project.
 - 2.1.1 the appointment must be in writing
 - 2.1.2 The name of the Prime Contractor and contact information shall be posted in a conspicuous place on the work site
 - 2.2 STAR Catholic is an employer however the meaning of employer in the OHS Act is expanded to include "a person designated by an employer as the employer's representative or a director or officer of a corporation."
 - 2.3 STAR Catholic shall, and as far as it is reasonably practicable to do so, ensure:

- 2.3.1 full cooperation with any person exercising a duty imposed by the OHS legislations;
- 2.3.2 The health, safety and welfare of students, staff members, volunteers contractors, workers and other persons at or in the vicinity of the work site;
- 2.3.3 That the workers are aware of their rights and duties under the OHS legislation and of any health and safety issues existing at or arising from work being conducted at the work site;
- 2.3.4 That all staff, workers and volunteers are aware of AP 160-Safe, Caring, Welcoming and Respectful Learning Environments for Students, Employees and Volunteers and AP 170-Workplace Violence, relating to harassment or violence at the work site;
- 2.3.5 That workers are supervised by competent persons who are familiar with the OHS legislation;
- 2.3.6 The establishment of a Joint Work Site Health and Safety committee as per 161-1 Appendix - Joint Work Site Health and Safety Committees;
- 2.3.7 That health and safety issues and concerns raised are resolved in a timely manner;
- 2.3.8 That a prime contractor will be provided with the names of all of the supervisors at the work site;
- 2.3.9 That all workers are adequately trained in all matters necessary to protect their health and safety before beginning work activities.

3. Supervisor Obligations and Responsibilities

- 3.1 A *Supervisor* in OHS legislation is defined as “a person who is in charge of a work site or authority over a worker”. This would include a person who is temporarily authorized, assigned to or directed to train or orientate another individual.
- 3.2 Every supervisor, as far as reasonably practicable for the supervisor to do so, shall;
 - 3.2.1 Ensure that a worker who is supervising is competent to do so;
 - 3.2.2 Take all precautions necessary to protect the health and safety of workers under their supervision;
 - 3.2.3 Ensure that supervised workers comply with the procedures, safe work practices and codes as required by the OHS legislation and STAR Catholic;
 - 3.2.4 Ensure that all workers, as appropriate, use all controls, and personal protective equipment (PPE) required to protect their health and safety;
 - 3.2.5 That all staff, workers and volunteers are aware of AP 160-Safe, Caring, Welcoming and Respectful Learning Environments for

Students, Employees and Volunteers and AP 170-Workplace Violence, relating to harassment or violence at the work site;

3.2.6 Advise every worker of all known or reasonably foreseeable hazards which may affect the worker;

3.2.7 Use the PublicSchoolWorks system to report a concern about an unsafe condition or unsafe act and to notify their supervisor directly where the danger of injury is immediate.

3.3 Every Supervisor shall cooperate with any person exercising a duty imposed by the OHS legislation and will comply with the OHS legislation.

4. Worker Obligations and Responsibilities

4.1 A *Worker* in OHS legislation is defined as “a person who is engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer and, for greater certainty, includes self-employed persons and individuals who are on site to do work, but does not include a student involved in a learning activity conducted by or within an educational institution for which no compensation is paid to the student.

4.2 Although Students are not classified as workers, they need to comply to the same safety standards and protocols to ensure they are protecting themselves, other students and workers who are on site such as teachers and educational aides.

4.3 Every worker, while engaged in an occupation, shall:

4.3.1 Take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site while the worker is working;

4.3.2 Cooperate with their supervisor, the employer or any other person for the purposes of protecting the health and safety of anyone at the work site;

4.3.3 At all times, when the nature of the work requires, use all devices and wear all PPE designated and provided or required to be used by the OHS legislation or by STAR Catholic Health and Safety Program or manufacturer's recommendations;

4.3.4 Ensure that they are familiar with and comply with AP 160-Safe, Caring, Welcoming and Respectful Learning Environments for Students, Employees and Volunteers and AP 170-Workplace Violence, relating to harassment or violence at the work site;

4.3.5 Use the PublicSchoolWorks system to report a concern about an unsafe condition or unsafe act and to notify their supervisor directly where the danger of injury is immediate;

4.3.6 Cooperate with any person exercising a duty imposed by the OHS legislation and will comply with the OHS legislation.

5. Duty to Provide Information

- 5.1 Health and Safety Information means:
 - 5.1.1 information that may affect the health and safety of a person at a worksite;
 - 5.1.2 includes information about hazards at the work site;
 - 5.1.3 hazard controls and work practices and procedures;
 - 5.1.4 but does not include personal information about an identifiable individual;
 - 5.1.5 FOIP information will be respected and consultation with the Assistant Superintendent of Human Resources and the Secretary-Treasurer will occur before the release of any information.
- 5.2 STAR Catholic shall keep available all health and safety information and provide the information to the HSC as appropriate.
- 5.3 STAR Catholic will provide electronic access for workers for OHS legislation information.
- 5.4 All hazard information will be provided to affected workers.
- 5.5 Procedures and Work Safe Practices will be documented and made available to workers electronically.

6. Maintenance of Administration Procedure and the Health and Safety Program

- 6.1 The Health and Safety Program will be reviewed a minimum of every three years or whenever a new process is introduced or a change is made to a practice or work activity. AP 161 Health and Safety of Students and Staff will be reviewed a minimum of every three years.

Reference: Section 20, 45, 60, 61, 113, School Act
Worker's Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Act 2018
Occupational Health and Safety Regulations 2018
Occupational Health and Safety Code 2018
Public Health Act