

#12 Occupational Health and Safety

BOARD POLICY

Board Approval:	November 28, 2018
Effective Date:	December 1, 2018
Amendment Date:	November 24, 2020
Review Date:	November 30, 2023

PURPOSE

All Students, Employees, Leadership and Representatives of HLG shall contribute to a safe, healthy workplace and learning environment.

DEFINITIONS

Act – the *Occupational Health and Safety Act* of Alberta

Board - the Boards of Directors of HLG

Code – the *Occupational Health and Safety Code* of Alberta

Contractor - a person or company hired under a contract to provide specific services for HLG

Director of Inspection – an appointee of the Government who is appointed by the Minister to perform all or part of the duties and responsibilities of a Director of Inspection under the *Act*

Employee - an individual who is working under an employment relationship with HLG

Fitness for Work – the ability of an Employee to fulfill the duties of their role in a regular manner. An individual's Fitness for Work may be impaired by various causes, including drugs, alcohol, prescription or over-the-counter medications, illness, fatigue, or stress

Harassment – any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes

(i) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and

(ii) a sexual solicitation or advance,

but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site;

Hazard - means a situation, condition or thing that may be dangerous to health and safety.

HLG – Headwater Learning Group, the term for three independent charitable organizations - Calgary Academy Society, Headwater Learning Foundation and Headwater Learning Solutions Foundation

Health and Safety Committee – Joint Work Site Health and Safety Committee with Leadership and Employee representation

Leadership - supervisors, managers, assistant principals, principals, directors and executives of HLG

Regulation - the *Occupational Health and Safety Regulation* of Alberta

Representatives - directors and contractors of HLG

Violence - means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

GUIDELINES

1. HLG shall comply with the *OHS Act*, its Regulations, and the OHS Code.
2. HLG shall ensure, as far as it is reasonably practical to do so, the following:
 - a) The health, safety and welfare of Employees, Leadership and Representatives and other people at the HLG work site who may be affected by hazards originating herein;
 - b) That Employees, Leadership and Representatives are aware of their rights and duties under the Act, its regulations, and the Code and of any health and safety issues arising from the work being conducted at the HLG work site;
 - c) That none of the Employees, Leadership or Representatives are subjected to or participate in Harassment or Violence at the HLG work site;
 - d) That Employees, Leadership and Representatives are supervised by Leadership familiar with the Act, its regulations, and the Code;
 - e) That HLG consults and cooperates with the Health and Safety Committee to exchange information on health and safety matters and to resolve health and safety concerns; and
 - f) That health and safety concerns raised by Leadership, Employees, Representatives, or the Health and Safety Committee are resolved in a timely manner.
3. While at work, every Employee and Representative shall act responsibly to protect the health and safety of all at the HLG work site, in accordance with the *Act*, its *Regulations*, and the *Code*.
4. HLG will establish a Health and Safety Committee (the Committee) in accordance with the guidelines set forth by the Act, its regulations, and the Code.
5. The Committee will establish a health and safety plan and should the Committee bring a health and safety matter to the attention of Leadership, and make recommendations to remedy the matter, Leadership will develop a plan to act upon the recommendations, if the matter is required to be resolved by the *Act* and the recommended action is deemed reasonable, as soon as possible.

Leadership shall advise every Employee, Leadership and Representative under their supervision of all known or reasonably foreseeable hazards in the area and report those hazards to the Committee.
6. Leadership, Employees and Representatives shall report concerns about unsafe or harmful workplace or learning activities or conditions to the Committee and HLG.
7. Employees, Leadership and Representatives may refuse to work or do particular work where the Employee or Representative has reasonable grounds to believe that a condition exists at work that presents a danger to the Employee, Representative or another person.

8. HLG shall ensure that Employees, Leadership and Representatives are adequately trained in all matters necessary to protect their health and safety before they begin working or begin a new work activity (including the use of new equipment, new processes, or a new work area).
9. Leadership shall receive training on, and comply with, the *OHS Act*, its Regulations, and the Code, and as far as it is reasonably practicable for them to do so, ensuring that Leadership and those Employees and Representatives under their supervision are in compliance with this legislation.
10. Leadership will work to ensure relevant and timely information is accessible and provided to Employees, Leadership and Representatives in relation to education, training, and awareness around internal OHS practices and the *Act*, its Regulations, and the Code.
11. HLG will report and investigate accidents resulting in injuries to the Director of Inspection where required.
12. HLG will investigate reports of workplace harassment and violence in accordance with the Act, its Regulations, and the Code.
13. If an Employee, Leadership or Representative is experiencing domestic violence that is likely to expose the Employee, Leadership or Representative, or other Employees, Leadership or Representatives to injury that may occur in the workplace, HLG will take every precaution reasonable to protect Employees, Leadership and Representatives in these circumstances.
14. It is the Employee's, Leadership's or Representative's responsibility to advise their supervisor if, for any reason, their Fitness for Work is or may become impaired, so that an alternative work assignment or other measure can be considered.

REFERENCES

Occupational Health and Safety Act, SA 2017, c.O-2.1, as amended

Occupational Health and Safety Regulation, AR 62/2003, as amended

Occupational Health and Safety Code 2009 Order, Alta Reg 87/2009, as amended

CROSS-REFERENCES

Board Policy - Respectful Learning and Work Environments

C-03 - Occupational Health & Safety Procedure

C-04 Workplace Harassment Prevention Procedure

C-05 Workplace Violence Prevention Procedure

C-06 Domestic Violence Response Procedure

E-01 Work Site Inspections Procedure

F-08 Incident Reporting and Investigation Procedure

Joint Work Site Occupational Health and Safety Committee Terms of Reference