

#12 Occupational Health & Safety

BOARD POLICY

Board Approval: November 28, 2018
Effective Date: December 1, 2018
Amendment Dates: N/A
Review Dates: December 2, 2020

PURPOSE

The purpose of this policy is to outline the expectation of all students, employees, directors, and service providers of Headwater Learning Group (HLG) to contribute to a safe and 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

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

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

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 Representatives

Leadership – supervisors, managers, administrators, team leads, assistant principals, principals, directors and executives of HLG

Representatives – students, employees, directors, and service providers of the HLG

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 Representatives and other people at the HLG work site who may be affected by hazards originating herein;
 - b) that 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 Representatives are subjected to or participate in harassment or violence at the HLG work site;
 - d) that 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, Representatives, or the Health and Safety Committee are resolved in a timely manner.
3. While at work, every 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 in accordance with the guidelines set forth by the Act, its regulations, and the Code.
 5. The Health and Safety Committee will establish a health and safety plan and should the Health and Safety 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.
 6. Leadership shall advise every Representative under their supervision of all known or reasonably foreseeable hazards in the area and report those hazards to the Health and Safety Committee.
 7. Leadership and Representatives shall report concerns about unsafe or harmful workplace or learning activities or conditions to the Health and Safety Committee and HLG.
 8. Representatives may refuse to work or do particular work where the Representative has reasonable grounds to believe that a condition exists at work that presents a danger to the Representative or another person.
 9. HLG shall ensure that Representatives are adequately trained in all matters necessary to protect their health and safety before the worker begins working or begins a new work activity (including the use of new equipment, new processes, or a new work area).
 10. 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, ensure those Representatives under their supervision are in compliance with this legislation.
 11. Leadership will work to ensure relevant and timely information is accessible and provided to Representatives in relation to education, training, and awareness around internal OHS practices and the Act, its Regulations, and the Code.
 12. HLG will report and investigate accidents resulting in injuries to the Director of Inspection.
 13. HLG will report and investigate reports of workplace harassment and violence to the Director of Inspection in accordance with Part 5 of the Act.
 14. If a Representative is experiencing domestic violence that is likely to expose the Representative, or other Representatives to injury that may occur in the workplace, HLG will take every precaution reasonable to protect Representatives in these circumstances.
 15. It is the Representative's responsibility to advise their supervisor if, for any reason, that 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

CROSS-REFERENCES

Board Policy – Respectful Learning & Work Environments

Procedure – Occupational Health & Safety

Procedure – Workplace Harassment Prevention

Procedure – Workplace Violence Prevention

Procedure – Domestic Violence Response

Procedure – Work Site Inspections

Safety Committee Terms of Reference