

# Introduction

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# Introduction

The Calgary Catholic School District (CCSD) developed this manual to assist principals and non-school based department heads to provide a safe and healthy environment for employees, students, volunteers, visitors and vendors (contractors, and including staffing agency personnel and self employed persons). The manual has been developed to address the requirements of the Alberta Occupational Health and Safety (OHS) Act, Regulation and Code.

As changes occur in legislation, codes or regulations, modifications will be made to the manual and principals and non-school based department heads will be notified the most up to date version of the manual can be found on the District's intranet site.

This manual was prepared as a guideline for the exclusive use of the Calgary Catholic School District, with specific regard to the particular needs, policies, and intended uses of work sites within the District. This manual is the copyrighted work product of and shall not be used in any way by anyone else without the prior written consent of the Calgary Catholic School District. All such requests should be directed through the Superintendent, Human Resource Services. The District does not accept any liability or responsibility for any occurrence arising out of the use of the manual by any other person, organization or agency.

## Why an Occupational Health and Safety Program?

### To Protect Employees, Students, Volunteers, Visitors, Vendors (Contractors)

The chief superintendent, senior administration, principals and non-school based department heads have a statutory obligation to provide a safe and healthy environment in which district employees, students, volunteers, visitors and vendors (contractors, and including staffing agency personnel and self employed persons) can perform to the best of their abilities. Many of the components of a proactive workplace Occupational Health and Safety Program are also applicable to student health and safety (e.g., emergency preparedness, hazard identification and control, incident investigation, infection control). These components recognize that all employees have a role to play and are the key to the program's success.

Note: Students are not generally defined as "workers", and therefore are not covered by this legislation: however, student safety is paramount in the workplace and it is expected by the district that safe work practices extend to all situations.

## To Meet Legislative Requirements

Occupational Health and Safety is a legislated requirement in Alberta. Principals and non-school based department heads, as the employer's representatives at each location, have statutory obligations to:

- Ensure that all reasonable precautions are taken in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and other relevant acts and regulations.
- Ensure that employees are competent to perform their tasks if the work can endanger themselves or others.
- Provide competent supervisors, train workers, and prevent violence and harassment
- Identify possible hazards in the work location and take steps to either eliminate or control them.
- Ensure the correct use of appropriate personal protective equipment.
- Ensure that employees are aware of and follow codes of practice, e.g., safe work procedures.
- Ensure that contractors comply with the legislation.
- Investigate serious injury accidents and incidents that have the potential of causing a serious injury.
- Develop an emergency preparedness plan for the workplace and plan drills and simulations to keep employees in a high state of readiness.
- Ensure that employees are educated in the handling and use of controlled (chemical) products.
- Ensure that employees are aware of their responsibilities and duties under the Occupational Health and Safety Act, Regulation and Code.

Government officials charged with administering the legislation have the authority to prosecute for contraventions of statutory obligations. Individuals working for the district as well as the district itself can be subject to prosecution, and, where prosecutions result in convictions, fines and/or jail sentences may be imposed.

If an accident or injury occurs at the school or worksite, principals and non-school based department heads may be liable to prosecution unless they can demonstrate due diligence.

## To Demonstrate Due Diligence

Due diligence is a legal defense that was defined in 1978 by the Supreme Court of Canada. If an employee is injured on the job, the employer may be charged under the Occupational Health & Safety Act, Regulation and Code for failing to protect the employee's health and safety. The employer's only defense is due diligence by showing that **he or she took all reasonable steps to prevent the injury**. This would consist of anticipating the injury, providing necessary training, ensuring personal protective equipment is being used, safe work procedures and supervision.

Due diligence is demonstrated by developing plans to meet the legislative requirements. One key element of any plan is ensuring the competency of employees. Under section 13(1) of the General Safety Regulation, principals and non-school based department heads **shall ensure, if work is to be done that may endanger a worker, the employer must ensure that the work is done (a) by a worker who is competent to do the work, or (b) by a worker who is working under the direct supervision of a worker who is competent to do the work.**

This manual outlines those aspects of the legislation that apply to various areas within the district. Not all sections will apply to every school or worksite. For instance, Section 9, Confined Spaces, will only apply to those locations that have an identified confined space, e.g., crawl space, chillers or elevator shafts.

The Chief Superintendent, senior administration, principals and non-school based department heads demonstrate due diligence by taking action in three key areas - awareness of legislative requirements, competency of employees and monitoring and compliance.

The first area is awareness of legislative compliance. Ignorance of the law is no defense. The Chief Superintendent, senior administration, principals and non-school based department heads demonstrate due diligence by ensuring that they and their employees are aware of the legal requirements that pertain to their particular role and responsibilities. The Occupational Health and Safety Act, Regulation and Code have over five hundred sections that apply to employers and employees in Alberta.

The second area is competency of employees. Competency includes awareness of the proper procedures as well as necessary training and development. Principals and non-school based department head demonstrate due diligence by ensuring that their employees are properly trained to handle tasks that could be considered dangerous to their health and safety. For example, what would take place if a cleaner, while handling hazardous cleaning chemicals, is badly burned in a chemical spill at a school?

A provincial investigator would determine if the employee:

- Was competent to handle these chemicals.
- Had received necessary training in identifying and handling hazardous chemicals.
- Knew where information on this chemical was located.
- Knew how to use the appropriate personal protective equipment.

If the investigator determined that the cleaner was not competent to handle this chemical, the head custodian and/or the principal or the non-school based department head could be held liable and charged under the legislation.

The third area of due diligence concerns monitoring and compliance. It is not enough for the Chief Superintendent, senior administration, principals and non-school based department heads to make employees aware of their legal requirements and provide proper training. They shall also monitor their school or worksite to ensure that employees are complying with the legislation and working in a safe and healthy manner. If a serious accident or incident occurs, provincial investigators will want to determine:

- If proper monitoring processes are in place.
- If employees are receiving ongoing training.
- If hazards are being identified and controlled.
- If incidents and accidents are investigated.
- If emergency procedures are reviewed and updated on a regular basis.

The Chief Superintendent, senior administration, principals and non-school based department heads demonstrate due diligence by ensuring that these processes are in place, utilized on a regular basis and documented. In determining how much diligence is enough, each situation will differ. The greater the likelihood of an incident occurring, the more stringent the monitoring system should be.

## **To Reduce the Cost of Accidents and Incidents**

Accidents and incidents are costly, both from a human or financial perspective. The district has a responsibility to provide a safe and healthy environment for employees, students, volunteers, visitors and vendors (contractors, and including staffing agency personnel and self employed persons).

In addition to the human cost, there is a significant financial cost to the district when employees are injured on the job. The district pays a premium each year to the Workers' Compensation Board (WCB) to cover costs of medical aid and lost wages for injured employees who are covered by Workers' Compensation. The assessment is partly based on

the district's accident experience, as compared with that of other school districts in Alberta. The majority of teaching staff are not covered by WCB but are eligible for district benefits if they are injured on the job.

When an employee is injured, there are other additional costs incurred to cover hiring, wages of replacement staff, property damage, reduced efficiency, overtime, etc.

Accidents are preventable through appropriate risk management.

## **Demonstrating Commitment to Occupational Health and Safety**

**The district's commitment to occupational health and safety is manifested in three important ways: District Policy/Administrative Procedures, Obligations of Worksite Parties and the Occupational Health and Safety Program.** The Chief Superintendent has articulated his support in the District Commitment to Health and Safety statement which has been posted in all district facilities. A copy of this statement can be found in Appendix I of this section.

### **District Policy**

Effective November 27, 2002, the board of trustees approved the district policy (EL-2) concerning the Treatment of Employees and Volunteers. Those sections relevant to occupational health and safety are listed below.

*With respect to paid staff and volunteers, within the context of current collective agreements, the Chief Superintendent shall not cause or allow working conditions which are unlawful, unfair, undignified, unsafe, or disorganized.*

*Further, without limiting the scope of the above statement by the following list, the Chief Superintendent shall not:*

*2. Subject employees to unsafe or unhealthy conditions.*

*9. Fail to advise employees of their protections under this policy.*

In addition, the board expects employees and students to know their obligation to protect the health and safety of themselves and others.

Reference should also be made to Administrative Procedure (AP) 161 - District Workplace Health and Safety and AP 161 Appendix B – Accident and Incident Reporting.

## Obligations of Worksite Parties

Safety is the responsibility of every member of the district community, including:

- Protecting their own and others' health and safety at worksites and refraining from violence and harassment.
- Following codes of practice and safe work procedures established by the district and implemented at the worksite.
- Knowing and complying with all occupational health and safety regulations.
- Knowing their three basic rights:
  1. The right to refuse dangerous work and be protected from reprisal for exercising that right.
  2. The right to know of potential hazards and have access to basic health and safety information in the workplace.
  3. The right to participate in health and safety committees and be involved in safety discussions.
- Having knowledge of hazards of their particular job.
- Reporting any hazardous or potentially hazardous situations to their supervisor.
- Reporting any injuries or occupational illness immediately to their supervisor.
- Participating in health and safety training.
- Wearing the required personal protective equipment.
- Making sure all equipment, including personal protective equipment, is in proper working order.
- Knowing the location, type and, if so designated, the operation of emergency equipment.
- Asking questions if they do not know the proper safe work procedure.
- Refusing to perform work that could be dangerous (as referenced in Section 2, *Refusing Dangerous Work* in this Manual).

## Obligations of Employers

1) The Calgary Catholic School District (CCSD) shall ensure, as far as it is reasonably practicable to do so,

a) the health and safety and welfare of:

- workers engaged in the work of the CCSD,
- those workers not engaged in the work of CCSD but present at the work site at which that work is being carried out, and
- other persons at or in the vicinity of the work site who may be affected by hazards originating from the work site,

b) that CCSD workers are aware of their rights and duties under the OHS Act, regulations and code as well as any health and safety issues arising from the work being conducted at the work site,

c) that none of CCSD's workers are subjected to or participate in harassment or violence at the work site,

d) that CCSD workers are supervised by a person who

- is competent, and
- is familiar with the district's policies and procedures as well as the OHS Act, regulations and code, that apply to the work performed at the work site,

e) that CCSD consults and cooperates with the joint work site health and safety committee, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns,

f) that health and safety concerns raised by workers, supervisors, self-employed persons and the joint work site health and safety committee are resolved in a timely manner, and

g) that on a work site where a prime contractor is required, the prime contractor is advised of the names of all of the supervisors of the workers.

2) The CCSD shall ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker

a) begins performing a work activity,

b) performs a new work activity, uses new equipment or performs new processes, or

c) is moved to another area or work site.

3) The CCSD shall cooperate with any person exercising a duty imposed by the OHS Act, regulations and code.

4) The CCSD shall comply with the district's policies and procedures as well as the OHS Act, regulations and code.

## **Obligations of Supervisors**

Every supervisor shall

a) as far as it is reasonably practicable for the supervisor to do so,

- ensure that the supervisor is competent to supervise every worker under the supervisor's supervision,

- take all precautions necessary to protect the health and safety of every worker under the supervisor’s supervision,
- ensure that a worker under the supervisor’s supervision works in the manner and in accordance with district policies and procedures as well as the procedures and measures required by the OHS Act, regulations and code,
- ensure that every worker under the supervisor’s supervision uses all hazard controls, and properly uses or wears personal protective equipment designated or provided by the employer or required to be used or worn by district policies and procedures as well as the OHS Act, regulations or code, and
- ensure that none of the workers under the supervisor’s supervision are subjected to or participate in harassment or violence at the work site,

b) advise every worker under the supervisor’s supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,

c) report to the employer a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,

d) cooperate with any person exercising a duty imposed by the OHS Act, regulations and code, and

e) comply with the district’s policies and procedures as well as the OHS Act, regulations and code.

## **Obligations of Workers**

Every worker shall, while engaged in an occupation,

a) 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,

b) cooperate with the worker’s supervisor or employer or any other person for the purposes of protecting the health and safety of

- the worker,
- other workers engaged in the work of the employer, and
- other workers not engaged in the work of that employer but present at the work site at which that work is being carried out,

c) at all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for the worker’s protection by the district and required to be used when worn by the worker by the district’s policies and procedures as well as the OHS Act, regulations or code,

- d) refrain from causing or participating in harassment or violence,
- e) report to their supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
- f) cooperate with any person exercising a duty imposed by the OHS Act, regulations and code, and
- g) comply with the district's policies and procedures as well as the OHS Act, regulations and code.

## **Obligations of Suppliers**

### 1) Every supplier shall

- a) as far as it is reasonably practicable for the supplier to do so, ensure that any equipment that the supplier supplies is in safe operating condition,
- b) as far as it is reasonably practicable for the supplier to do so, ensure that any harmful substance or explosive the supplier supplies is safe to use, when used in accordance with the manufacturer's specifications,
- c) as far as it is reasonably practicable for the supplier to do so, if the supplier has responsibility under an agreement to maintain equipment, ensure that the equipment is maintained in a safe condition, in accordance with the manufacturer's specifications, if any, and in compliance with this Act, the regulations and the OHS code,
- d) as far as it is reasonably practicable for the supplier to do so, provide a notice to all of the employers supplied by the supplier with equipment, or to the purchasers or lessees of the equipment, when the supplier becomes aware or ought reasonably to be aware that the equipment that was supplied or is about to be supplied does not comply with a standard prescribed under the regulations or the OHS code,
- e) as far as it is reasonably practicable for the supplier to do so, provide a notice to all of the employers supplied by the supplier with a harmful substance or explosive when the supplier becomes aware or ought reasonably to be aware that the harmful substance or explosive that was supplied or is about to be supplied does not comply with a standard prescribed under the regulations or the OHS code,
- f) cooperate with any person exercising a duty imposed by the OHS Act, regulations and code, and
- g) comply with the district's policies and procedures as well as the OHS Act, regulations and code.

2) Subject to section d) and e) above, every supplier shall ensure that any equipment, harmful substance or explosive that the supplier supplies complies with the OHS Act, regulations and code.

### **Obligations of Service Providers**

1) Every service provider shall ensure, as far as it is reasonably practicable for the service provider to do so, that any service provided to a person to meet an obligation in the Act, the regulations or the OHS code will enable the person to comply with the OHS Act, regulations and code.

2) Every service provider shall

a) ensure that all services provided in respect of a work site comply with the OHS Act, regulations and code,

b) ensure that services provided to a person to meet an obligation in the OHS Act, regulations or code are completed by workers who are competent to provide those services,

c) ensure that, as far as it is reasonably practicable for the service provider to do so, no person at or near a work site is endangered as a result of the service provider's activity,

d) cooperate with any person exercising a duty imposed by the OHS Act, regulations and code, and

e) comply with the district's policies and procedures as well as the OHS Act, regulations and code.

### **Obligations of Owners**

Every owner shall

a) ensure, as far as it is reasonably practicable to do so, that the land, infrastructure and any building or premises on the land that is under the owner's control is provided and maintained in a manner that does not endanger the health and safety of workers or any other person,

b) cooperate with any person exercising a duty imposed by the OHS Act, regulations and code, and

c) comply with the district's policies and procedures as well as the OHS Act, regulations and code.

## **Obligations of Vendors (Contractors)**

- 1) Every vendor (contractor) shall ensure, as far as it is reasonably practicable to do so, that
  - a) every work site where an employer, employer's worker or self-employed person works pursuant to a contract with the vendor (contractor), and
  - b) every work process or procedure performed at a work site by an employer, employer's worker or self-employed person pursuant to a contract with the vendor (contractor)that is under the control of the vendor (contractor) does not create a risk to the health and safety of any person.
- 2) Every vendor (contractor) shall
  - a) if the vendor (contractor) is on a work site that has a prime contractor, advise the prime contractor of the name of every employer or self-employed person with whom the vendor (contractor) directs the work activities,
  - b) cooperate with a person exercising a duty imposed by the OHS Act, regulations and the code, and
  - c) comply with the district's policies and procedures as well as the OHS Act, regulations and code.

## **Obligations of Prime Contractors**

- 1) Every work site or class of work sites designated by a Director must have a prime contractor if there are 2 or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the work site.
- 2) The person in control of the work site shall designate in writing a person as the prime contractor of the work site.
- 3) The name of the prime contractor must be posted in a conspicuous place at the work site.
- 4) If the person in control of the work site fails to designate a person as the prime contractor as required in subsection 2), the person in control of the work site is deemed to be the prime contractor.
- 5) The prime contractor shall
  - a) establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with district policies and procedures as well as the OHS Act, regulations and code in respect of the work site,

b) coordinate, organize and oversee the performance of all work at the work site to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site,

c) conduct the prime contractor's own activities in such a way as to ensure, as far as it is reasonably practicable to do so, that no person is exposed to hazards arising out of, or in connection with, activities at the work site,

d) consult and cooperate with the joint work site health and safety committee, as applicable, to attempt to resolve any health and safety issues,

e) coordinate the health and safety programs of the district and self-employed persons on the work site, if 2 or more employers or self-employed persons or one or more employers and one or more self-employed persons on the work site have a health and safety program,

f) cooperate with any other person exercising a duty imposed by the OHS Act, regulations and code, and

g) comply with the district's policies and procedures as well as the OHS Act, regulations and code.

6) If a requirement in the OHS Act, regulations or code imposes a duty on an employer or a self-employed person with respect to equipment, work site infrastructure or an excavation and the equipment or infrastructure is designed, constructed, erected or installed, or the excavation is conducted by or on behalf of a prime contractor, the prime contractor shall comply with the requirement as if the requirement were directly imposed on the prime contractor.

7) Subsection 6) does not relieve the employer, self-employed person or prime contractor from fulfilling other responsibilities under the OHS Act, regulations and code.

## **Obligations of Self-Employed Persons**

Every self-employed person shall

a) conduct the self-employed person's work so as to ensure that the self-employed person or any other person is not exposed to hazards from activities at the work site,

b) when working on a project that has a prime contractor, advise the prime contractor that the self-employed person is working on the project,

c) if a requirement of the OHS Act, regulations or code imposes a duty on an employer or a worker, comply with the requirement as if the requirement were directly imposed on the self-employed person, with any necessary modifications,

d) report, to the extent that it is reasonably practicable to do so, to all affected employers and self-employed persons at the work site a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,

e) cooperate with any other person exercising a duty imposed by this Act, the regulations and the OHS code, and

f) comply with the district's policies and procedures as well as the OHS Act, regulations and code.

### **Obligations of Temporary Staffing Agencies**

Every temporary staffing agency shall

a) ensure, as far as it is reasonably practicable for the temporary staffing agency to do so,

- that the worker to be assigned to another employer is suitable to perform the task for which the worker is to be assigned,
- that the worker is equipped with any necessary personal protective equipment prior to deployment to the other employer, or will be so equipped prior to commencing work activities with the other employer, and
- that the other employer is capable of ensuring the health and safety of the worker,

b) cooperate with any other person exercising a duty imposed by the OHS Act, regulations and code, and

c) comply with the district's policies and procedures as well as the OHS Act, regulations and code.

### **Multiple Obligations**

1) In this section, "function" means the function of prime contractor, owner, vendor (contractor), employer, supervisor, service provider, supplier, worker, self-employed person or temporary staffing agency.

2) If a person has 2 or more functions under the OHS Act in respect of one work site, the person shall meet the obligations of each function.

3) If one or more provisions in the OHS Act, regulations or code imposes the same duty on more than one person and one of the persons subject to that duty complies with the applicable provision, the other persons subject to that duty are relieved of their duty only during the time when

a) simultaneous compliance of that duty by more than one person would result in unnecessary duplication of effort and expense, and

b) the health and safety of any person at the work site is not put at risk by compliance with that duty by only one person.

## **Joint Worksite Health and Safety Committee (JHSC) - Terms of Reference**

### **Purpose of the Committee**

The purpose of the Joint Worksite Health and Safety Committee (JHSC) is to facilitate discussions that identify and evaluate concerns, make recommendations for corrective and preventative action, and help to establish a unified safety management system, of the district as a whole.

It is a requirement that all district sites have a designated OHS site contact that is elected by workers, to act as a liaison between the site staff and the JHSC. It is also a requirement to have a local Safety Improvement Team (SIT) in which the OHS site contact is a member. *See appendix I for more information.*

### **Membership of JHSC**

The JHSC must be representative of all groups within the CCSD, with at least half representing the workers:

- worker representatives are selected by the workers for a term of not less than one year, unless prescribed by a union agreement
- employer representatives are assigned by the employer for a term of not less than one year, unless prescribed by a union agreement
- at least 1 member of each union should be represented
- If a member departs, a new member must take their place and represent the same union/work group they are replacing keeping in mind that at least half of the members must represent the workers.

The committee must have 2 co-chairpersons:

- worker co-chair is chosen by worker members and is to remain in term for a period of not less than 1 year and may continue to hold office until a successor is selected or appointed.
- employer co-chair is chosen by employer members and is to remain in term for a period of not less than 1 year and may continue to hold office until a successor is selected or appointed.
- The election will be conducted by the co-chairs.

## **Chair / Co-Chairs**

The co-chairs of a joint worksite health and safety committee must ensure that:

- a) minutes of each meeting are recorded,
- b) copies of the minutes approved by the committee are posted or provided by electronic means in the worksite within 7 days after the day the meeting was held,
- c) the co-chairs alternate being chair at each committee meeting,
- d) any concerns brought forward by an OHS Site Contact at district sites are addressed by the JHSC and relayed back to the OHS Site Contact. Concerns can be brought forward by those sites by emailing the JHSC at Central Office. If the JHSC at Central Office cannot come to consensus on a concern, then it will be brought forward to the employer (Admin Council) for review.

## **Composition of the JHSC**

The JHSC will be comprised of representatives from each union and a representative(s) from each major district department as follows (WR=Worker Rep, ER=Employer Rep):

1. UNIFOR Representative (WR)
2. CUPE Representative (WR)
3. ATA Representative (WR)
4. Health, Safety and Transportation Officer (WR)
5. Health, Safety and Transportation Officer (WR)
6. Senior Officer, Occupational Health and Safety (ER)
7. Business Services (ER)
8. Senior Administrative Assistant (WR)
9. Diverse Learning (ER)
10. Instructional Services Admin Assistant (WR)
11. HR Manager, Employee Wellness & Safety (ER)
12. Teaching & Learning (ER)
13. Information Technology (WR)
14. Supply Management (ER)
15. Plant Operations and Maintenance (ER)
16. HR Superintendent (ER)
17. Transportation (WR)
18. Human Resources Safety Coordinator (WR)

## Meetings

JHSC meetings must adhere to the requirements outlined in the OHS Act to be considered a valid meeting.

- JHSC members must meet within 10 days after being established, and then once every quarter at minimum.
- Health and safety meetings and functions are to be carried out during normal work hours.
- Meeting minutes must be recorded and made available at any time.
- JHSC members will receive notice of the meetings and are encouraged to attend and participate in the discussions.
- Agenda items should be provided 3 (three) days prior to the scheduled meeting, late issues can also be discussed during the general discussion section of the agenda.
- If some members cannot attend a meeting, the meeting can still take place. However, in order for the committee to make decisions, at least half of the committee members must be present and at least half of those present represent workers (**meets quorum**).

## Training Requirements

The district will provide JHSC members and OHS Site Contacts with appropriate training as required.

Where a JHSC member provides reasonable notice, the district shall permit that member to attend appropriate and district approved work site health and training programs, seminars or courses of instruction during the regular scheduled work day, up to a maximum of 16 hours annually.

The co-chairs of the JHSC must receive training respecting the duties and functions of a committee.

## Duties of the JHSC

The duties of a joint work site health and safety committee, as laid out in the OHS Act, include the following:

- a) the receipt, consideration and dispositions of concerns and complaints respecting the health and safety of workers;
- b) participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the worksite;
- c) the development and promotions of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures;
- d) cooperation with an officer exercising duties under the Act, the regulations and the OHS code;
- e) the development and promotion of programs for education and information concerning health and safety;

- f) the making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers;
- g) the inspection of the worksite (or a portion thereof) quarterly (beginning of the school year and periodically thereafter);
- h) the participation in investigations of serious injuries and incidents at the work site (see Accident/Incident Investigations below);
- i) the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee;
- j) participation in the inspection of dangerous work refusals if the dangerous condition is not remedied immediately;
- k) other duties as specified in the Act, regulations and the OHS code.

### **What are other JHSC duties**

In consultation with the JHSC the *employer* must:

- a) develop and implement a violence prevention plan and the harassment prevention plan, and
- b) review the violence and harassment prevention plans when an incident occurs, when the committee recommends it, or every three years.

*Employers, contractors and prime contractors have a duty to:*

- a) consult and cooperate with JHSC to develop policies, procedures and codes of practice for their work sites,
- b) provide the JHSC with reasonable opportunity to inform workers on OHS matters,
- c) allow JHSC members to examine records, policies, procedures, codes of practice, reports or manufacturer specifications required under OHS legislation, and
- d) provide information or documents addressed to the JHSC as soon as possible after it is received.

### **Accident/Incident Investigations**

The OHS Act states that one of the primary duties of the JHSC is participation in the investigation of all serious injuries and accidents within the workplace. As such, the employer and the JHSC must prepare a plan for investigating incidents, which must include procedures, personnel and resources required to conduct a proper investigation. Effective investigations must identify direct and indirect causes of the incidents and must be provided

in a written report. The District's investigation protocol has been outlined in Section 12 – Accident/Incident Reporting and Investigation of the District's OHS Manual and must be adhered to for each investigation by the JHSC. Specifically, as per the tables presented in Appendix I of the Districts OHS Manual, Section 12:

- Investigations for accident codes 1-3 are to be conducted locally by an OHS Site Contact and in conjunction with District OHS personnel if required.
- Investigations for accident codes 4 and 5 falls under the reporting requirements outlined in Section 40(2) of the OHS Act (see below), and will be led by District OHS personnel with an appropriate level of investigation training (lead investigation training) and may require support and participation from the OHS Site Contact.
- Investigations for event incidents that are classified as having Low and Medium impacts are to be conducted by an OHS Site Contact who has investigation training and may require the participation of a JHSC member (who has the appropriate level of investigation training).
- Investigations for event incidents that are classified as having High impact will be led by District OHS personnel with an appropriate level of investigation training (lead investigation training) and may require support and participation from the OHS Site Contact.
- Investigations for personal behavior incidents that are classified as having Low or Medium impacts are to be conducted by an OHS Site Contact who has investigation training with the participation of the JHSC if required.
- Investigations for personal behavior incidents that are classified as having High impacts are to be conducted as per AP170 and by the appropriate district department (typically the Superintendent, Human Resources) and may require participation and support by the OHS Site Contact.

Serious incidents as defined in the OHS Act, Section 40(2), must be also be reported immediately to a Director of Inspection. The injuries and incidents that must be reported are:

- a) an injury or incident that results in the death of a worker,
- b) an injury or incident that results in a worker being admitted to a hospital. Admitted to a hospital is defined as when a physician writes an admitting order for the worker to be an inpatient of a hospital. It does not include a worker being assessed in an emergency room or urgent care centre without being admitted,
- c) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- d) the collapse or upset of a crane, derrick or hoist,
- e) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure,
- f) any injury or incident or a class of injuries or incidents specified in the regulations, or
- g) Potentially serious incidents as defined as incidents that had the potential to cause serious injury to a person but did not.

As per Section 40(5) of the OHS Act, if an injury or incident listed above occurs at a work site or an injury or incident that has the potential to cause serious injury to a person occurs at a work site, the employer shall

- a) report the time, place and nature of the incident to a Director on Inspection,
- b) carry out an investigation into the circumstances surrounding the injury or the incident,

- c) prepare a report outlining the circumstance of the injury or incident and the corrective action, if any, undertaken to prevent recurrence of the injury or incident,
- d) ensure a copy of the report is readily available and provide to an OHS officer on demand, and
- e) provide a copy of the report to a Director of Inspection and the JHSC

A Director of Inspection will complete a separate investigation and, if requested, must be accompanied by a JHSC member or OHS Site Contact. However, please note that the employer, JHSC and /or the OHS Site Contact still have a duty to conduct their own written investigation.

## **Code of Ethics**

The JHSC recommends the following code of ethics for the members and OHS Site Contacts.

- a) Uphold the honor, integrity and dignity of the occupational health and safety management system and the JHSC.
- b) Strive to achieve the highest levels of personal and professional conduct.
- c) Promote compliance with relevant laws and regulations adopted by the Government of Alberta, including participation in activities with governmental and private agencies.
- d) Demonstrate leadership in occupational health and safety matters of the district.
- e) Provide a good-faith effort at full disclosure, technical accuracy, sound methodology and objectivity in collection, analysis, interpretation and presentation of health and safety information. This includes ensuring the integrity, confidentiality and security of records and data.
- f) Pursue to the best of your ability, advancement of occupational health and safety matters within the district.
- g) Fully disclose to the employer any economic or ethical interest(s) that could reasonably be interpreted as a conflict of interest.
- h) Recognize the rights and needs of all individuals.
- i) Reflect sensitivity in interpersonal relationships and seek mutual respect among colleagues.

# Appendix I

## Safety Improvement Team (SIT)

Safety Improvement Teams (SIT's) provide an excellent opportunity for staff to identify concerns, propose solutions and collaborate on initiatives relating to the health and safety of specific district sites. In addition, SIT's play an important role in fulfilling every worker's fundamental right to participate in identifying, assessing and controlling work site hazards.

### Definitions

**Safety Improvement Team (SIT):** a worksite health and safety group comprised of both supervisor and worker members whose goal is to identify and improve health and safety in the local worksite.

**OHS Site Contact:** a member of the SIT that is chosen by local worksite employees to act as a liaison between District OHS personnel, JHSC members, and the Director of Inspection, if required.

**Supervisor:** an individual that directs or oversees a person, group, department, organization, or operation for the Calgary Catholic School District, i.e. principal or non-school-based department head.

**Worker:** Any person engaged in work at or for the Calgary Catholic School District, including employees, contracted workers (i.e. temporary staffing workers), volunteers and student teachers.

### Role of the SIT

In order to monitor Health and Safety Programs within district sites, each SIT is responsible for, but not limited to, the following activities:

1. OHS Site Contact will report to the principal or non-school based department head.
2. Receive, discuss and recommend resolution to concerns brought to the attention of the SIT.
3. Participate in regular scheduled worksite inspections quarterly, and as required, report any hazardous conditions and report on the corrective actions taken.
4. Review and make recommendations on corrective actions resulting from incident investigations.
5. Act as a site resource for health and safety issues or concerns.
6. Liaise with District OHS personnel on matters that may impact other areas of the district.
7. Promote health and safety awareness.

## Membership

- To be an effective team, the SIT must have at least four members, and should represent each union group.
- Each SIT will have an OHS Site Contact, elected by the workers, to remain in term for a period of not less than 1 year and may continue to hold the position until a successor is selected and, to act as a liaison between the JHSC and the SIT.
- Representation from members representing both supervisors and workers.

## Training Requirements

- The OHS Site Contact will be provided with district approved investigation training.
- SIT members shall be permitted to participate in district approved health and safety training, as required.

## Meetings

- The SIT shall meet regularly, at least four times per school year and during regular business hours.
- An agenda will be prepared by the chair, co-chair or designate and distributed to the members prior to the scheduled meeting.
- Each SIT should select both a Chair and a Co-Chair from the SIT members. If the Chair is a worker representative, the Co-Chair should be a supervisor representative, and vice versa. The SIT Chair or Co-Chair may also act as the OHS Site Contact.
- The OHS Site Contact, name and contact information must be posted within the facility.
- Each SIT meeting must have the minutes recorded in a timely manner and copies placed in the OHS Documents binder.
- Minutes must be distributed to:
  - SIT members
  - principal or non-school-based department head
  - district health & safety team, as required
- Minutes should be posted in an accessible and visible area in the worksite as decided by the SIT or distributed to all workers and supervisors within the worksite.
- Minutes may be documented using the [Meeting Agenda and Minutes Template](#)

# Appendix II – District Commitment to Health and Safety

## OCCUPATIONAL HEALTH AND SAFETY

# District Commitment to Health and Safety

At the Calgary Catholic School District (CCSD), we endeavor to take every reasonable precaution to protect the health, safety and well-being of our employees, students, contractors and any other people committed to the success of our students, including visitors, volunteers and community members.

## WE DEMONSTRATE THIS COMMITMENT THROUGH:

### **S**HEPHERD LEADERSHIP

While safety is everyone's responsibility, senior leadership demonstrates commitment through their behaviour. They establish policy, provide perspective, set expectations and provide the resources to ensure that health and safety is an integral part of our operating requirements. All managers and supervisors will take responsibility for the health and safety of those individuals and worksites under their direction and charge. They will advise of the existence of workplace hazards, provide tools, equipment and training that generates continuous improvement, and will ensure that everyone works safely and in accordance with OH&S legislation and district policies and procedures.

### **A**CTION

The district considers safety a cultural tool that allows for the physical, psychosocial and social well-being of all our community members. Our goal is to build a deep-rooted culture where everyone is responsible for safety on a daily basis. We endeavor to achieve this by providing exceptional service, communication and leadership through program development, information and training, consultation, and periodic reviews of health and safety practices.

### **F**ORTITUDE

CCSD is uncompromising in our commitment to health and safety. We continually improve our processes, demonstrate leadership and promote comprehensive safety. We accomplish this through structured assessments, periodic audits, risk mitigation strategies and benchmarking against industry best practices. Learning from both our successes and challenges is an important part of our culture and is what moves us closer to an accident free workplace.

### **E**XCELLENCE

Our commitment is based on the philosophy that health and safety excellence is a value expected of CCSD, its employees and all associated individuals. Safe and healthy individuals have a positive impact on all operations and student success and enhance credibility within the community. By supporting and implementing these values with attentiveness, CCSD will strive to create an environment in which health and safety is always a priority.

### **T**EAMWORK

A successful safety program fosters strong partnerships with staff, students, contractors and visitors resulting in a mutual respect for health, safety and well-being, and ensuring safety protocols are followed. CCSD recognizes that open communication, establishment of site Safety Improvement Teams and a Joint Health and Safety Committee, play an integral role in actively engaging our community in safety responsibility and enabling them to recognize hazards and empowering them to learn, discover, and work safely together.

### **Y**OU

Every member of our community, staff, students, contractors or visitors, has the right to be in a safe and healthy environment within the district. It is expected that each person performs their job in a safe manner. This can be accomplished by using sound judgement, maintaining a high level of safety awareness, applying all education and training, understanding the scope of their job or task and the hazards involved, complying with applicable legislation and following safe work practices and procedures.



Dr. Bryan Szumilas, Chief Superintendent

