

STATEMENT OF SAFETY & HEALTH RESPONSIBILITIES

Administrative Practice

The effective management of safety requires a clear delineation of all lines of authority within the organization. There must be a clear understanding of the accountability, responsibility and authority of all individuals involved in the system. Employers, supervisors and workers are all legally responsible for safety & health in the workplace and everyone must be individually accountable for carrying out his or her responsibilities.

Roles and responsibilities of various parties in health and safety management are not always well understood and require some clarification. Authority is the right to make decisions and direct the work of others. The greater the authority, the greater the responsibility. To carry out program responsibilities, everyone must:

- Know what their responsibilities are.
- Have the authority, resources, time and opportunity to carry them out.
- Have the required knowledge (education, training, and experience).

The Workplace Safety & Health Act, W210, sets out the general duties of employers, supervisors and workers. Contractors, contracted employers and self-employed persons, prime contractors, owners and suppliers also have duties for safety & health under the Act.

Safety and health is not an extra part of each job, it is an integral component. Everyone must work together to ensure a safe and healthy workplace. This administrative practice is intended to provide a summary of the division's arrangements for managing health and safety and is intended to help those involved discharge their duties effectively.

1.0 BOARD OF TRUSTEES:

The Board of Trustees is responsible for establishing the policy governing the Occupational Health and Safety Program. Responsibilities include:

- Providing a statement of Policy relating to the Health and Safety and program. The statement provides a commitment and philosophy that sets levels of expectations for safety and health performance throughout the school division.
- Ensuring the Health and Safety Program is being maintained and reviewed every three years.

2.0 EMPLOYER AND SENIOR MANAGEMENT RESPONSIBILITIES:

- **Ensure the safety, health and welfare of all workers while at work, so far as is reasonably practicable.** (W210 4.1 a)
- Provide a statement of Policy relating to the Safety Program. The statement provides a commitment and philosophy that sets levels of expectations for safety performance throughout the division. It is also the responsibility of the employer and senior management (Trustees, Superintendents, Directors, etc.) to establish and maintain an effective safety and health program. (W210 7.4(5)a-l)
- Ensure all employees have knowledge of the safety and health program.
- Ensure all established safety and health policies/practices are administered and enforced in all areas.
- Empower, support and provide leadership in the development and continuous improvement of the Health and Safety Management System.
- Provide all resources and equipment necessary to implement and maintain the safety and health program.
- Ensure that all workers, particularly supervisors are acquainted with any safety or health hazards, which may be encountered by the workers in the course of their duties, and that the workers are familiar with the use of all devices or equipment provided for their protection.
- In the event of an accident, report accidents and cases of occupational disease to the appropriate authority. (W210 A4.2c)
- Ensure that managers and supervisors, foreman, or similar, are trained, supported, and held accountable for fulfilling their workplace safety & health requirements. Ensure that all the employer's workers are supervised by a person who is :
 - **Competent**, because of knowledge, training or experience, to ensure that work is performed in a safe manner, and
 - Is familiar with the Act & regulations that apply to the work performed at the workplace. (W210 A4.2h)
- Ensure workers have **information, instruction, training, certification, supervision, experience and facilities** to do their jobs safely. (W210 4(2) b)
- Provide and maintain a workplace, necessary equipment, guards, systems and tools that are safe and without risks to a workers safety and health. (W210 4(2) a; MR217 Part 16 Section 16.5-16.7)
- Provide information, instruction and training to a worker to ensure, so far as is reasonably practicable, the safety and health of the worker, before the worker:
 - Begins performing a work activity at a workplace

- Performs a different work activity than the worker was originally trained to perform; or
- Is moved to another area of the workplace or a different workplace that has different facilities, procedures or hazards. (W210 4(4) a-c)
- Conduct work contracts in such a way so as to ensure that persons not in the employer's service are not exposed to risks, to their safety or health, arising out of or in connection with activities in the workplace. (W210 4.2d)
- Ensure medical/first aid facilities are provided as needed. (MR 217 Part 5)
- Set up an effective workplace safety & health committee. Consult and cooperate with the worker safety & health committee regarding the duties & matters that the committee/ representative are charged with under the Act. (W210 4(2) e, f, 40)
- Ensure employee's wear or use protective clothing & equipment that is required for the safe and healthy performance of the worker's task or required to be worn by the safety regulations. Provide complete instruction & training in the proper use & care of the PPE. (MR 217 Part 6)
- Conduct safety inspection as required. (W210 7.4(5) e)
- Cooperate with the divisional Safety & Health Officer. (W210 4(2) g)
- Comply with the WS&H Act and Regulations. (W210 4(1) b)

3.0 SUPERVISOR RESPONSIBILITIES:

Supervisors are known by many names – principal, lead hand, foreman, team leader, director, manager, etc. But for the purposes of ensuring the safety and health of the workers, the Workplace Safety & Health Act has added a definition that applies, no matter what the title may be. And along with the definition, there are specific legal responsibilities. The Act requires that a supervisor is someone who is:

- In charge of a workplace.
- In charge of or has authority over a worker.

Supervisors are in the best position to implement management's policies, they are pivotal to the success of the company and safety & health is a large part of that responsibility.

Custodial staff are under the direct supervision of the Custodial Supervisors. However, under the Public Schools Act Principals are the ultimate authority in each school facility. As well, at the administration and facilities buildings there are many different types of supervisors. Some have supervisor in their title while others have different titles such as manager, superintendent and director.

Supervisors must:

- Know and apply Pembina Trails safety policy, administrative practices and relevant occupational health and safety legislation.

- Enforce all established safety regulations and work methods. Take all precautions necessary to protect the safety and health of worker(s) under his/her supervision. Take corrective action as necessary to ensure consistent compliance with the safety and health requirements. (W210 4.1(a) i)
- Ensure that worker(s) under his /her supervision works in a manner and in accordance with the procedures and measures required by the Act & Regulations. (W210 A / 4.1(a)ii)
- Provide training in the safe use and operation of tools, machinery and equipment.
- Advise all employees of any potential or actual dangers and how to isolate, prevent, or remove them. (W210 4.1b)
- Ensure that any machine or tool has safeguards in place that will prevent a worker from coming into contact with moving parts on the machine or any other hazard that may pose a risk to the worker. (MR217 Part 16)
- Ensure that all new-hires receive a "Safety Orientation" and a job site orientation, before they are allowed to start work or are moved to a different workplace and ensure that only authorized, adequately trained workers operate equipment. (W210 4(2) c)
- Maintain a good housekeeping standard and ensure equipment is properly maintained. (MR217 Part 2, 16)
- Regularly inspect their areas for hazardous conditions. (MR217 Part 2). Promptly correct any unsafe work practices or hazardous conditions.
- Take corrective action to ensure physical conditions, which are liable to cause or have caused accidents are corrected. (MR217 Part 2)
- Formulate specific rules and safe work procedures for activities falling under their areas of supervision.
- Ensure all employees use all protective devices and procedures required by the division and by legislation to protect their health and safety. (W210 4.1(a)iii)
- Report all accidents immediately using the appropriate divisional forms. Investigate all accidents in cooperation with the divisional safety officer and implement procedures that will minimize the re-occurrence of a similar accident. (MR217 Part 2, 16 and internal admin practice/policy)
- Protect the integrity of any incident scene. (MR217 Part 2)
- Ensure all injured employees are immediately provided with first aid care. Arrange for medical treatment as required, in the case of injury or illness, including transportation to a doctor or hospital as necessary. (MR217 Part 5)
- Requisition all first aid supplies and equipment (MR217 Part 5).
- Post all safety committee minutes, bulletins, safety posters and safety rules and regulations. (MR217 Part 3, W210, 40)

- Set a positive attitude towards health and safety.
- Cooperate with the divisional Safety & Health Officer. (W210 4.1 (c))
- Comply with the WS&H Act and Regulations. (W210 4.1d)

4.0 WORKER RESPONSIBILITIES:

All workers have four essential rights: the right to participate in the protection of their own health and safety; the right to know about information that will protect them; the right to refuse unsafe work; and the right to protection from discrimination for exercising their rights and acting in the best interest of safety.

In addition to these rights, workers have the following responsibilities:

- Read, understand, and comply with Pembina Trails safety policy/program, administrative practices, safe work procedures/job procedures and the WS&H Act & Regulations.
- Properly use and adequately care for personal protective equipment and protective clothing required to be worn by Pembina Trails or required to be worn/used by the WS&H Act and Regulations.
- Follow all safe work procedures and take an active part in practicing safe and healthy work habits.
- Notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
- Do not remove any safeguard or make them ineffective. Ensure safeguards are in place on all equipment/systems/and tools prior to use. Report any broken/defective safeguards immediately to their supervisor and cease using it until it has been repaired/replaced.
- Report all accidents, incidents, injuries, and near misses no matter how minor to his/her supervisor as soon as possible and obtain medical attention.
- Take every reasonable precaution to protect their own safety and health and the safety and health of other affected by their actions.
- Consult/cooperate/participate with the workplace safety & health committee/representative.
- Cooperate with/participate in accident/incident investigations and violent incident investigations.
- Participate in staff meetings and other safety related meetings.
- Maintain good housekeeping in their respective work areas.
- Refuse work if their personal safety or the safety of others is in danger.
- Work and act safely and help others to work and act safely.

- Cooperate with the divisional Safety & Health Officer. (W210 5 f).
- Comply with the Act and Regulations. (W210 4.1d)

5.0 STUDENT RESPONSIBILITIES:

It is the responsibility of all students to:

- Use reasonable care so as to protect their own safety and health and the safety and health of others affected by their actions.
- Conduct all school activities in accordance with the school division's safety and health policies, administrative practices and procedures.
- Seek guidance from their teachers concerning safety-related knowledge and skills required to ensure the safe and healthy performance in their school related activities.
- Properly use and adequately care for any personal protective equipment that is required for their school activities.
- Immediately report any accident, injury or unsafe conditions to the appropriate supervisor.

6.0 SUB-CONTRACTORS/TRADE CONTRACTORS RESPONSIBILITIES:

Contractors/sub-contractors on any Pembina Trails property are responsible for the health and safety of their workers as regulated by WS&H acts and regulations. Subcontractors are obligated to familiarize themselves with and to fully comply with all laws, regulations and codes of practice concerning safety. All contractors/sub-contractors must follow the legal responsibilities outlined below:

- Comply with Pembina Trails safety policy, administrative practices, safe work procedures and rules.
- Cooperate with the owner, contractor, prime contractor, other contracted employers, self-employed people, and the workplace safety & health committees in protecting the safety and health of everyone in the workplace.
- Conduct their work in a way that does not endanger anyone's safety health.
- Co-ordinate, organize and oversee the performance of all work on the construction project site. Supervisors must be present at all times when construction workers are on site.
- Provide information that could affect the safety & health of others at the workplace.
- Before commencing work, contact the project supervisor/foreman for instructions regarding operating hazards and applicable safe work procedures for that particular job site.

- Attend on-site safety meetings.
- Have an understanding of, and be in full compliance with Pembina Trails contractors' program. Deviances from any of the policies without advance authorization of the school division will not be acceptable.
- Cooperate with the divisional Safety & Health Officer.
- Comply with the WS&H Act and Regulations. (W210 4.1d)

7.0 SAFETY & HEALTH COMMITTEE DUTIES:

The role of the safety & health committee must not be confused with the responsibilities of the supervisor or employer. The committee brings together workers' in-depth practical knowledge of specific jobs and manager's knowledge of the organization to provide input and advice on safety and health matters. The committee should also monitor the workplace safety system to ensure that is working properly. The committee provides input and advice, but the employer remains ultimately accountable for the final decision.

Under the Workplace Safety & Health Act, the safety and health committee has the following duties:

- The receipt, consideration & disposition of concerns, complaints, incidents & accidents.
- Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace.
- The development and promotion of corrective measures to protect the safety, health and welfare of persons in the workplace and determining the effectiveness of such measures.
- 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.
- The development and promotion of programs for education and information concerning safety & health in the workplace.
- Implementation of safe work concepts.
- Making recommendations to the employer respecting the safety & health of workers.
- Participating in the investigation of serious incidents and violent incidents.
- Participation in safety inspections.
- Review of committee minutes.
- Cooperate with the divisional Safety & Health Officer.

- Comply with the WS&H Act and Regulations. (W210 4.1d)