	Administrative Procedure	
	Subject	Health and Safety (OH&S)
	AP Code	159

Background

The school is committed to the protection of our employees, contractors, volunteers, and the students we serve.

Our commitment is based on the philosophy that health and safety excellence is a value expected of the organization, its employees, and volunteers. By supporting and implementing these values with diligence, our school will strive to create an environment in which injuries and property loss can be prevented.

Our objective is to prevent injuries and property damage in all educational and support activities as well as operations. This will be achieved by creating a work and educational atmosphere in which Health and Safety is the first and foremost consideration, and where all actions and activities are based on safety.

This objective will be achieved by:

- promoting a work environment based on employee involvement, teamwork, education, training, and commitment;
- reinforcing the need for team members to actively care about the well-being of their fellow employees and students;
- promoting the philosophy that safety is a value associated with every priority;
- recognizing group and individual achievements;
- treating everyone with dignity and respect; and
- ensuring all regulatory requirements are met in all work execution and operations, specifically, the Occupational Health and Safety legislation.

The school is responsible for ensuring the health and safety of employees, students, and workers by actively encouraging the participation of all employees in the Health and Safety program. Also, our school will ensure that employees and workers are aware of their responsibilities and duties under the Occupational Health and Safety legislation.

Employees are responsible for protecting the health and safety of themselves and their fellow employees and students by following all policies, safe work practices and procedures, working safely, and improving health and safety measures where possible, as well as reporting unsafe conditions and unsafe acts (hazards).

By the authority of Section 3-22 of *The Saskatchewan Employment Act*, for any place of employment where 10 or more workers are employed by an employer, the employer must establish an occupational health committee and designate persons as members of the occupational health committee. The committee must consist of at least two, and no more than 12 people. At least half of the members must not be management.

References


The Saskatchewan Employment Act

The Saskatchewan Occupational Health and Safety Regulations, 2020

Date Adopted

October 31, 2023

Revised

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APPENDIX A: Rights and Responsibilities

Occupational Health and Safety Legislated Workers' Rights

All employees have the right to know the hazards inherent in the workplace; the right to participate in decisions that may affect their health and safety; and the right to refuse unusually dangerous work. Please refer to the Duties and Rights of Workers information on www.Saskatchewan.ca.

Responsibilities

Definition: as an individual's obligation to carry out assigned duties. For our Health and Safety Program to achieve its desired results, everyone in the organization must know their responsibilities. While the Health and Safety Policy Statement contains a general reference to responsibilities, management has set out specific responsibilities for themselves and for everyone in the organization.

School administrators are responsible for:

- Implementing the school's Health and Safety Program in their facility;
- Providing a safety orientation to all staff prior to school year start-up;
- Reporting all incidents of concern to the school Director. (For example, environmental spills, near misses, reportable incidents under Occupational Health and Safety legislation, etc.);
- Understanding and complying with Occupational Health and Safety legislation;
- Investigating all incidents;
- In workplaces with more than 10 employees, ensuring there is an effective Occupational Health Committee, and represents the employer as co-chairperson on the committee.
 - Holding safety meetings as required by the Occupational Health Committee;
 - Ensuring minutes and attendance of safety meetings are recorded and retained for the site records and a copy is made available to all employees;
- Providing ongoing health and safety education programs (mandatory and legislated) and approved First Aid training courses as required;
- Conducting annual inspections of work activities in their facility;
- Providing immediate direction in an emergency;
- Representing employer as co-chairperson on Occupational Health Committee;
- Providing all employees access to a copy of the Occupational Health and Safety legislation;
- Ensuring that health and safety issues receive adequate attention during staff meetings;
- Monitoring the individual health and safety performance of their employees; and
- Taking all reasonable precautions to protect the safety of their employees.

The **school director** is responsible for:

- Implementing the school's Health and Safety Program;
- Providing a safety orientation to new employees before they start work;

- Recording and documenting all incidents of concern and keeping these on record. (For example, environmental spills, near misses, reportable incidents under Occupational Health and Safety legislation, etc.).
- Understanding and complying with Occupational Health and Safety legislation;
- Investigating all incidents;
- Holding safety meetings as required by the Board;
- Ensuring minutes and attendance of safety meetings are recorded and retained for the site records;
- Providing ongoing health and safety education and training (mandatory and legislated) as required;
- Conducting or assigning a designate to conduct regular inspections of facilities for unsafe practices and conditions and ensure prompt corrective actions take place;
- Ensuring their employees comply with Occupational Health and Safety legislation and the school's Health and Safety program;
- Completing field-level risk assessments as required; and
- Ensuring that disciplinary action is taken to enforce compliance with Occupational Health and Safety legislation and the school's Health and Safety program.

Employees are responsible for:

- Reporting all incidents of concern to their supervisor. (For example, environmental spills, near misses, reportable incidents under Occupational Health and Safety legislation, etc.).
- Wearing and maintaining the proper safety equipment, personal protective devices, and clothing required by Occupational Health and Safety legislation and the school Health and Safety program;
- Notifying their supervisor of any hazards, unsafe conditions, or unsafe acts that may be of danger to other employees, students, or themselves;
- Complying with the school Health and Safety program;
- Wearing appropriate footwear for job roles and environmental conditions;
- Understanding and complying with Occupational Health and Safety legislation;
- Following all safe work practices and procedures applicable to their position;
- Refusing any work activity that compromises a person's health or safety and immediately reporting such situations to their supervisor; and
- Taking reasonable precautions to protect the safety of other employees, contractors, volunteers, students, and themselves in the school, on the school property, or during any educational excursion.
- Occupational Health Committee Co-chairpersons are responsible for:
 - Completing Occupational Health Committee Level 1 and Level 2 training within the first quarter of the school year;
 - Conducting Occupational Health and Safety legislated incident investigations.

Occupational Health Committees are responsible for:

- Attending regular committee meetings in September, December, March, and June;
- Completing Occupational Health Committee Facility Inspection Checklist quarterly, as per the Occupational Health and Safety legislated duties of committees;
- Following the school's Occupational Health Committee agenda template;

- Reviewing the legislated duties of Occupational Health Committees at every September meeting;
- Posting all meeting minutes on the safety bulletin board and submitting them to the school office; and
- Following the Government of Saskatchewan's Occupational Health Committees Duties.

Contractors are responsible for:

- Completing the school's Contractor Site Orientation checklist prior to starting work; and
- Following all Occupational Health and Safety regulations.

Visitors and volunteers are responsible for:

- Reporting all incidents of concern to school administrators (For example, environmental spills, near misses, reportable incidents under Occupational Health and Safety legislation, etc.);
- Wearing and maintaining the proper safety equipment, personal protective devices, and clothing required by Occupational Health and Safety legislation and the school Health and Safety program; and
- Notifying school administrators of any hazards, unsafe conditions, or unsafe acts that may be of danger to other employees, students, or themselves.