

OCCUPATIONAL HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

Background

Mother Earth's Children's Charter School (MECCS) recognizes that safe working procedures and conditions, accident prevention and the preservation of health are high priorities. These responsibilities are shared and require the combined efforts of the provincial government, our Board, administrators, staff, students and parents.

All employees of MECCS have the responsibility to help create and maintain a safe working environment for themselves and others. Clear expectations and responsibilities are necessary to ensure that everyone is aware of their rights and obligations. These expectations will be a condition of employment and must be followed to work towards the goal of an injury free workplace. Occupational Health and Safety (OH&S) is a shared responsibility.

With regards to safety, all MECCS employees have:

- the right to know about hazards in the workplace,
- obligation to report any unsafe practices or conditions that they see, and
- the right to refuse unsafe work.

Procedures

1. The Board and Superintendent of Schools Responsibilities

- 1.1 Establish procedures for the health and safety management system.
- 1.2 Ensure health and safety in the workplace is a priority in MECCS activities and operations.
- 1.3 Ensure all employees and contractors are informed of their health and safety rights, obligations and responsibilities.
- 1.4 Ensure the health and safety program is created, operated and maintained.
- 1.5 Create an environment that promotes active employee participation in health and safety related activities.

2. Safety Coordinator Responsibilities

- 2.1 Assist in establishing MECCS safety standards, practices and procedures.
- 2.2 Stop unsafe work.
- 2.3 Inspect and make recommendations to correct substandard conditions.
- 2.4 Ensure all employees are aware of and comply with the health and safety program.
- 2.5 Provide safety training, information and assistance in regards to health and safety compliance.
- 2.6 Investigate accidents, incidents, near misses and injuries requiring first aid or medical aid. Analyze trends.
- 2.7 Provide the Principal and supervisors with organizational tools to help others work safely.

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3. Principal Responsibilities

- 3.1 Ensure hazards are identified and appropriately controlled.
- 3.2 Create an environment that promotes active employee participation in health and safety related activities.
- 3.3 Stop unsafe work.
- 3.4 Ensure employees work safely and are aware of and comply with all aspects of the health and safety program.
- 3.5 Regularly inspect and correct substandard conditions.
- 3.6 Ensure all incidents are reported and investigated.
- 3.7 Ensure proper maintenance of equipment and tools.
- 3.8 Ensure staff are trained to do their job safely.
- 3.9 Ensure that there is at least one staff member trained in first aid
- 3.10 Ensure that teachers provide safety instruction as required in the courses they teach.
- 3.11 Inform employees of OH&S rights and obligations, including the right to refuse unsafe work.
- 3.12 Ensure the Alberta OH&S Act, Regulation and Code is “readily available”.

4. Staff Responsibilities

- 4.1 Exemplify safe behavior in teaching practices and procedures;
- 4.2 Accept, as a professional obligation, the responsibility of providing and emphasizing safety education in the classroom;
- 4.3 Implement documented safety education programs in accordance with Administrative Procedures and the regulations and standards of other regulating bodies;
- 4.4 Evaluate safety education efforts, monitor student behavior and initiate corrective action as required.

5. Parental Responsibilities

- 5.1 Inform the school about relevant student medical problems; and
- 5.2 Inform the school if they wish their child to be excluded from particular course activities that may be potentially hazardous.

References: Sections 2, 3, 4, 35 of the *Alberta Occupational Health & Safety Act*
Part 1 Section 2.1, and Part 2 Sections 7, 8, 9 of *Alberta Occupational Health and Safety Code*

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