

## Administrative Procedures

<p><b>AP-510</b></p> <p><b>Workplace Safety</b></p>	<p><b>References:</b>  <a href="#">The Saskatchewan Employment Act, 2013</a>  <a href="#">The Occupational Health and Safety Regulations, 1996</a>: Section 35  <a href="#">Understanding Occupational Health and Safety</a> in Saskatchewan (2015)  <a href="#">OH&amp;S School Kit</a>  <a href="#">The Education Act, 1995</a></p> <p><b>Related:</b>            AP 410 Safety            NESD Code of Conduct            NESD Employee Handbook Manual</p>	<p><b>Tracking:</b>  <b>Approved by Board:</b>            September 2015</p> <p><b>Updated:</b>            June 2020</p>
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### Background

The North East School Division (NESD) is committed to the protection of our employees, contractors and volunteers. The NESD will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements. We will strive to eliminate any foreseeable hazards that may result in injury, illness or damage. All employees, contractors and volunteers are expected to comply fully with applicable health and safety laws, rules and regulations.

It is the obligation of all NESD employees to take reasonable precautions for their own health and safety and that of others. Incidents can be prevented through good management in combination with active employee involvement. Participation in the health and safety program is the direct responsibility of all employees. The information in this procedure does not take precedence over legislation. All employees should be familiar with their rights and responsibilities under [The Saskatchewan Employment Act \(SEA\)](#) as it relates to Occupational Health and Safety (Part III) and relevant parts of [The Occupational Health and Safety Regulations, 1996](#). We will collectively strive for continuous improvement and eliminating any foreseeable hazards that may result in injury, illness or damage.

Everyone within the operations of the NESD has responsibilities to help create and maintain a safe working environment for themselves and others. Clear expectations are necessary to ensure that everyone is aware of their rights and obligations. This will enable the NESD's health and safety program, which includes all administrative procedures and practices that relate to health and safety, to operate effectively.

Everyone has the right to work in a safe and healthy environment. Employees have the right to refuse to perform work at a place of employment if they have reasonable grounds to believe the work is unusually dangerous until the matter is resolved in accordance with [The Saskatchewan Employment Act \(SEA 3-31\)](#). Therefore, the NESD will describe the roles and responsibilities of all levels within the operations clearly, including the board and/or division, management, employees and contractors.

These expectations will be a condition of employment and must be followed. The following outlines the general roles and responsibilities for safety at the NESD.

## Procedures

### **1. The School Division Executive Leadership Team** will ensure that:

- a. It plays a leadership role in health and safety,
- b. Every reasonable precaution is taken to ensure the workplace is safe and in compliance with, legislative and regulatory requirements,
- c. The facilities, grounds, tools and equipment are maintained in safe working condition,
- d. Processes, policies, procedures and rules to manage safety effectively and to ensure the safety of all employees, contractors, suppliers and visitors are established and monitored,
- e. Adequate resources are provided to manage and sustain NESD's health and safety program,
- f. All employees are aware of their legal rights, roles and responsibilities concerning safety, and are held accountable,
- g. NESD's health and safety processes, policies, procedures and rules are reviewed regularly and revised as needed,
- h. Information regarding the health and safety of employees is made available and that all employees are made aware of this information,
- i. An appropriate safety reporting system is available,
- j. It has satisfied all health and safety activities, roles and responsibilities required of them by the legislation (*SEA 3-8* and all applicable regulations)

### **2. Principals, Vice-Principals and Supervisors** shall, to the best of their ability, ensure that:

- a. They play leadership roles in health and safety,
- b. They have satisfied all health and safety activities, roles and responsibilities required of them by the legislation (*SEA 3-9* and all applicable regulations) and NESD's health and safety program,
- c. Reasonable precautions are taken to keep employees, contractors, supplier and visitors safe. This includes maintaining buildings, grounds and equipment in safe working condition,<sup>1</sup>
- d. Employees under their supervision are aware they have access to information about their legal rights, roles and responsibilities concerning safety,
- e. They provide a safety orientation to new employees under their direct supervision, before they start work, that covers all the information applicable to their position required by the legislation and regulations and the NESD's health and safety program,
- f. There is adequate and competent supervision to manage safety effectively during all working hours within their areas of responsibility,
- g. They coach and correct, employees under their direct supervision as appropriate and necessary to maintain a safe work environment,
- h. Hazards/hazardous activities are identified, assessed, prioritized according to risk and controlled within their areas of responsibility. Where further action or authority is required, the principal, vice-principal or supervisor will report the hazard as soon as possible to the appropriate department or superintendent,
- i. Align annual goal-setting to achieve the stated outcomes,

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<sup>1</sup> NESD supports principals in this role with internal areas of maintenance and IT.

- j. Workplace incidents are reported to the applicable regulator as required by law,
- k. Workplace incidents are properly investigated,
- l. Appropriate and adequate records are maintained to support, monitor and track all the efforts/activities undertaken in support of health and safety in the workplace,
- m. Data relating to the efforts/activities undertaken in support of workplace safety is periodically reviewed to assess compliance and to determine performance levels, and
- n. They establish, consult and cooperate with a joint Occupational Health Committee.

**3. Employees** will ensure they:

- a. Take reasonable precautions for their own health and safety and the health and safety of others,
- b. Adhere to and follow all applicable health and safety processes, policies, procedures and rules,
- c. Inspect, use and maintain all personal protective equipment as per manufacturer specifications, legal requirements and NESD requirements,
- d. Use any and all safeguards and devices provided for the protection of themselves or others,
- e. Follow approved standardized practices and procedures when using all tools and equipment,
- f. Use all tools, equipment and materials in a safe manner and within the capacity and purpose intended,
- g. Report any hazardous conditions, procedures, equipment operations or material concerns to their supervisor immediately,
- h. Report all injuries, no matter how small, as soon as is reasonably practical to their supervisor and never leave a NESD facility without reporting an injury,
- i. Consult and cooperate with the OHC, and
- j. Satisfy all health and safety activities, roles and responsibilities required by the legislation (*SEA 3-10* and all applicable regulations) and NESD's health and safety program.

**4. Contractors and suppliers** will ensure that they:

- a. provide valid proof of good standing with the Saskatchewan Workers Compensation Board (WCB), or proof of insurance, if applicable, as required by the Facilities Department,
- b. Take reasonable precautions for their own health and safety and that of others,
- c. Adhere to and follow the highest standard for health and safety, be it NESD or contractor health and safety processes, policies, procedures and rules, and
- d. Have satisfied all health and safety activities, roles and responsibilities required of them by legislation, industry practices and their health and safety program and NESD's health and safety program.

**5. Visitors, parents, guests and volunteers** will ensure that they:

- a. Report to the main office prior to entering the facility, and
- b. Follow the instructions and rules of the location

**6. Occupational Health and Safety Committee (OHC)**

The school principal is to arrange for the establishment, and on-going cooperation and consultation of an Occupational Health and Safety Committee (OHC) in the designated school in accordance with the

*Saskatchewan Employment Act (Part III)*. In other division-owned facilities, the direct supervisor(s) will be responsible.

An OHC works with employers and employees to create a healthy and safe work environment by detecting Occupational Health and Safety (OHS) hazards and developing practical approaches to eliminate or control those hazards. OHCs are essential for bringing health and safety concerns into the open, focusing attention on them, and recommending ways to correct and resolve them.<sup>2</sup>

The OHC does not have direct responsibility for workplace health and safety but are the internal monitors of the workplace responsibility system.

OHC Co-Chairpersons are responsible for:

- Completing OHC Level 1 and Level 2 training, and
- Conducting OHS legislated incident investigations.

OHCs are responsible for:

- a. Participating in the identification and control of health and safety hazards,
- b. Receive, consider and resolve matters respecting the health and safety of employees and contractors,
- c. Meet at least quarterly and have quorum at the meetings, maintain meeting minutes (7 years),
- d. Post all OHC minutes on the safety bulletin board in the work location,
- e. Conduct annual inspection,
- f. Investigate serious incidents (regulation 29), dangerous occurrences (regulation 31) and work refusals (SEA 3-31),
- g. Make recommendations for corrective actions/solutions to address issues/items, and
- h. Maintain records and carry out all duties as specified in the legislation (SEA 3 -27 and all applicable regulations)

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<sup>2</sup> [Occupational Health Committees](#); Government of Saskatchewan.

## 7. Working Alone or at an Isolated Place of Employment

NESD has employees who are working alone, whether as a substantial part of their working day or on an occasional basis. This includes working without close or direct supervision, by themselves, without colleagues or in isolated work areas during non-office/non- school hours.

[The Occupational Health and Safety Regulations, 1996, Section 35](#) defines working alone as “working at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.”

Where an employee is working alone, the direct supervisor, in conjunction with the OHC, shall identify the risks arising from the conditions and/or circumstances of the work or the isolation of the place the work is to be performed. All reasonably practical steps to eliminate or reduce the risks that have been identified will be taken, including but is not limited to:

- a. The establishment of an effective communication system that consists of phone, cellular phone, email or radio communication.

If the area of risk identified does not have reasonable safety measures in place, the area of risk should be brought to the attention of the supervisor. The supervisor, in collaboration with OHC, will then assess the risk area to determine whether specific communication methods, safety equipment or additional standard procedures may be required.

The steps to be taken to eliminate or reduce the risks pursuant to subsection 35 may include:

- a. Provision of personal protective equipment when required. If additional training is required, the appropriate training will be provided by the employer,
- b. In isolated areas where an employee is required to work on an *occasional* basis, the employee will inform the supervisor when they will be required to work alone and the location in which the work will take place so that regular contact by the employer with the individual working alone may take place,
- c. Supervisors placing limitations on, or prohibitions of, specified activities if deemed unsafe while working alone,
- d. Establishment of additional minimum training or experience, or other standards of competency along with supporting procedures, and
- e. Provision of emergency supplies for use in travelling under conditions of extreme cold or other inclement weather conditions.