

CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Occupational Health and Safety Program**

Policy No. **8.01**

RATIONALE: The Board is committed to providing a safe environment for its employees and students.

POLICY: All reasonable efforts are to be made to establish practices and maintain equipment to support the Board's commitment to safety. Employees are to be well informed regarding safe workplace practices and are responsible for personal compliance and compliance by those in their care.

PRINCIPLES:

1. School staff should be constant and thorough in their attention to equipment and the condition of the building and grounds, so that unsafe equipment is not used, and unsafe conditions are reported immediately. It is recognized that the school is responsible to make all reasonable efforts to ensure that appropriate inspections and follow up take place.
2. Each staff member shall complete programs of instruction in the safe operation of equipment, handling of substances, and general safety protocols.
3. Staff have a responsibility to inform administration if they do not feel competent or capable to complete an assigned task.
4. Each incident is to be reported promptly to school administration and will be investigated by the principal or designate. Any identified hazard is to be addressed.
5. If an incident occurs resulting in an injury, the injured person should be assessed and a determinant made if the injured person can be treated in attention is required.
6. Hazardous materials as defined by Workplace Hazardous Materials Information System (WHMIS) shall be appropriately identified and handled by staff.

7. Emergency plans shall be maintained and reviewed to address health and safety issues in the event of a fire, gas leak, armed threat, severe weather, or other situations posing a threat to the school population.
8. Regular updates on health and safety issues shall be presented to the Board.

First Reading April 22, 2008

Adopted May 20, 2008

Amended April 11, 2017

PROCEDURES

1. An ongoing safety program is to be established to ensure that first aid, CPR and WHMIS certification is kept current for appropriate staff members.
2. Material Safety Data Sheets (MSDS) are to be maintained in a current, readily accessible format for use by any staff handling hazardous materials.
3. Ongoing efforts are to be made by the school principal to acquire current safety information regarding Alberta Occupational Health and Safety (OHS) requirements. A standing item on monthly staff meetings will be a discussion of health and safety issues.
4. Assessment of safety hazards is to be done promptly once identified with an aim to minimizing or eliminating them. Whenever possible, staff members shall be participants in the hazard assessment and in the elimination of identified hazards.
5. All school staff are required to acknowledge their understanding of hazards related to their work environment by reviewing the Hazard Assessment forms and signing their acknowledgement of risk and responsibility.
6. Unsafe conditions shall be given immediate attention by the school principal.
7. All accidents and injuries are to be reported to the principal on a school accident form. A copy is to be kept on file in the school office. Each significant incident should have a follow-up investigation.
8. All staff members are responsible for taking reasonable care in protecting their own health and safety as well as that of others present.
9. School emergency plans, as detailed in the Crisis Management Manual, are to be reviewed regularly and revised when necessary to accommodate changing conditions. Regular practice drills and equipment tests will be conducted, with a minimum of six practice evacuation drills and three lockdown drills being conducted during each school year.