

Administrative Procedure 104

School Operations

OCCUPATIONAL HEALTH AND SAFETY

Background

STEM Collegiate is committed to providing safe working and learning environments for staff, students, and visitors. STEM Collegiate strives to eliminate hazards which may result in personal injury, illness, or other losses. STEM Collegiate believes that most incidents and injuries can be prevented through effective policies and procedures in combination with active staff involvement. Staff have the right to know about potential work hazards, an obligation to report unsafe conditions and the right to refuse unsafe work where there is imminent danger. The responsibility for health and safety is a shared responsibility between the Board, employees, students, volunteers, and contractors.

Definitions

In this administrative procedure,

1. "Hazard" is any situation that may cause harm (physical, chemical, biological, or psychological in nature).
2. "Hazard Assessment" is a process that identifies and documents potential hazards and methods to eliminate or control them.
3. "Health and Safety Management System" is the implementation of specific management processes designated to decrease the incidence of injury, illness, and losses in the workplace.
4. "Incident" is an unplanned/unwanted event that results in harm or the potential for harm (injuries, illness, emergencies, property, or environmental damage, near misses).
5. "Incident Investigation" determines the direct and indirect causes of an incident and identifies controls to prevent future incidents.
6. "Imminent Danger" is an immediate threat of danger that is not normal for an occupation or position.
7. "Near Miss Incident" is an unplanned/unwanted event with the potential to

result in serious injury, illness, damage to equipment or property, or other losses.

8. "Workplace Inspection" is a walk-through of the work site to identify and document unsafe conditions for the purpose of hazard control.

Procedures

1. STEM Collegiate shall meet legislated health and safety requirements and related school board Occupational Health and Safety (OHS) Standards, safe work practices and procedures.
2. All STEM Collegiate employees shall participate in the online health and safety and reporting programs.
 - 2.1. Principal, Assistant Principal shall:
 - 2.1.1. Provide leadership and management necessary for workplace and learning activities in compliance with legislation, safe work practices, procedures and guidelines.
 - 2.1.2. Evaluate and control hazards in the work and learning environment.
 - 2.1.3. Conduct regular workplace hazard inspections in the work and learning environment.
 - 2.1.4. Promptly investigate and report hazards and unsafe conditions to the contracted maintenance services for STEM Collegiate.
 - 2.1.5. Complete health and safety orientation and training for all staff.
 - 2.1.6. Promptly investigate incidents and work-related injuries, illnesses and near misses using the appropriate reporting forms.
 - 2.1.7. Promptly investigate, document, and take corrective action regarding serious incidents.
 - 2.1.8. Stop any work perceived to be of imminent danger to staff, students, or the public.
 - 2.1.9. Investigate employee work refusals due to perceived unsafe working

conditions.

2.1.10. Prepare, update, and implement site emergency plans annually.

2.1.11. Provide the appropriate first aid supplies and trained staff to address illness or injury.

2.1.12. Implement management practices to control/monitor the purchase, inventory, use, storage, transport and disposal of hazardous wastes.

3. Staff, Employees, Students, Volunteers and Contractors shall:

3.1. Adopt responsible health and safety behaviors and practices.

3.2. Comply with workplace healthy and safety legislation and board safe work practices and procedures.

3.3. Assist in the identification, evaluation, and control of hazards in the working and learning environment.

3.4. Promptly report hazardous or unsafe equipment, acts or conditions using the appropriate reporting forms.

3.5. Immediately report incidents including injuries or the potential for injury (near misses) using the appropriate reporting forms.

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