

NEW HORIZONS CHARTER SCHOOL  
**ADMINISTRATIVE PROCEDURES**

**Approved:** 2018-01-15

**Amended:**

**Section:** School Operations

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**ADMINISTRATIVE PROCEDURE #200 – Occupational Health and Safety**

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**General Statement**

New Horizons School (NHS) is committed to providing a safe and healthy working and learning environment for staff members, students, volunteers, and visitors.

NHS believes that responsibility for the provision and maintenance of healthy and safe environment is shared among all members of the NHS community. This includes members of the administration and staff, students, volunteers, visitors, contractors, and others who may be present at the school.

In the interest of establishing and maintaining a healthy and safe workplace, it is expected that employees and all others who work on school premises will:

- a. Approach their workplace responsibilities with a commitment to health and safety.
- b. Understand and follow applicable legislation, regulations, and procedures for safe workplace practices.

**Specific Procedures**

1. The Superintendent is responsible to ensure that:
  - a. Health and safety considerations receive high priority in the planning and implementation of school activities and operations.
  - b. Procedures and practices are implemented that meet or exceed compliance with the Occupational Health and Safety Act, Regulation, and Code.
  - c. Employees and contractors are aware of their responsibilities under the Alberta Occupational Health and Safety Act, Regulation, and Code.
  - d. A Joint Work Site Health and Safety Committee (JWSHSC) is established.
  - e. As far as is reasonably practicable, the land, buildings, and other infrastructure on the land and under the school's control are maintained in a manner that does not endanger the health and safety of workers or any other person.
  - f. Employees are provided with the training and support necessary to integrate health and safety into their work.
  - g. Ensure that supervisory personnel are competent and familiar with OHS legislation.
  - h. In consultation with the Principal and the JWSHSC, establish and maintain a written health and safety program. This program must be reviewed every three years and must include the following elements:
    - i. A health and safety policy.
    - ii. Identification of work site hazards, including harassment, violence, physical, biological and other hazards, and measures to eliminate or control them.

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- iii. Emergency response plan.
  - iv. Statement of responsibilities of the employer, supervisors and workers at the work site.
  - v. Schedule and procedures for regular inspection.
  - vi. Procedures for health and safety when another employer/self-employed person is at the work site.
  - vii. Worker and supervisor health and safety orientation and training.
  - viii. Procedures for investigating incidents, injuries, and work refusals.
  - i. Procedures for worker participation in work site health and safety, including inspections and investigations, are established and implemented.
2. The Principal is responsible to:
- a. In consultation with the Superintendent and the JWSHSC, establish and maintain a written health and safety program as described in Article 1(h) above.
  - b. Plan and conduct all school activities in a manner that promotes compliance with the Occupational Health and Safety Act, Regulation, and Code, as well as with health-and-safety-related school policies and procedures.
  - c. Consult and cooperate with the school's Joint Work Site Health and Safety Committee (JWSHSC) to exchange OHS information and resolve OHS concerns.
  - d. Ensure awareness among staff, students, parents, school visitors of relevant health and safety legislation, regulations, and procedures.
  - e. Ensure completion of worksite hazard assessments with his or her areas of responsibility.
  - f. Inform all staff members and others present at the school about existing or potential worksite hazards and site-specific health and safety requirements.
  - g. Take corrective action to address unsafe conditions or actions during workplace hazard assessment, inspections, and incident investigations.
  - h. Ensure that safeguards and safety devices, including personal protective equipment, are available and used.
  - i. Stop any work he or she perceives to present imminent danger to an individual present at a worksite.
  - j. Investigate any work refusals due to perceived unsafe working conditions.
  - k. Ensure that all accidents and relevant incidents are investigated and reported, and that corrective action is taken to prevent recurrence.

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3. All employees are responsible to:
  - a. Work Safely.
  - b. Take reasonable care to protect their own health and safety and that of all others present at the worksite.
  - c. Be aware of and observe health and safety legislation, regulations and procedures applicable to their areas of responsibility.
  - d. Participate in health and safety training as required.
  - e. Promptly respond to and/or report hazardous actions, equipment, conditions, or accidents in accordance with school procedures.
  - f. Refuse unsafe work.
  - g. Participate, as appropriate, in the school's Joint Work Site Health and Safety Committee.
  - h. Wear personal protective equipment when required.
  - i. Comply with WHIMS (Workplace Hazardous Materials Information System) standards as required.

**Reference**

Alberta Occupational Health and Safety Act

Alberta Occupational Health and Safety Regulation

Alberta Occupational Health and Safety Code