

Background

Pembina Hills Public Schools is committed to providing a safe and healthy work environment for its employees, contractors, volunteers and the general public. The Division strives to eliminate hazards which may result in personal injury, illness, or other loss. Our commitment to safety is in accordance with the *Alberta Occupational Health and Safety Act, Regulation and Code* (OHS legislation) and the *Alberta Public Health Act, Worker's Compensation Act*, and the *Pembina Hills Public Schools Occupational Health and Safety Handbook*.

Definitions

Hazard – a situation or condition that may cause harm (physical, chemical, biological or psychological in nature).

Incident – an unplanned/unwanted event that results in harm or the potential for harm (injuries, illness, emergencies, property or environmental damage, near misses).

Near Miss Incident – an unplanned/unwanted event with the potential to result in serious injury, illness, damage to equipment or property, or other losses.

Career and Technology Studies (CTS) – courses designed to develop skills that senior high school students can apply in their daily lives when preparing for entry into the workplace.

Working Alone – an employee works with no one else present or in areas of a building that are isolated from view or hearing distance and where assistance is not readily available in the event of an emergency.

Universal Precautions – the application of strategies to prevent the spread of blood-borne infections.

Imminent Danger – any conditions or practices where a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the danger can be eliminated to the worker or another worker present.

Communicable Disease – an infectious disease transmitted through direct contact with an affected individual or indirectly through the individual's discharges or through indirect means.

Pandemic – an epidemic of infectious disease that has spread through human populations across a large region.

Procedures

1. The Division will:

- 1.1. Provide administrators, staff and contractors with necessary resources and training to support employees in meeting and complying with legislated health and safety requirements;
 - 1.2. Provide the appropriate first aid supplies and training to ensure the designated number of first responders are trained to address illness or injury;
 - 1.3. Prepare, update, and implement site emergency plans annually.
2. Principals, Directors, and Supervisors will:
- 2.1. Provide leadership and management necessary for workplace and learning activities in compliance with legislated health and safety requirements;
 - 2.2. Encourage employees to take an accredited First Aid Course. Administrator approved or directed course fees will be reimbursed by the Division.
 - 2.3. Evaluate and control hazards in the work and learning environment;
 - 2.4. Conduct regular workplace hazard inspections in the work and learning environment;
 - 2.5. Eliminate or control existing or potential hazards;
 - 2.6. Complete health and safety orientation and training for all staff;
 - 2.7. Hold regular safety meetings, in accordance with the Pembina Hills Public Schools (PHPS) Occupational Health and Safety Handbook, to report:
 - 2.7.1. hazards and unsafe conditions;
 - 2.7.2. incidents and work-related injuries, illnesses, and near misses;
 - 2.8. Report incidents and work-related injuries and near misses;
 - 2.9. Stop any work perceived to be of imminent danger to students, staff or the public;
 - 2.10. Investigate employee work refusals due to perceived unsafe working conditions.
3. Employees, volunteers, contractors and the general public will:
- 3.1. Adopt responsible health and safety behaviours and practices, and comply with legislated health and safety requirements;
 - 3.2. Assist in the identification, evaluation, and control of hazards in the working and learning environment;
 - 3.3. Report incidents including injuries and near misses;
 - 3.4. Refuse to perform tasks believed to be unsafe, if there are reasonable grounds to believe that the work involves imminent danger to themselves or others.;
 - 3.5. Take Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) training if their duties/learning may expose them to hazardous chemicals.

A. Working Alone

1. Supervisors and contractors shall:
 - a. Consider strategies to eliminate situations where employees work alone;
 - b. Ensure that affected employees receive instruction in the Working Alone policy in the PHPS Health and Safety Handbook;
 - c. Ensure a hazard assessment is conducted at the worksite to identify existing or potential hazards;
 - d. Ensure the hazard assessment and controls are communicated to the employees involved and that further hazard assessments are conducted at intervals of time appropriate to the conditions and circumstances of the work;
 - e. Ensure acceptable controls are in place which may include visiting the worker at specified intervals, scheduling check-ins with staff, and providing access to effective electronic communication systems such as radio, landline, or cellular phone, and reporting to a designated person on completion of the task;

- f. Ensure that First Aid supplies are available on site;
- g. Conduct annual assessments identifying the situations where employees were required to work alone, including the hazards and controls identified and submit this report to the Director of Facilities.

B. Worker's Compensation (WCB) Injuries

1. Worker's Compensation coverage is required by law. Staff, excluding teachers, are covered under the Worker's Compensation Board Plan. Exemptions are:
 - a. Principals or Associate Principals engaged in administrative duties pertaining to the managing of the school,
 - b. Select teachers teaching Career and Technology Studies (CTS) are covered by WCB while teaching a CTS class,
 - c. Substitute teachers while teaching for classes in the Career and Technology Studies stream.
2. If an accident occurs at work, a WCB Worker's Report of Injury must be completed by the employee, along with the supervisor completing a WCB Employer's Report of Injury.
3. For employees who are absent due to a WCB injury and have accumulated sick leave credits, the following shall apply:
 - a. The employee will pay PHPS the amount of compensation awarded by WCB and in turn, PHPS will pay the employee's regular salary for the duration of the leave or ninety (90) consecutive calendar days, whichever is less;
 - b. After ninety (90) consecutive calendar days,
 - i. the employee shall apply for Extended Disability Benefits under the Alberta School Employee Benefit Plan (ASEBP)
 - ii. the employee's regular salary shall cease and the compensation awarded by WCB will be directed to the employee.

C. Non-WCB Injuries

1. Most teaching staff will follow the non-WCB injury process.
2. When an injury occurs at the workplace, trained first aid responders are to administer medical assistance. After this, staff are to obtain physician medical services.
3. Employees must report all injury or near miss incidents to the supervisor by completing the Incident Reporting Form F OH&S 17 (see PHPS Occupational Health and Safety Handbook).

D. Communicable Diseases

1. Alberta Health Services establishes guidelines and standards for dealing with communicable diseases and pandemic outbreaks.
2. The Superintendent or designate is the contact for questions related to pandemic disease outbreaks.
3. The Division expects responsible and compassionate treatment of staff and students with a communicable disease.
4. The privacy of an individual will be respected and any records of communicable diseases of students and staff shall be kept confidential.
5. Letters or information on communicable diseases for employees and parents/guardians will be distributed only as necessary and will align with Alberta Health Services guidelines and standards.

6. Employees infected with communicable diseases related to pandemic disease outbreaks shall be allowed to continue normal duties unless:
 - 6.1. In the opinion of the local physician, special circumstances dictate otherwise or;
 - 6.2. The job of the employee requires that the employee be free from any communicable diseases;
 - 6.3. Alberta Health Services indicates otherwise.
7. Employees with diseases that can be transmissible in school and/or athletic settings shall be managed in accordance with the Public Health Communicable Diseases Regulation and Alberta Health Services guidelines.
8. All employees shall follow universal precautions when handling blood and body fluids:
 - 8.1. Protective gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin regardless of their presumed infection status;
 - 8.2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids;
 - 8.3. The Principal or Site Supervisor will ensure that an adequate supply of protective gloves are available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves;
 - 8.4. Soiled surfaces should be promptly cleaned with disinfectants such as household bleach solution;
 - 8.5. Disposable towels or tissues should be used whenever possible, and mops should be rinsed in a bleach solution.
9. If an employee suffers from illness related to a communicable disease, regular sick days will be reduced accordingly. Documentation from a health care provider may be required.
10. If an employee is unable to attend work related to a member of their household or immediate family suffering from a communicable disease related to a pandemic disease outbreak, the employee will be allowed to use days from their sick bank. Documentation from a health care provider may be required.

Reference

[Alberta School Act](#)

[Alberta Occupational Health and Safety Act](#)

[Alberta Occupational Health and Safety Code](#)

[Worker's Compensation Act](#)

[Worker's Compensation Regulation](#)

[Public Health Act](#)

[Communicable Disease Regulation](#)

[Working Alone Safely – a Guide for Employers and Employees](#)

[Policy 19 Welcoming, Caring, Respectful, and Safe Environments](#)

[Pembina Hills Public Schools Occupational Health and Safety Handbook](#)