

Administrative Procedures Manual	Administrative Procedure 160
	Health & Safety of Students & Staff
	APPROVED: September 1, 2013
Page 1 of 5	AMENDED/REVIEWED: August 2025, May 2025, March 2025, March 2023, September 2019, November 2018
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

Background

The Division is committed to the physical, psychological, and social well-being of its students, staff, volunteers, visitors, contractors, and the public by providing a welcoming, caring, respectful, and safe learning and work environment for everyone present at our worksites.

[Appendix A – HSE Commitment.](#)

Scope

This administrative procedure applies to all staff. All employees are responsible for knowing, understanding, and complying with this administrative procedure.

Definitions

Division: Grande Prairie Public School Division

Hazard: Any situation, condition, or thing that, if left uncontrolled, has the potential to cause injury, illness, or loss.

Incident: An unplanned or unwanted event that results in harm or the potential for harm, injuries, illness, emergencies, property, or environmental damage, near misses (often called close calls).

Psychologically Safe Workplace: A workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health, including neglect, recklessness, or intentional ways.

HZ: Hour Zero. The Division's selected web-based incident reporting and safety training system.

Workplace Inspection: a formal or informal walkthrough of the worksite to identify and document hazards not previously identified, check the effectiveness of hazard controls, and identify ways to improve the health and safety program.

OHS: Occupational Health and Safety

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Principles

The following principles apply:

1. The Division will comply with the applicable Occupational Health and Safety legislation, standards, and best practices.
2. The Division believes that physical and psychological health and safety is a shared responsibility between the board of trustees, superintendent, leadership staff, supervisors, workers, students, volunteers, contractors, and visitors. All stakeholders are expected to take reasonable care to protect themselves and others, conduct activities in a safe manner, observe safety rules, lead by example, and support a positive health and safety culture.
3. All staff have rights under the OHS internal responsibility system. Under the OHS Act, workers have 3 fundamental rights:
 - 3.1. **The right to know** of work site hazards and the means to eliminate or control these hazards.
 - 3.2. **The right to meaningful participation** in the health and safety activities pertaining to their work and work site, including the ability to express health and safety concerns; and
 - 3.3. **The right to refuse unsafe work** and know that any staff refusing unsafe work is protected from reprisal.

Procedures

Roles and Responsibilities

1. Senior Administration

- 1.1. Senior administration are responsible for establishing the Division's health and safety program.
- 1.2. Senior administration are expected to:
 - 1.2.1. Set goals and objectives to continually improve physical and psychological health and safety management and ensure it is integrated into the Division operations and planning.
 - 1.2.2. Ensure supervisors and staff are provided with direction, training, support, and resources necessary to fulfil their health and safety roles and responsibilities.

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1.2.3. Communicate to employees the Division's commitment to health and safety; and

1.2.4. Set a positive example for health and safety.

2. Supervisors

2.1. Employees with supervisory roles are expected to model safe work practices and behaviours to contribute to a culture of safety awareness.

2.2. Supervisors are expected to:

2.2.1. Ensure compliance among staff with applicable health and safety policies, procedures, training, etc. Supervisors are responsible for implementing and monitoring the Division Health and Safety program at their school or department worksite. ([Appendix A – HSE Commitment.](#))

2.2.2. Identify workplace hazards and ensure that identified workplace hazards and unsafe conditions are eliminated or controlled ([Appendix B, Hazard Identification and Control](#)).

2.2.3. Regularly communicate the OHS programs, guidelines, initiatives, and practices to their staff (i.e., safety meetings)

2.2.4. Ensure that reports of injury, sudden illness or near misses are promptly reported by staff investigated, documented and corrective actions are taken ([Appendix C – Accident Reporting](#) & [Appendix D – Accident Investigation](#)).

2.2.5. Ensure that employee work refusals due to an actual or perceived undue hazard are investigated and documented ([Appendix E, Work Refusal and Stopping Dangerous Work](#)).

2.2.6. Plan and participate in inspections of the workplace and regularly tour the workplace to reinforce health and safety practices and behaviour ([Appendix F - Workplace Inspections](#))

2.2.7. Ensure appropriate first aid supplies, personal care supplies and trained staff are available at the worksite, reference:

2.2.7.1. [Appendix G – Universal Precautions](#)

2.2.7.2. [Appendix H – First Aid](#)

2.2.7.3. [Appendix I – Concussion](#)

2.2.7.4. [Appendix J – Automated External Defibrillator \(AED\)](#)

2.2.8. Ensure site emergency plans are prepared, implemented, and updated annually as per the following Administrative Procedures:

2.2.8.1. [AP 165 – Emergency Preparedness](#)

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2.2.8.2. [AP 166 – Pandemic Emergency Response](#)

2.2.8.3. [AP 167 – Fire Drills](#)

2.2.8.4. [AP 168 – Bomb Threats](#)

2.2.9. Ensure a site visitor protocol and orientations is implemented ([AP 156 – Visitor Protocol](#))

2.2.10. Implement a site or department specific protocol for staff who work alone ([AP 405 – Working Alone](#)).

3. Principal

- 3.1. In addition to the responsibilities outlined in the previous section, principals are responsible for providing appropriate delegation of responsibilities, including but not limited to supervision of all employees.

4. Staff

- 4.1. All employees are expected to promote a culture of safety awareness by following safe work practices and demonstrating behaviour that contributes to a work environment that is physically and psychologically safe and healthy for all.
- 4.2. Staff are expected to be adequately qualified, suitably trained and have sufficient experience to carry out work safely.
- 4.3. Staff must comply with workplace health and safety legislation and Division safe work practices and procedures.
- 4.4. Staff must ensure that any tools/ equipment that they work with or supervise use of are inspected and maintained in accordance with the manufacturers' specifications.
- 4.5. Employees are expected to:
 - 4.5.1. Always be aware of their environment.
 - 4.5.2. Take practicable precautions to ensure the safety of the worksites.
 - 4.5.3. Participate in required workplace emergency response and safety training within the established training periods.
 - 4.5.4. Participate in workplace inspections and incident investigations.
 - 4.5.5. Promptly report any hazards, near misses and injuries in the workplace (with 24 hours) (Appendix C – Accident Injury Reporting, AP 170 – Harassment)

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4.5.6. Arrive at work fit for duty (LINK: AP 414 – Employee Substance Abuse in the Workplace); and

4.5.7. Never undertake tasks that are a danger to themselves or others.

4.6. All instructional staff must be knowledgeable of Alberta Education Safety Guidelines for the courses they teach. See [School Physical Activity, Health, and Education Resources for Safety \(SPHEREs\)](#) and Legislation for [Safety in the Science Classroom](#) (Previous Edition: [Safety in the Science Classroom](#)) and [Guide to Career and Technology Studies \(CTS\)](#).

5. New Employees

5.1. It is expected that all new employees will complete the required emergency response and safety training without delay following their commencement of employment with the Division.

References:

Occupational Health and Safety Act, Regulation and Code
Workers' Compensation Act
Public Health Act,
Communicable Diseases Regulation
Alberta Building Code
Alberta Fire Code
Appendix 160-[A: HSE Commitment](#)
Appendix 160-[B: Hazard Identification & Control](#)
Appendix 160-[C: Occupational Incident and Injury Reporting](#)
Appendix 160-[D: Incident Investigation](#)
Appendix 160-[E: Work Refusal and Stopping Dangerous Work](#)
Appendix 160-[F: Workplace Inspection](#)
Appendix 160-[G: Universal Precautions](#)
Appendix 160-[H: First Aid](#)
Appendix 160-[I: Management of Concussion](#)
Appendix 160-[J: Automated External Defibrillator \(AED\)](#)