

ADMINISTRATIVE PROCEDURE

General Administration

Occupational Health and Safety

GEN #19

Revised: December 2024

Background

Christ The Redeemer (CTR) Catholic Schools is committed to providing a healthy and safe environment for its employees, students, contractors, volunteers and general public while maintaining a faith-filled and caring learning and work environment.

CTR Catholic believes that health and safety is a shared responsibility between the Superintendents, senior managers, supervisors, all employees, students, volunteers, visitors and contractors present at its work sites and, that by working together, the CTR Catholic's health and safety can be continuously improved.

CTR Catholic's objective is to prevent all work-related injuries and illnesses, including respiratory illnesses, such as Covid 19. This will be achieved by adhering to the requirements of Occupation Health and Safety (OHS) Act, Regulations, Code and CTR Catholic's policies and administrative procedures.

Roles and Responsibilities

1. The Superintendent and Associate Superintendents:

- 1.1 Are aware of, and comply with, CTR Catholic's responsibilities under the OHS Act, Regulations and Code.
- 1.2 Are accountable and responsible for the CTR Catholic's health and safety program.
- 1.3 Develop health and safety policy and administrative procedures.
- 1.4 Develop and implement violence prevention plans and harassment prevention plans (see Administrative Procedure [PER #18 Harassment](#), and Administrative Procedure [PER #19 Workplace Violence](#)).
- 1.5 Set goals and objectives to continually improve health and safety management and ensure it is integrated into CTR Catholic's operations and planning.
- 1.6 Provide supervisors with the direction, training, support and resources necessary to fulfill their health and safety roles and responsibilities.
- 1.7 Ensure workers are supervised by supervisors who are competent and are aware of their responsibilities under the OHS Act, Regulation and Code.
- 1.8 Ensure that employees are aware of their rights and duties under the Alberta OHS Act, Regulation and Code.
- 1.9 Ensure that all employees are adequately trained in all matters necessary to protect their health and safety. Annually approve the OHS training plan.
- 1.10 Ensure that employees are not subjected to, or participate in, harassment or violence at the work site.
- 1.11 Ensure health and safety concerns raised are resolved in a timely manner.

- 1.12 Communicate to employees at least annually CTR Catholic's commitment to health and safety; and set a positive example for health and safety.
 - 1.13 Require the annual reporting of CTR Catholic's safety performance (e.g. compliance, training, orientation, incidents, WCB rates, etc.).
 - 1.14 Consult and cooperate with the joint work site health and safety committee(s) to exchange information and resolve health and safety concerns.
2. The Associate Superintendent of Corporate Services, or designate:
- 2.1 Develops and maintains an OHS program that contains the ten elements from the Partnerships in Injury Reduction standard as approved by Alberta Labor and Section 37 of the OHS Act.
 - 2.2 Facilitates the annual review of the OHS program by the Superintendent and Associate Superintendents.
 - 2.3 Solicits feedback and revises associated forms biannually.
 - 2.4 Supports the OHS program through the CTR Catholic website, web based applications, and other technological means.
 - 2.5 Provides an orientation of the OHS program for new employees.
 - 2.6 Develops and reviews codes of practices, review safe work procedures and provide onsite support for school administrators and supervisors.
3. Employees in Supervisory or Managerial Positions:
- 3.1 Ensure CTR Catholic's health and safety program is implemented and monitored at their school or within their department.
 - 3.2 Be aware of and comply with the OHS Act, Regulations, Code and follow CTR Catholic's policies, administrative procedures, health and safety program, codes of practices, safe work practices and safe work procedures.
 - 3.3 Ensure they are competent to supervise employees under their supervision.
 - 3.4 Take the precautions necessary to protect the health and safety of employees under their supervision.
 - 3.5 Ensure employees under their supervision work in a manner, and in accordance with, procedures and measures from the OHS Act, Regulations and Code.
 - 3.6 Advise employees under their supervision of all known hazards to health and safety in the area where the employee is performing work.
 - 3.7 Ensure employees under their supervision or support use all hazard controls, and properly use or wear personal protective equipment designated or provided by the employer or required to be used by the OHS Act Regulations and Code.
 - 3.8 Ensure that violence prevention plans and harassment prevention plans are implemented at their school, or within their department, (see Administrative Procedure [PER #18 Harassment](#), and Administrative Procedure [PER #19 Workplace Violence](#)), and that none of the employees under their supervision are subject to, or participate in, harassment or violence at the work site.
 - 3.9 Ensure that none of the employees under their supervision are subjected to or participate in harassment or violence at the work site.
 - 3.10 Ensure general and site-specific health and safety orientation is completed for all employees including new and transferred employees.
 - 3.11 Report concerns about unsafe or harmful work site act that occurs or has occurred.
 - 3.12 Report safety concerns, unsafe conditions, work-related injuries, illnesses, and potentially serious incidents.
 - 3.13 Ensure site emergency plans are prepared, and implemented.

- 3.14 Ensure appropriate first aid supplies and trained staff to address immediate illness or injury are available at the worksite.
 - 3.15 Ensure a site visitor protocol and orientation is implemented.
 - 3.16 Implement a site or department specific protocol for staff that work alone.
 - 3.16.1 The departmental protocol for St. Thomas Centre, which includes primarily custodians and Facility staff, includes specific requirements for supervisory staff members to monitor and communicate with solo workers. This protocol is to be shared with staff when onboarding and reviewed annually in September.
 - 3.16.2 In all facilities, emergency contact information must be prominently displayed at the entrance and reviewed annually at a September staff meeting.
 - 3.17 Implement management practices to control/monitor the purchase, inventory, use, storage, transport, and disposal of chemicals and hazardous waste.
4. All employees are responsible to:
- 4.1 Work safely and take reasonable care to protect their own health and safety and that of all others present at the worksite.
 - 4.2 Be aware of and comply with the OHS Act, Regulations, Code and follow CTR Catholic policies, administrative procedures, health and safety program, codes of practices, safe work practices and safe work procedures. Provincial Legislation around Occupational Health and Safety dictates three basic rights:
 - 4.2.1 The right to refuse dangerous work, and know that you are protected from reprisal;
 - 4.2.2 The right to know about workplace hazards and have access to basic health and safety information;
 - 4.2.3 The right to participate in health and safety discussions and health and safety committees.
 - 4.3 Know the hazards of their job, and participate in training, meetings, hazard assessments, inspections and investigations when required.
 - 4.4 Wear and maintain appropriate personal protective equipment as required.
 - 4.5 Report to his/her supervisor safety concerns, unsafe conditions, work-related injuries, illnesses, and potentially serious incidents.
 - 4.6 Refrain from causing or participating in harassment or violence.
 - 4.7 Duty to Report
 - 4.7.1 Any employee who is the victim of violence and harassment can and should, in all confidence and without fear of reprisal, personally report the occurrence to their supervisor or a manager ([AP PER #18 Harassment](#)).
 - 4.7.2 It is the responsibility of anyone in a supervisory position to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed ([AP PER #18 Harassment](#)).