

700.1.B Workplace Health and Safety: Assignment of Responsibilities

Responsibility can be defined as an individual's obligation to carry out assigned duties. In order for the Workplace Health and Safety Program to achieve its desired results, everyone in the organization must know their responsibilities. The following identifies specific responsibilities for specific employee groups.

1. Superintendent and Associate Superintendents

- Ensuring the review of the District's health and safety policies and performance;
- Providing representation and leadership on the Division Workplace Health and Safety Committee;
- Allocating appropriate resources to allow the Division to meet its health and safety obligations;
- Ensuring that all building-site and program supervisors including Administrators, Directors, Managers, and Coordinators, fulfill their supervisory role with respect to workplace health and safety;
- Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code; and
- Leading by example.

2. Directors, Consultants, Coordinators, Managers and all other Division and School-based Administrators

- Implementing and enforcing established health and safety policies;
- Ensuring that safety and on-the-job training is provided when required;
- Ensuring that tools, equipment and facilities are maintained;
- Ensuring that incidents are properly reported and/or investigated;
- Ensuring that teachers and support staff wear prescribed personal protective equipment when required;
- Training teachers and support staff on all safe work practices and procedures applicable to their jobs;
- Holding teachers and support staff accountable and responsible for their health and safety performance;
- Ensuring teachers and support staff know and understand their health and safety responsibilities;
- Ensuring that teachers and support staff know and understand emergency response procedures;
- Providing teachers and support staff with information about the hazards on the job, how to identify new hazards and how to control them;
- Providing direction during emergencies at the worksite;

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- Ensuring that contracted service providers are in compliance with the District's health and safety policies;
- Reviewing and responding to recommendations made by the Building-site Workplace Health and Safety Committee, or the Division Workplace Health and Safety Committee;
- Ensuring that formal inspections are performed regularly;
- Reviewing and signing-off completed investigation, inspection, and hazard reports;
- Following-up to ensure that corrective actions stemming from incident investigations, inspections, and hazard reports are completed;
- Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code;
- Ensuring that each new employee receives a health and safety orientation; and
- Leading by example.

3. Manager of Operations and Maintenance, Coordinators of Caretaking and Maintenance, Labourer Foreman, Head Caretakers and Assistant Head Caretakers

- Enforcing established health and safety policies;
- Ensuring that maintenance workers and caretaking staff wear prescribed personal protective equipment when required;
- Training maintenance workers and caretaking staff on all safe work practices and procedures applicable to their jobs;
- Holding maintenance workers and caretaking staff accountable and responsible for their health and safety performance;
- Conducting formal inspections of the worksites under their supervision;
- Reporting and investigating accidents, incidents and occupational illnesses;
- Ensuring maintenance workers and caretaking staff know and understand their health and safety responsibilities;
- Correcting substandard acts and conditions;
- Holding regular safety meetings;
- Ensuring that maintenance workers and caretaking staff know and understand emergency response procedures;
- Providing maintenance workers and caretaking staff with information about the hazards on the job, how to identify new hazards and how to control them;
- Conducting hazard assessments;
- Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code;
- Ensuring that maintenance workers and caretaking staff know and understand their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code; and
- Leading by example.

4. Teachers

- Performing their jobs in a safe and healthy manner;
- Wearing and maintaining prescribed safety equipment and personal protective equipment;
- Reporting to his/her supervisor of any substandard acts or conditions that may be of danger to himself/herself, other employees, and students;
- Refusing unsafe work;
- Reporting to their supervisors all accidents, incidents, and occupational illnesses;
- Participating in inspections and investigations when required; and
- Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code

5. Maintenance Workers (including summer students) and All Building-site Support Staff

- Performing their jobs in a safe and healthy manner;
- Wearing and maintaining prescribed safety equipment and personal protective equipment;
- Reporting to his/her supervisor of any substandard acts or conditions that may be of danger to himself/herself, other employees, and students;
- Refusing unsafe work;
- Reporting to their supervisors all accidents, incidents, and occupational illnesses;
- Participate in inspections and investigations when required; and
- Knowing and understanding their responsibilities under the Alberta Occupational Health & Safety Act, Regulation, and Code

6. Contracted Service Providers

- Ensuring that their employees are fully aware of Lethbridge School Division policies, procedures, codes of practice and all other applicable aspects of the health and safety program;
- Ensuring that all their employees have a firm understanding of the Alberta Occupational Health & Safety Act, Regulation and Code;
- Operating according to the requirements of the Lethbridge School Division Workplace Health and Safety Program at a minimum;
- Cooperating fully with Lethbridge School Division Workplace Health and Safety representatives with respect to health and safety audits, incident investigations, hazard assessments and reporting requirements; and
- Maintaining a strong commitment towards health and safety in all of their work execution and operations.