Approved: April 23, 2012

700.3   Workplace Health and Safety: Hazard Control

Policy

Hazard controls shall be developed and implemented for all identified hazards at District worksites and for all work processes.

Regulations

1. Hazard controls shall be developed to reduce or minimize the risk of harm to employees as much as is practicable.

2. Hazard controls may include some or all of:
    2.1.   engineering controls
    2.2.   administrative controls
    2.3.   personal protective equipment

3. Safe work procedures and practices shall be developed
    3.1.   for tasks within the District for which hazards have been identified;
    3.2.   by addressing the high priority hazards and the highest risk tasks first;
    3.3.   with emphasis on both health and safety; and
    3.4.   with input from employees who perform the tasks.

4. Maintenance records shall be kept to ensure that:
    4.1.   scheduled maintenance requirements for equipment and vehicles are completed properly and on time;
    4.2.   completion of scheduled maintenance requirements for equipment and vehicles, as well as other additional maintenance work is documented; and
    4.3.   defective equipment or vehicles are not used.

5. Hazard controls must be reviewed:
    5.1.   on a regular basis;
    5.2.   when job processes or equipment changes; or
    5.3.   when an incident/accident occurs.

6. Hazard controls should be included in new staff orientation and training sessions in conjunction with a review of hazard assessments related to the particular role/job to which the new employee is assigned.

Policy

700.3 Workplace Health and Safety: Hazard Control, cont'd

7. District employees shall fully comply with Workplace Health and Safety hazard controls including but not limited to:
    7.1. adhering to safe work procedures and practices;
    7.2. promptly reporting to their immediate supervisor unsafe/unhealthy working conditions or uncontrolled hazards;
    7.3. immediately reporting an incident or accident;
    7.4. wearing required personal protective equipment;
    7.5. adhering to District working alone procedures; and
    7.6. contributing to the review and improvement of policies and procedures relevant to the employee's tasks.

8. Non-compliance with District Workplace Health and Safety policies and procedures shall:
    8.1. be addressed immediately by the employee's supervisor;
    8.2. result in disciplinary measures including:
        8.2.1. coaching for improvement;
        8.2.2. a verbal warning;
        8.2.3. a written warning;
        8.2.4. suspension; or
        8.2.5. termination.

9. Non-compliance of a serious or blatant nature may lead to the immediate termination of employment without prior warning. Provisions outlined in any collective agreement shall apply.

10. District employees shall exercise their right to refuse to work when:
    10.1. there is imminent danger defined as:
        10.1.1. a danger that is not normal for that occupation; or
        10.1.2. a danger under which a person engaged in the occupation would not normally carry out the person's work.
    10.2. asked to perform a task for which they feel they are not qualified to perform.

11. A refusal to work must be:
    11.1. reported immediately to a supervisor;
    11.2. fully documented, including all efforts to correct the situation; and
    11.3. investigated in the same manner as required for all incidents under Policy 700.7 Incident Investigation.

12. All contractors are required to conduct their operations in accordance with health and safety legislation.

700.3   Workplace Health and Safety: Hazard Control, cont'd

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Other:	Alberta Occupational Health and Safety Act
District Policies:	Procedure 700.3 Workplace Health and Safety: Hazard Control; Exhibit 700.3.4 Non-Compliance Notification; Form 700.3.3 Visitor Log Book

Policy