



700.8 Workplace Health and Safety – Program Administration

Policy

The District's Workplace Health and Safety Program shall be monitored and updated on an on-going basis through an administrative process that involves record keeping, data analysis, and regular communication and feedback from staff.

Regulations

1. Minutes shall be kept for all building-site Workplace Health and Safety Committee meetings, and for all District Workplace Health and Safety Committee meetings.
2. Topics and discussions related to Workplace Health and Safety that are covered during school staff meetings or building site staff meetings shall be documented in the minutes of those meetings.
3. A system of record keeping shall include:
 - 3.1. centralized storage of records by Business Affairs, at the Education Centre documenting:
 - Hazard Assessments
 - Unsafe or Unhealthy Worksites
 - Building Inspections
 - Contractor Orientations
 - Accidents/Incidents
 - Accident/Incident Investigations
 - Witness Statements
 - Minutes of District Health and Safety Committee Meetings
 - Monthly Safety Summaries
 - Year-end Safety Summaries
 - 3.2. centralized storage of records by Human Resources, at the Education Centre documenting:
 - Non-compliance Notifications
 - Employee Task Competency
 - On-The-Job Training
 - New Employee Orientations



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- 3.3. local storage of building site records by the administrator/supervisor documenting:
- Minutes of Building Site Health and Safety Committee Meetings
 - Minutes of Staff Meetings
 - Equipment Maintenance Schedules
 - Applicable Safe Work Practices
 - Applicable Safe Work Procedures
 - Applicable Codes of Practice
4. Data collection shall include the completion of monthly and year-end safety summaries.
5. All Workplace Health and Safety related documents shall be kept on file for a period no less than 3 years.

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