

700.3 Workplace Health and Safety: Hazard Control

Policy

Hazard controls shall be implemented for identified hazards.

Regulations

1. Hazard controls are in place to reduce or minimize the risk of harm to employees as much as is reasonably 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 practices and procedures are in place:
 - 3.1. for tasks with identified hazards
 - 3.2. to address the highest risk tasks first
4. Maintenance records are 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, environment or equipment change; or
 - 5.3. when an incident/accident occurs.
6. Hazard controls are included in new staff orientation and training sessions in conjunction with a review of hazard assessments related to the particular job role to which the new employee is assigned.
7. Division employees shall fully comply with workplace health and safety hazard controls including but not limited to:
 - 7.1. adhering to safe work practices and procedures;
 - 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 Division 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 Division 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. Division employees shall exercise their right to refuse to work when:
- 10.1. the worker believes on reasonable grounds that there is a dangerous condition at the worksite, or the work constitutes a danger to the worker's health and safety, or to the health and safety of another worker or person.
 - 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.

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, Regulations and Code
- Division Policies: Procedure 700.3 Workplace Health and Safety: Hazard Control; Exhibit 700.3.4 Non-Compliance Notification; Form 700.3.3 Visitor Log Book