

## **700.10 Workplace Health and Safety – Program Administration**

### **Policy**

The Division'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, Division Joint Workplace Health and Safety Committee meetings, and for all Division Occupational Health and Safety Management Team meeting minutes.
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, at the Education Centre documenting:
    - 3.1.1 Hazard Assessments
    - 3.1.2 Unsafe or Unhealthy Worksites
    - 3.1.3 Building Inspections
    - 3.1.4 Contractor Orientations
    - 3.1.5 Accidents/Incidents
    - 3.1.6 Accident/Incident Investigations
    - 3.1.7 Witness Statements
    - 3.1.8 Minutes of District Health and Safety Committee Meetings
    - 3.1.9 Monthly Safety Summaries
    - 3.1.10 Year-end Safety Summaries
  - 3.2. centralized storage of records by Human Resources, at the Education Centre documenting:
    - 3.2.1 Non-compliance Notifications
    - 3.2.2 Employee Task Competency
    - 3.2.3 On-The-Job Training
    - 3.3.4 New Employee Orientations

- 3.3. local storage of building-site records by the principal administrator/supervisor documenting:
  - 3.3.1 Minutes of Building Site Health and Safety Committee Meetings
  - 3.3.2 Minutes of Staff Meetings
  - 3.3.3 Equipment Maintenance Schedules
  - 3.3.4 Applicable Safe Work Practices
  - 3.3.5 Applicable Safe Work Procedures
  - 3.3.6 Applicable Codes of Practice
4. Data collection shall include the completion of monthly, quarterly, 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.

### References

- Other            Alberta Occupational Health and Safety Act, Regulations and Code, January 2020.