

OCCUPATIONAL HEALTH AND SAFETY

Administrative Directive

Wolf Creek Public Schools commits to achieving a safe workplace in compliance with the requirements of the Alberta Occupational Health and Safety Act, Regulation and Code. This commitment is demonstrated to its employees and students by:

- Providing a safe and healthy working and learning environment.
- Preventing injuries and illness to all who use our facilities.
- Incorporating health, safety and the environment as an integral part of the Division's day-to-day activities.

Procedures

1. Commitment to health and safety is demonstrated through the following actions and processes:
 - 1.1. Develop a Division Health and Safety Program to comply with legislative requirements relevant to the operation of the school division;
 - 1.2. Implement the Division Health and Safety Program to identify and eliminate (or control) hazards that lead to incidents and injuries;
 - 1.3. The responsibility for health and safety extends through all levels of the Division. Every employee is involved in implementing and maintaining the Division's Health and Safety Program in accordance with the responsibilities assigned in Appendix A;
 - 1.4. Superintendents, Secretary-Treasurer, Directors, Managers, Principals and Assistant Principals will take all reasonable steps to protect the health and safety of employees and students, and to ensure all employees are aware of their health and safety duties and responsibilities;
 - 1.5. Every employee will take reasonable care to protect themselves, students and others in the workplace, and are expected to cooperate with the Division to create a safe working and learning environment;
 - 1.6. The Division will provide reasonable resources as requested by the WCPS Health and Safety Committee to support the fulfillment of employee health and safety responsibilities;
 - 1.7. Contractors and subcontractors undertaking work for Wolf Creek Public Schools must, as a part of their contract, comply with all relevant workplace health and

safety and and environmental statutes to meet or exceed Wolf Creek Public Schools' program requirements; and

- 1.8. By the effective implementation of this Administrative Procedure, Wolf Creek Public Schools will minimize human and material resources lost due to incidents, reduce disruptions to student learning, and improve the quality of life for employees and students.

Reference: Alberta Occupational Health and Safety Act, Regulation and Code (2009)

Adopted: **October 2006**

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