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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

<b>Policy Code:</b>	GB
<b>Policy Title:</b>	Occupational Health and Safety
<b>Cross Reference:</b>	GBEA, EBCE, EBCD, EBCE, FH, FE
<b>Legal Reference:</b>	Occupational Health and Safety Act, .S.A. 2000; Occupational Health and Safety Regulation, Alberta 62/2003; Occupational Health and Safety Code 2009 Order, Alberta Regulation 87/2009
<b>Adoption Date:</b>	November 14, 2011
<b>Amendment or Re-affirmation Date:</b>	

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO A HEALTH AND SAFETY PROGRAM THAT PROTECTS OUR STAFF, OUR PROPERTY AND OTHER WORKERS WHO ENTER OUR PROPERTY, THE GENERAL PUBLIC AND THE ENVIRONMENT. OUR COMMITMENT TO SAFETY IS IN ACCORDANCE WITH STANDARDS OUTLINED IN THE ALBERTA OCCUPATIONAL HEALTH AND SAFETY LEGISLATION. EMPLOYEES ARE EXPECTED TO MODEL SAFE WORK PRACTICES AND BEHAVIOURS TO CONTRIBUTE TO A CULTURE OF SAFETY AWARENESS.

**GUIDELINES**

1. The program objective is to prevent injuries and property damage in all work execution and operations. To achieve this objective, employees will demonstrate a shared commitment to creating a work atmosphere in which health and safety is implemented with everyday operations.
2. Health and Safety is a shared responsibility and applicable procedures, regulations, codes and statues of the authorities apply to all members of the Horizon School Division community (including Horizon School Division employees, students, contractors and subcontractors, general public using or renting the Horizon School Division facilities.

**REGULATIONS**

1. Employees will be familiar with the requirements of the Alberta Occupational Health and Safety Legislation and the Horizon School Division Health and Safety program as it relates to their work processes. This will be achieved by:
  - 1.1. Promoting a work environment based on employee involvement, teamwork, education, training and commitment;
  - 1.2. Promoting the philosophy that safety is a value associated with every priority;
  - 1.3. Recognizing group and individual achievements;
  - 1.4. Treating everyone with dignity and respect

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- 1.5. Ensuring all regulatory requirements, specifically the *Alberta Occupational Health and Safety Act, Regulation and Code*, are met in all work execution and operations.
2. Horizon School Division is responsible for the health and safety of employees by actively encouraging the participation of all employees in the Health and Safety Program. Also, Horizon School Division will provide the resources required so all employees are aware of their responsibilities and duties under the Alberta Occupational Health and Safety Act, Regulation and Code. Resources will include, but are not limited to, a jurisdiction Health and Safety Manual and an education program for employees.
3. Employees are responsible for protecting the health and safety of themselves and their fellow employees by following all policies and procedures, working safely, and improving health and safety measures where possible. Employees will participate in the education program and be familiar with the content of the Health and Safety Manual. Accident loss can be controlled through good management in combination with staff involvement.
4. All contractors shall meet the Horizon School Division health and safety requirements and all Workers Compensation Board and Occupational Health & Safety applicable acts, regulations and codes.