

Canadian Rockies Public Schools

Canadian Rockies Public Schools
Occupational Health & Safety Manual

2022

Executive Summary

The health and safety of Canadian Rockies Public Schools (CRPS) staff, students, volunteers and contractors is of utmost importance.

This Occupational Health and Safety Manual is a significant resource that is designed to support staff, students, volunteers and contractors in their efforts to maintain their current state of health and well being. To adequately address occupational health and safety, CRPS will adhere to the Education Act, Occupational Health and Safety Legislation, all other relevant safety legislation and CRPS Administrative Procedures including 414, Occupational Health and Safety.

This is a living document that will be reviewed yearly by a committee, and will be updated as required to meet the needs of CRPS and its obligations for health and safety and the organization.

The following administrative procedures (AP's) are to be reviewed as required or prior to the start of a school session.

[AP - 409](#)

[AP - 414](#)

[AP - 192](#)

COVID - 19 / Response

CRPS will follow all guidelines and recommendations as outlined by the Alberta Government and AP 192.

[Fire Protection System Impairment Procedures](#)

[Contractor Health and Safety Procedures](#)

[CRPS - HOT WORK - PERMIT](#)

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Section One - Policy

1.1 Health and Safety Policy

Background

Canadian Rockies Public Schools will conduct all of its business, regardless of location, in a manner, which protects the health and safety of all our employees, contractors, visitors, volunteers, students, and neighbours.

Guidelines

1. Set clear & concise goals:
 - a. Towards the reduction and elimination of injuries and occupational illnesses
 - b. To comply with all applicable laws, act and regulations
 - c. To respond to all safety and health concerns of our employees, contractors, visitors, volunteers, and students
 - d. To proactively manage our health and safety policies
2. Pursue our goals with commitment:
 - a. Canadian Rockies Public Schools shall demonstrate commitment to, and accountability for, safety and occupational health
 - b. All employees and contractors will recognize that safety is a condition of employment
 - c. All employees and contractors are accountable for the safety of themselves and all others in their presence
 - d. All visitors shall cooperate fully with school staff to protect the health and safety of themselves and all others in their presence
3. Provide the means to achieve our goals:
 - a. Develop and adhere to all internal procedures and standards
 - b. Assess and manage all potential risks in our operations
 - c. Verify all employees and contractors are adequately trained to perform their jobs safely
 - d. Promote off the job safety to extend and reinforce safety and health consciousness
4. Evaluate our safety performance and learn from it:
 - a. By encouraging open communication at all levels about incidents, accidents, best practices and lessons learned
 - b. By thoroughly investigating all accidents and incidents to determine root causes and applying these facts to the improvement of our health and safety program
 - c. By systematically auditing behaviours, work processes, management systems and equipment, and promptly correcting all deficiencies
 - d. By employing effective performance measures and communicating the results

Procedures

1. All members of the Canadian Rockies Public Schools are accountable for health, safety and environmental management within their areas of jurisdiction.
2. Staff members have a right to refuse to do any work or operate any equipment that they believe will cause a danger to themselves or others in the area.
3. The Health and Safety Committee will establish proactive risk reduction practices and procedures.
4. Canadian Rockies Public Schools will develop and implement safety procedures and practices as required.
5. The Facility Manager(s) will resolve health, safety and environmental related incidents and concerns promptly.
6. All employees, contractors, visitors, volunteers, and students will comply with all federal, provincial, and municipal legislation while working to establish exemplary practices.
7. Canadian Rockies Public Schools will provide safety training, personal protective equipment (PPE), and safety devices as required.
8. Canadian Rockies Public Schools will establish a District Based Occupational Health & Safety Committee. Committee membership will be reviewed yearly.
9. Canadian Rockies Public Schools will provide a safe workplace and learning environment through inspections, hazard assessments and controls, and regular follow-up on the recommendations generated by them.
10. Canadian Rockies Public Schools will maintain a healthy, safe and environmentally friendly school division as mandated by appropriate legislation.
11. Canadian Rockies Public Schools will develop safety procedures and practices, updating and maintaining the Safety Manual and all associated files and advising all staff on safety related issues.

Definitions

1. Legislative Requirements: Federal and Provincial Acts, Regulations, Codes, Standards, Guidelines and orders, and Municipal by-laws and orders pertaining to health, safety and the environment.
2. District Based Occupational Health and Safety Committees: operate pursuant to Part 3 Section 16 of the Alberta *Occupational Health and Safety Act* and Code respectively.

Signed by:

Christopher MacPhee
Superintendent of Schools

Legal References:

Alberta Occupational Health and Safety Act, June 2018

1.2 Assignment of Safety Responsibilities within CRPS

The Occupational Health and Safety Manual within Canadian Rockies Public Schools is designed to prevent personal injury and loss or damage to property. This can be achieved by planning all work based on avoiding or eliminating hazards and by using safe working procedures and practices.

Individuals will accept responsibility for their personal safety. Supervisory personnel will eliminate or control hazards in their work areas.

The assignment of responsibilities is to be adhered to by all personnel as listed.

Superintendent

The Superintendent has full responsibility for safety in CRPS. The Superintendent will:

- Delegate authority for safety related issues to other administrators;
- Ensure that CRPS complies with provincial legislation, and
- Act as a role model to others in CRPS.
- Ensure completion of all safety training as provided by CRPS

Deputy Superintendent

The Deputy Superintendent has responsibility for the safety in the areas under their supervision. The Deputy Superintendent will:

- Delegate the authority for safety related issues, to key administrators under their supervision;
- Support the Facility Managers in the implementation of safety procedures and practices; and,
- Act as a role model to others in CRPS;
- Ensure completion of all safety training as provided by CRPS.

Director(s)

Director(s) have the responsibility for safety pertinent to the staff, students, volunteers, visitors, contractors and facilities under their supervision. Director(s) will:

- Ensure that staff members and others including volunteers under their supervision are familiar with safe work practices;
- Ensure that staff members and others including volunteers, under their supervision are informed of any hazards in their work area;
- Ensure that staff members are provided with training and supervision is given so that staff have the knowledge and experience to perform their work safely;
- Ensure that staff members complete and process all documentation associated with the CRPS Safety Manual in a timely manner. (e.g. inspections, accident investigations, etc.); and,

- Act as a role model to others in CRPS;
- Ensure completion of all safety training as provided by CRPS.

Principals, Vice Principals, Coordinators and Supervisors

Principals, Vice Principals, Coordinators and Supervisors are responsible for the safety of staff under their direct supervision. Principals, Vice Principals, Coordinators and Supervisors will:

- Ensure staff members and others, including volunteers, are trained in safe work practices and use of equipment required for their job;
- Correct any unsafe acts and whenever possible any unsafe conditions;
- Ensure injured staff members, students and others including volunteers receive prompt first aid;
- Conduct safety meetings for staff members and others including volunteers under their supervision;
- Report (using the accident report form for your school) and investigate accidents, both personal injury and property damage;
- Conduct inspections on work and instructional areas for compliance with safe work practices and to identify potential hazards;
- Act as a role model to others in CRPS;
- Ensure completion of all safety training as provided by CRPS

Staff

Each individual staff member shall accept responsibility for their personal safety. Each individual staff member will:

- Follow prescribed administrative procedures, safety guidelines, and safety regulations;
- Report to a supervisor, any safety hazards as they appear;
- Report to a supervisor any and all accidents, personal and/or property, and any change in health status if it may be due to a job related activity in a timely manner in accordance to WCB where applicable;
- Ask for assistance or further explanation when needed;
- Act as a role model to others in CRPS;
- Ensure completion of all safety training as provided by CRPS.

Alberta's *Occupational Health and Safety Act*, describes the obligations of all workers. Each individual staff member shall, while engaged in an occupation

- take reasonable care to protect the health and safety of themselves and of other staff members present while the staff member is working
- cooperate with the staff member's employer for the purpose of protecting the health and safety of
 - the staff member,
 - other staff members engaged in the work of the employer, and
 - other staff members not engaged in the work

Non-Staff Responsibilities

This includes Volunteers, Contractors and Visitors. Every non-staff member on CRPS property will:

- Follow CRPS safety guidelines
- Report any safety hazards they see to site based administration
- Follow safety rules and regulations
- Report to School Administration any and all accidents, personal or property
- Ask for assistance if required
- Act in a manner that will be an example to student

1.3 Accountability

Staff of CRPS are encouraged and expected to accept responsibility for their personal safety and the safety of others. This responsibility is reflected in [CRPS values](#). In the rare instance when an employee deliberately or repeatedly disregards those responsibilities and values, disciplinary action may take place to correct the issue at hand.

1.4 District Based Occupational Health and Safety Committee (OH&S)

The District Based Occupational Health and Safety Committee are representatives working together to identify and solve health and safety problems within CRPS. Committee members consider the impact of health and safety issues within the Division and work to formulate and recommend solutions to management on corrective measures. No staff member can hold the Committee responsible for unsafe or unhealthy situations. The Committee is responsible for recommending how health and safety issues that have been identified may be addressed, not for carrying out the necessary remedial actions.

The purpose of the District Based OH&S Committee is to bring members together to be proactive and to ensure the health and safety of individuals and staff in CRPS.

CRPS will abide by OH&S requirements for the structure of the Health and Safety committee(s).

1.4.1 Canadian Rockies Public Schools OH&S Committee members, depending upon the location site, may include and is not limited to the following:

- CUPE 4306
- CUPE 37
- ATA
- Admin
- Each school site
- Safety Supervisor

1.5 Supervision - New Employees

New employees may have a greater risk for accidents than the more experienced staff member. Supervisors must provide new employees with appropriate training and ongoing supervision appropriate to their position. This training and supervision must be documented.

This is accomplished by completing a **Teacher / Staff Orientation Checklist** (see appendix A) for new employees to the facility *and ensuring this form is available on their personnel file*. New employees will be observed and assistance will be provided as necessary by the supervisor or a competent worker. A competent worker is defined as “competent” in relation to a worker who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

The degree of supervision will depend on the new employee’s experience and previous training as well as the hazards related to their job. Online safety training will be assigned periodically. Where an employee works from another location or is working alone, OH&S guidelines will be followed. Employees must review the appropriate hazard assessment for their position.

If a staff member deliberately or repeatedly disregards their health and safety duties and responsibilities, or endangers or injures another staff member, disciplinary action may be taken.

1.6 Record Keeping

The retention of health and safety related records are essential to satisfy legislative requirements and allow us to see trends and should be retained for a minimum of three years. Records will be updated, maintained and culled by the OH and S Officer. Good documentation will demonstrate that all elements of the safety program are being implemented. Periodic review allows the evaluation of progress being made and the degree to which the program is effective and areas requiring additional attention.

Safety records will include:

- Elements of the health and safety program
- Joint workplace health and safety committee terms of reference, membership, minutes and related documentation
- Periodic hazard assessments of buildings and other permanent workplaces, projects, critical tasks and preventative measures taken
- Written safe work practices and procedures
- Maintenance of vehicles, personal protective equipment, hand tools, power tools, lifting equipment, and other items which require routine or preventative maintenance and for any items which have been repaired
- Employee site orientation and training, including job skills, WHMIS, first aid certification and expiry date, and hazard or inspection specific training
- Workplace inspections
- Incident investigations, recommendations and follow-up actions
- Disciplinary or commendation actions
- First aid records
- Emergency response plans including updated contacts and phone numbers
- Records of health and safety program activities
- A record of incidents and injuries (online)

1.7 Information Sharing

Schools and facilities will use a combination of email, online training courses, online safety manual and written notices to inform staff of safety information pertinent to their occupational health and safety.

All schools and facilities must ensure the following are posted:

- CRPS Administrative Safety Procedures
- Names of all first aid qualified staff members in the school or facility (posted in the front office by the first aid kit)

All schools must have the following in every classroom:

- A posted evacuation plan showing evacuation routes from every classroom
- Teacher emergency procedures (Emergency Procedures)

The following must be made available for examination at each school:

- A record of all fire drills and fire alarm verifications and all other drills
- The *Occupational Health and Safety Act*, Regulation and Code (electronically)

Section Two – Hazard Control and Identification

2.1 Principles of Hazard Control

In general, the preferred point of control is at the source. Ideally, the hazard can be eliminated or a less hazardous process or material can be substituted. If that is not possible, isolation of the hazard at the source is the next best solution. A variety of engineering or administrative controls may be available for that purpose. Where control at the source is not feasible, control along the path is the next best solution. Control along the path includes ventilation, as well as a variety of enclosures and barriers. Failing elimination, substitution or isolation, as described above, the focus should move to the use of administrative controls and Personal Protective Equipment (PPE). These controls are considered less desirable because they do not remove the hazard itself. Moreover, if the PPE fails, there is no source of backup protection. Nonetheless, there are many situations where there is no feasible alternative. In some cases, PPE is used only for especially hazardous and temporary situations. In other cases PPE is a backup in case other controls fail. Protective footwear is a good example. Ideally, good housekeeping and safe work practices should eliminate any possibility of falling objects or contact between equipment and workers feet, for example.

When PPE is considered, it is essential that the correct equipment is selected. This requires a detailed assessment of the hazard, as well as knowledge of the characteristics of individual workers. Recommendations for particular protective devices must be based on the principle of protecting one worker against one hazard in the most effective way possible. The best source of information about the capabilities of a protective device is the manufacturer.

Information is printed on the packaging and instruction manuals, and data sheets are usually available.

2.1.1 Hazard Control Strategies

The following are common hazard control strategies, in order of effectiveness:

- Eliminate the hazard
- Substitute the hazard with less hazardous or non-hazardous options
- Minimize the risk due to the hazard
 - Reduce the exposure
 - Engineering controls
 - Administrative controls

 - Personal protective equipment (PPE) and clothing
 - Have an emergency plan in place

2.1.1.1 Hazard Control Strategies

This is the most effective measure because the risk is eliminated. Examples of options in this category are:

- Choose a different process
- Modify an existing process by changing the energy type
- Modify or change equipment or tools

- Lock out and/or turn off power sources

2.1.1.2 Substitute the Hazard

Substitute the hazard with less or non-hazardous options. This measure is very effective, especially for hazardous substances, and its application in the safety field is practicable. Examples include:

- Replace solvents by water solutions
- Substitute less harmful cleaning chemicals
- Use latex paint instead of acrylic
- Use an extension reach tool rather than climbing on a ladder
- Use a non-sparking hammer in a flammable atmosphere in lieu of a steel hammer

2.1.1.3 Minimize the Risk Due to the Hazard

If the hazard cannot be eliminated or substituted, efforts should be made to minimize the risk to the employee due to the injurious contact with the hazard. This is achieved by either using one, or a combination of the following methods of control:

Engineering controls:

- Build enclosures to contain the hazard
- Group noisy machinery in a room
- Use wet methods to suppress dust
- Capture contaminants at their source with ventilation
- Ensure sufficient general ventilation
- Have adjustable workstations and quality chairs

Administrative controls:

- Reduce the time or frequency of exposure to a hazardous substance
- Evaluate the employee's physical, mental and emotional capacity before a job placement
- Ensure that the employee can perform work without endangering their own health and safety, or that of others
- Develop safe work procedures
- Train the employee to perform the task safely
- Provide health and safety education
- Employ good housekeeping including workplace cleanliness and proper waste handling
- Routinely assess employee exposure to airborne contaminants

Personal protective equipment and clothing (PPE):

- Use foot protection when carrying heavy objects
- Protect fingers and hands with appropriate gloves to prevent cuts
- Use fall protection when working at heights
- Select and use hearing protection

PPE should only be relied upon when the above interventions are impractical, and it can be demonstrated that the risk to employee health cannot be eliminated or maintained below acceptable standards.

All of these control measures are in order of effectiveness and must be selected as such. Only when it is deemed impractical can we look at the next level of control. Often controls for a particular hazard involve all of the different levels of control.

2.2 Hazard Reporting

It is important that hazards in the workplace are reported. If everyone is always on the lookout for hazards in their respective workspace, the employee can make their workplace a much safer and healthier place to work, teach and learn.

A step by step process for reporting concerns for hazards is important so everyone has expectations on how these matters will be handled, by whom, and how long the process should take. This will provide everyone with a guide to follow and to which they can refer.

Step 1. An employee has a concern for a potential hazard

- a. The first source of information will be this manual:
 - i. The employee should bring the matter to the attention of the immediate Supervisor or Administrator.
 - ii. A "Safety Suggestion Form" (see WORKS program) is to be completed by the employee and provided to the direct supervisor.

Step 2. The Supervisor must consider the concern, and attempt to determine the validity of the concern.

- a. If the concern is deemed valid, the Supervisor or Administrator must implement any corrective actions identified if they have the authority and means to do so. If they do not have the means, nor the authority to rectify the situation, they must send the Safety Concern Form to the Safety Officer as indicated on the form for action.
- b. If the concern is not deemed valid, the Supervisor or Administrator must put this decision in writing to the concerned employee, explaining the reasons.
- c. The Supervisor or Administrator must respond to the employee within 48 hours of receiving the Safety Concern Form.

Step 3. If the employee accepts the response and it is implemented, no further action is required.

Step 4. If the employee does not agree with the response, or any time line has expired, they may refer the concern to the Safety Officer. A response to the concern will occur within 48 hours.

2.3 Identification of Existing or Potential Hazards

The identification of hazards at a workplace, although one of the most complex and time consuming parts of this program, is one of the most important.

A 'Workplace Hazard Assessment' is the systematic examination of a job intended to identify potential hazards, assess the level of risk and evaluate practical measures to control the risk.

A workplace hazard assessment is not a workplace inspection or an audit procedure. An inspection is the systematic examination of workplace conditions and practices to determine their conformity with company procedures and compliance with prescribed health and safety regulations. An audit process is a systematic examination of the safety management system to determine if work activities and related results comply with planned prevention policies and established programs.

A workplace hazard assessment is proactive, although it may be used in response to a rising rate of injuries and illnesses. Hazards should be recognized and preventive measures implemented at the planning and organizing stages of the work. It should be emphasized that the focus of the hazard assessment is to examine the job and not the person who is doing the job. When you identify each job, document it and rank the jobs in order of priority. The jobs with the highest potential to cause an injury or illness are to be addressed first.

Look at every situation and ask:

- What harm could this cause to an employee or student?
- How is the employee or student protected from harm?
- Can the hazard be removed?
- Can the employee's or student's exposure be reduced or eliminated to the hazard?

Supervisors, Administrators and employees must be involved during this evaluation as they often have answers to these questions.

Information from this section forms an essential part of employee training. A list of hazards identified in this also forms the basis of an inspection checklist to be used during the workplace inspection.

A workplace hazard assessment is how hazards found in our workplaces are identified. It is a proven method of systematically identifying the risks.

2.4 Ranking Workplace Hazard Assessments

Ideally, a workplace hazard assessment should be performed for all jobs including instructional and non-instructional positions. However, there are practical constraints on time and resources, therefore every individual job does not require that a hazard assessment be conducted. Only one hazard assessment will be performed for all positions of similar functions or nature.

To evaluate the job, look at the (4) factors:

1. Frequency of exposure to the hazard
 - How often is this task performed?

2. Probability of an accident occurring
 - How dangerous is this task?
 - What is the likelihood the hazard will result in an accident causing harm?

3. Consequences if the job is not controlled
 - How severe could the loss be?

4. Risk Classification
 - What are the priorities for analysing the job?

Job Hazard Ranking Assessment Scale	
Scale	Description
Frequency Ranking / Assess and Prioritize (A)	
1	Less than per month
2	At least once per month
3	At least once per week
4	One or more times per day
Hazard Probability Ranking (B)	
1	Not likely
2	Remote-not likely but possibly once every 5-20 years
3	Occasional-likely to happen once every 1-5 year
4	Probable-expected to happen often once per year
Potential Consequence Ranking (C)	
1	Negligible-no injury, first aid, limited property damage
2	Marginal-first aid, minor injury/illness-no time loss
3	Critical-lost time injury, temporary disability
4	Catastrophic-serious injury/illness; permanent disability, death, extensive property damage
Risk Classification	
1-18	Low risk-minimal controls
19-36	Medium Risk-take scheduled action to minimize
40-64	High Risk-"Critical Task"; take immediate action to eliminate hazards or reduce the degree of risk

Job Hazard Ranking = A x B x C = Risk = Classification (Low / Med / High)

Those jobs with the highest ranking must get analysed first

Example of application of job ranking priority scale:

Job “A” has a frequency (A) ranking of 2 and the probability (B) ranking is 3 and the potential ranking is 2 therefore, the risk classification = $2 \times 3 \times 2 = 12$ - Low Risk

2.5 Performing a Workplace Hazard Assessment

There are seven (7) steps to performing a workplace hazard assessment:

1. Select the job to be analysed
2. List the types of work and work related activities/tasks
3. Identify existing or potential hazard sources/types
4. Assess risk and prioritize hazards
5. Identify and implement hazard controls
6. Review/communicate with affected staff
7. Schedule next revision or update to assessment

2.5.1 Step 1 – Select the job to be analysed

The following are important factors to be considered when selecting a job for hazard assessments. Each hazard assessment may require revision when changes occur in equipment, raw materials, processes or environment:

- Accident, injury and illness statistics, jobs where accidents occur frequently or when they result in disabling injuries or illnesses
- Absenteeism, jobs where employees take frequent sick leaves or other leaves of absence
- Signs and symptoms of harmful exposures, the hazard the job poses and a danger of harmful exposure
- Potential for severe injuries or illnesses, the consequences of an accident, hazardous conditions, or exposure to a harmful substance are potentially severe
- Modified jobs, new hazards may be associated with changes in job procedures/processes
- Infrequently performed jobs, employees may be at greater risk when undertaking non-routine jobs
- Jobs with frequent work interruptions due to technical difficulties
- Jobs with excessive waste generation and production losses
- Jobs where employees are required to work alone in isolated workplaces

2.5.2 Step 2 – List the types of work and work related activities/tasks

A task or activity is a segment of an overall job. Completion of each operational task in proper sequence leads to completion of the job. It is important to keep the tasks in their correct sequence. Any task which

is placed out of sequence may cause potential hazards to be missed or introduce hazards which would not otherwise exist.

- When conducting a hazard assessment each task or activity is recorded in its proper sequence. Notes should be made of **what** is to be done rather than **how** it is done. Each item is started with an action verb.
- Ensure that all basic tasks/activities are noted.

2.5.3 Step 3 – Identify existing or potential hazards sources/types

Use accident experience, near-miss information, observation of the employee and equipment, as well as discussions with the employees doing the job:

- List the things that could go wrong
- Assess the work environment
- Determine what hazardous materials are being used
- Identify concerns with heat or cold
- Identify lighting, ergonomic or noise considerations
- Determine if the seasons or conditions affect the way work is to be done

2.5.4 Step 4 - Assess risk and prioritize hazards

Assessing hazards means taking a careful look at what could harm workers at the worksite. The purpose of hazard assessment is to prevent work related injury or illness to workers. In its simplest form, hazard assessment answers the question of “what if...?”

Prioritize hazards by determining:

- Severity – potential consequences of exposure to the hazard
- Probability – likelihood of an incident occurring
- Frequency – number of times the worker is exposed to the hazard

The higher the rating the greater the hazard and the highest hazards are addressed first

2.5.5 Step 5 - Identify and implement hazard controls

The fifth step in a workplace hazard assessment is determining ways to eliminate or mitigate the hazards identified. There are two approaches for doing this:

- Hazard control strategies (summary of recommended hazard control procedures/measures), and
- Provide proper tools/materials for safe work procedures

The objective of both approaches is the same - the prevention of injuries, illnesses and other losses.

2.5.6 Step 6 - Review/communicate with affected staff

Once the preventive measures are selected, the results must be communicated to employees who are, or will be, performing that job. The results of a workplace hazard assessment are best presented by

developing a work procedure in a narrative-style format. If a written work procedure already exists, it should be revised to include health and safety items identified by the workplace hazard assessment.

2.5.7 Step 7 - Schedule next revision or update to assessment

It is essential to establish a follow-up and review process for monitoring the effectiveness of the preventive measures implemented following the workplace hazard assessment. This should be completed no more than 30 days after the control measures have been implemented. Items to identify during the follow up should include:

- Ensure new hazards have not been created
- Seek feedback from employees performing the job
- Ensure employees are following the procedures and practices required by the workplace hazard assessment
- Assess the need for a revised workplace hazard assessment
- Implement continuous improvements

An annual review or as required (within 36 months) is useful to ensure components of the workplace hazard assessment remain current and functional and that employees are following the procedures and practices as recommended by the hazard assessment. A need for a repeat workplace hazard assessment may arise when:

- A new job is created
- An existing job is changed
- Equipment or process is changed

2.6 Workplace Hazard Assessment Form

See CRPS website, Health and Safety for hazard assessment form.

2.7 Safety Concerns

2.7.1 The Hazard Identification System

The program shall include:

- A hazard identification system that includes:
- Evaluation of the workplace to identify potential hazards
- Procedures and schedules for regular inspection
- Procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards
- Identification of the circumstances where hazards must be reported by the employer to the committee or representative, if any, and the procedures for doing a system for workplace occupational health and safety monitoring, prompt follow up and control of identified hazards.

A careful examination of work practices provides information that is essential for building an effective health and safety program. Using the Hazard Identification System, identify high risk tasks, break down each task into steps, identify potential hazards in each step and suggest ways to control or eliminate the

hazard. For this process to be effective, it is critical that the people doing the work contribute what they know.

The first step is to identify potential hazards. To do this, use the following steps:

1. **List All Tasks**

Identify and list each part of the work to be completed. If some of the work will be contracted out, the contractors can be responsible for their work analysis, but you are responsible to ensure that the hazard analysis is completed for their work.

2. **Identify “Critical” Tasks**

Critical tasks are the high risk tasks. It is not always practical to break down every job. Identify which tasks have a high risk by using your experience, accident history and estimated potential for serious consequences if something goes wrong. Ask the people who do the job for their input.

3. **Break the Critical Tasks into Steps**

Break the job into its parts in the correct sequence. Do this by watching the job as it is being done. Consult with the person doing the job.

Review each step. This can contribute to better productivity as well as improve health and safety.

- Can they be simplified?
- Can they be combined?
- Can they be substituted?

4. **Identify Potential Hazards in Each Step**

Use accident experience, near-miss information, observation of the worker and equipment, as well as discussions with the workers doing the job. List the things that could go wrong. Assess the work environment. What hazardous materials are being used? Do the seasons or conditions affect the way work is to be done?

5. **Find Ways to Control or Eliminate the Hazards in Each Step**

List what must be done to make the task safer and more efficient. Is there a way to substitute or eliminate the task? Can it be altered to reduce or remove the risk?

The Hazard Identification System or job hazard analysis identifies high risk tasks, breaks down each task into steps as above. This process should result in a record of hazards.

The next step is to use the job hazard analysis as a basis for all procedures, training, orientation and monitoring requirements.

RESPONSIBILITIES AND FUNCTIONS

Occupational Health and Facilities Manager

- General responsibility to ensure the hazard identification system is implemented
- Delegate responsibility/authority to trained and competent personnel
- Review effectiveness on an annual basis
- Identify training needs and provide training opportunities

OH&S Officer

Assist persons carrying out hazard assessments on request.

Site Administrators

Ensure hazard assessment checklists are completed and provided to the Safety Officer and to the Occupational Health and Safety Committee.

Control hazards by administrative engineering, safe work practices and procedures and PPE solutions.

Review work sites periodically and assess for effectiveness.

2.7.2 Concern and Complaint Process

- The employee must address the issue verbally or in writing to their immediate supervisor within **24 hours**.
- The supervisor must investigate the concern/complaint and respond to the employee within **2 working days**.
- If the employee believes that the response is unsatisfactory, they shall forward the concern/complaint in writing to the Occupational Health and Safety Officer or departmental representative.
- The O H and S Officer will investigate and respond in writing to the employee and the Superintendent or designate with their recommendations.
- The Superintendent or designate will review the recommendation and will respond in writing to the employee and the Safety Officer.
- If the employee is still not satisfied with the response, they have the right to appeal to Occupational Health and Safety.

2.7.3 Employee Rights

The Occupational Health and Safety Act gives employees four basic rights:

1. The right to a safe school/workplace
 - This is a fundamental foundation of the *Occupational Health and Safety Act*
2. The right to know

- To be informed about actual and potential hazards in the school/workplace and how these hazards are controlled
3. The right to participate
- Participation or representation in school/workplace health and safety activities through the Occupational Health and Safety Committee or as an employee health and safety representative
4. The right to refuse
- To refuse unsafe work; the employee must follow the prescribed protocol

2.7.4 Right to Refuse Work

Any worker has the right and the responsibility to refuse work if they believe the work is dangerous. If a person believes a task or situation is dangerous, they should:

- Report the concern to the supervisor immediately.
- Go to a safe place but stay at the workplace, as you may be assigned to do other work.
- The supervisor should investigate the work refusal promptly in the presence of the worker. If the supervisor agrees with the worker, the problem must be fixed before any more work can be carried out.
- If the supervisor disagrees with the worker, yet the worker still feels unsafe, the worker should:
 - Report the concern to the Health and Safety Officer or representative.
 - The supervisor may ask another worker to do the job only if they inform the other person of the reasons for the individual's refusal.
 - The Health and Safety Officer or representative will investigate the situation. If they agree with the refusal they will recommend that the problem be fixed. If they disagree, the person will be advised to return to work.
- If, only after following the steps above, the worker still feels unsafe, they may continue to refuse to do the work and call Provincial Occupational Health and Safety.
- Providing the steps have been followed, a representative/officer will investigate the concern as soon as possible and make a recommendation either to correct the situation or advise the worker to return to work.
- A worker's right to refuse is protected under the law from discriminatory action to the point where they are advised to return to work by the officer.

2.7.5 Occupational Health and Safety Concern Form

See Appendix A for Occupational Health and Safety Concern form (WORKS Program)

Section Three – Workplace Inspections

3.1 Building Safety Inspection Checklist

The OH& S officer is responsible for conducting annual inspections and follow-ups, for the purpose of identifying conditions and/or practices that are potential safety hazards. A completed Building Inspection Checklist for each facility will be kept in the district OH and S team drive. The Maintenance Department will be notified of any hazards found and act upon the identified hazard; and the checklist must be signed-off by the OH and S Officer.

Guidelines:

1. The OH & S officer will conduct an annual inspection of the schools and workplaces.
2. A copy of the inspection checklist is located in Appendix A. This checklist can be modified to reflect the school or facility.
3. The OH&S Officer will when necessary include employees who work in high risk areas during inspections.

3.2 Building Inspection Checklist Form

See Appendix A for Building Inspection Checklist form

Section Four – CRPS Occupational Health and Safety (OHS) Standards

4.1 OHS STANDARD - 01

Reporting Workplace Hazards or Unsafe Conditions

All employees have a legal duty to report workplace hazards and unsafe conditions to their Administrator. The *Occupational Health and Safety Act*, Part 1 Section 5 requires that every worker take reasonable care to protect the health and safety of themselves and other workers present. They must also cooperate with the employer for the purpose of protecting the health and safety of themselves and others. Site Administrators are expected to follow-up and take appropriate corrective action when they are notified of hazards or unsafe conditions.

Hazard and Unsafe Condition Reporting Guidelines:

1. Wherever possible, site Administrators shall first consider strategies to eliminate hazards or unsafe conditions. The hazard or unsafe condition must be handled immediately, and if possible, dealt with onsite.
2. Whenever the hazard or unsafe condition cannot be resolved onsite, the site Administrator for that site shall direct the complaint to the appropriate person immediately. Generally the complaint will route from the local site to the appropriate department.
3. The OH&S - WORKS Program (near miss and hazards forms) shall be used for reporting all hazards or unsafe conditions. On completion of corrective action the original complainant will be informed of the action taken.
4. Site Administrators shall:
 - a. Deal with the complaint immediately on site and refer to the appropriate department or pass the complaint to another site for resolution.
 - b. A written hazard assessment may be required to identify the existing hazards arising from the conditions and circumstances of the employee's complaint. The employee(s) affected by the hazard or unsafe condition shall participate in the hazard assessment.
 - c. Ensure that the hazard assessment is communicated to employees affected by the assessment.
 - d. Take reasonable and practicable steps to eliminate and/or control the hazards identified by the hazard assessment. Employees affected by the hazard should participate in the elimination or control of identified hazards.

- e. If the steps necessary to eliminate and/or control the hazards cannot be immediately put in place, then administrative action must be taken to ensure that all workers are aware of the hazard or unsafe condition.
- f. Educate and train employees regarding the reporting of workplace hazards or unsafe conditions.

4.2 OHS Standard - 02

Reporting Work Related Injury & Illness

Employees have a legal duty to report a work related injury or illness to their Administrator. The *Occupational Health and Safety Act* Part 5 Section 40 requires that every worker report every work related injury or acute illness to their employer. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance in case of future complications with the injury. Similarly, recurrent injuries reported by several workers may suggest the need to change some aspect of the worksite or the tasks performed by the workers. Site Administrators are expected to investigate and take appropriate corrective action when they are notified of work-related injury or acute illness.

Work Related Injury and Illness Reporting Guidelines:

1. Employees who are injured or succumb to an acute illness shall complete the Employee's WCB Worker's employee accident report found in the WORKS program, this report is automatically routed to the site administrator, OH and S officer and HR.
2. Site Administrators will:
 - a. Educate and train employees regarding the reporting of workplace hazards or unsafe conditions.
 - b. Report events of the following nature:
 - A death
 - An injury or accident that results in a hospital stay greater than 2 days
 - An explosion
 - A fire or flood that causes serious injury, or has the potential to cause serious injury
3. OH and S Officer will:
 - a. Immediately investigate the injury or illness, getting a full description of the circumstances and listing all corrective actions required to eliminate or reduce the chance of recurrence.

Definitions:

“Work-related injury” – any injury that occurs at work and requires professional medical treatment. (i.e. cuts, strain, and sprains)

“Work-related illness” – any abnormal conditions or disorders caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases that may be caused by inhalation, absorption, ingestion, or direct contact. (*Accident Prevention Manual, 14th Ed., P. 265*)

4.3 OHS Standard - 03

Stoppage of Unsafe Work

Canadian Rockies Public Schools are responsible for ensuring the health and safety of every worker present at their worksite (*Occupational Health and Safety Act Part 8 Section 60*). Every worker must take reasonable care to protect the health and safety of themselves and other workers present where they are working. Workers must also cooperate with CRPS for the purpose of protecting the health and safety of all workers present at the worksite (*Occupational Health and Safety Act, Section 3*). Site Administrators are expected to stop any unsafe work they note, and take appropriate corrective action to make the work safe.

Stoppage of Unsafe Work Guidelines:

1. Wherever a Site Administrator notes or is notified of a worker performing unsafe work, or working unsafely they shall immediately direct the worker to stop the work.
2. Once the unsafe work has stopped, the situation must be investigated and action taken to eliminate the danger.
3. If the worker does not agree with the recommended corrective actions, the OH and S Officer shall be immediately notified.
4. A Hazard Assessment may be required to completely assess the unsafe condition and identify appropriate controls to eliminate the unsafe condition.
5. When a Hazard Assessment is required Site Administrators shall:
 - a. Prepare a written Hazard Assessment to identify the existing hazards arising from unsafe conditions and the circumstances of the unsafe conditions. The employee(s) affected by the hazards or unsafe conditions shall participate in the hazard assessment.
 - b. The hazard assessment must be communicated to employees affected by the assessment.
 - c. Take all reasonable and practicable steps to eliminate and/or control the hazards identified by the Hazard Assessment. Employees affected by the hazard should participate in the elimination or control of identified hazards.

- d. If the steps necessary to eliminate and/or control the hazards cannot be immediately put in place, action must be taken to ensure that all workers are aware of the hazards or unsafe conditions, and work must not be re-commenced until the hazards or unsafe conditions have been rectified.
6. Workers must take reasonable care to protect themselves and those around them. Every worker has the right and responsibility to refuse unsafe work. Whenever this happens this procedure shall also be used to investigate and correct the situation.

4.4 OHS Standard - 04

Right to Refuse Unsafe Work

Occupational Health and Safety Act Part 4 Section 31

There may be work situations encountered involving safety and health risks. Hazardous and dangerous situations should immediately be reported to the Site Administrator in order to prevent an injury or illness. In most cases, the situation can be resolved immediately by eliminating the hazard. If the situation is not rectified, you have a legal responsibility to refuse the work. Site Administrators must respect the worker's right to be safe and take any steps necessary to achieve that goal.

Worker Guidelines:

1. Whenever you encounter a health or safety danger for which you have not been trained, you must immediately stop that job, or refuse to start it (this type of danger is called an imminent danger).
2. Report as soon as possible to your Administrator, or any other person in authority at the worksite, telling them of your refusal and giving your reasons for refusing the work.
3. Complete the Safety Hazard form found in the Health and Safety WORKS program.
4. If you and your Administrator cannot agree on the corrective action required to make the job safe, the OH and S Officer must be asked to help for the purpose of resolving the health or safety concern which prompted the refusal of work.

Site Administrator Guidelines:

1. On being notified of a work refusal for a unsafe work hazard condition the Site Administrator shall:
 - a. Investigate and take corrective action to eliminate the imminent danger.
 - b. Ensure that no worker is assigned to use or operate the tool, appliance or equipment, or to perform the work for which a worker has made a notification of an unsafe work hazard condition until the hazard has been corrected.

2. No person shall dismiss or take any other disciplinary action against a worker by reason of a worker acting in compliance with this safety standard.

4.5 OHS Standard - 05

Workplace Hazard Assessment

Employers have a legal duty to conduct workplace hazard assessments for all positions within their area of responsibility. The *Occupational Health and Safety Code*, Part 2 requires that every Site Administrator, along with the OH and S District based committee must assess their worksite and identify existing or potential hazards. A report must be prepared, reporting the results of the hazard assessment and the methods used to control or eliminate the hazards.

Hazard Assessment Guidelines:

1. Whenever possible, a worker must be involved in the identification, assessment, and control of the hazards in their work area.
2. The Site Administrator must ensure that workers affected by the hazards identified in the Hazard Assessment Report are informed of the hazards and the methods used to control or eliminate the hazards.
3. A written Hazard Assessment may be required to identify the existing hazards arising from the conditions and circumstances of the employee's complaint. The employee(s) affected by the hazard or unsafe condition shall participate in the hazard assessment.
 - a. Ensure that the Hazard Assessment is communicated to all employees affected by the assessment.
 - b. Take reasonable and practicable steps to eliminate and/or control the hazards identified by the hazard assessment. Employees affected by the hazard should participate in the elimination or control of identified hazards.
 - c. If the steps necessary to eliminate and /or control the hazards cannot be immediately put in place, then administrative action must be taken to ensure that all workers are aware of the hazard or unsafe condition
 - d. Educate and train employees regarding the reporting of workplace hazards or unsafe conditions.

4.6 OHS Standard - 06

Workplace Inspections

Occupational Health and Safety Act Part 8 Section 51

CRPS must ensure that everybody is safe in the workplace. The inspection process is one proactive approach used by CRPS to ensure our facilities are safe. Site Administrators, along with the CRPS

OH&S Officer are expected to perform a complete inspection of their facility once per year. Site administrators must also follow up and take appropriate corrective action when they notice hazards, unsafe conditions, or unsafe acts.

Guidelines:

1. The Site Administrator shall ensure that an annual inspection happens in their workplace.
2. The inspection team must consist of at least two persons, and preferably three.
3. See Appendix A for the inspection health and safety checklist. This checklist can be modified to reflect the school or facility.
4. The OH&S officer is available to answer questions and assist you, and is part of the inspection team.
5. Site Administrators shall:
 - a. Conduct a complete workplace inspection annually,
 - b. Note that all NI (needs improvement) and NA (not acceptable) items are included on the Inspection Report.
 - c. Ensure that all unsafe conditions or practices, which have been noted on the Health and Safety Inspection Report, which cannot be immediately corrected, are communicated to staff.
 - d. Continue to monitor the Inspection Report until all items have been corrected.

4.7 OHS Standard - 07

Working Alone

Part 28 of the *Alberta Occupational Health and Safety Code* establishes requirements for employers and employees to follow if employees work alone. You are considered to be working alone at a worksite in circumstances where assistance is not readily available (e.g. visible or audible contact with person(s) capable of providing assistance) in the event of an injury, illness, or emergency. A worksite also includes a vehicle used by an employee as part of their job.

Working Alone Protocol:

1. Wherever possible, Site Administrators shall first consider strategies to eliminate situations where employees work alone. If employees do not work alone then the requirements of the Code do not apply.
2. If employees work alone, Principals and Site Administrators shall:
 - a. Identify all employees that work alone

- b. Ensure a written Hazard Assessment is conducted to identify existing or potential hazards arising from the conditions and circumstances of the employee's work. The employee(s) affected by the hazard shall participate in the hazard assessment.
 - c. Ensure that the Hazard Assessment is communicated to all employees affected by the assessment and that further hazard assessments are conducted at intervals of time appropriate to the conditions and circumstances of the work.
 - d. Take reasonable and practicable steps to eliminate and/or control the hazards identified by the Hazard Assessment. Employees affected by the hazard should participate in the elimination or control of identified hazards.
 - e. Establish an effective communication system between the employee and person(s) capable of responding to their needs in the event of injury, illness or emergency. This may include mechanical or electronic communications systems and/or a check in procedure at intervals appropriate to the nature of the hazard.
 - f. Educate or train employees regarding working alone requirements, and the safe work procedures or practices in place to protect them from hazards identified during the assessment.
3. If an employee **chooses** to work alone it becomes the responsibility of that employee to establish an effective communication system for their personal safety.

4.8 OHS Standard - 8

Visitors, Volunteers, Contract, and Temporary Workers

Visitors, volunteers, contract, and temporary workers that perform work at CRPS sites, meet the definition of "workers" under the *Occupational Health and Safety Act*, Part 1. Anyone that conducts work at a worksite, including volunteers, is subject to the same regulatory requirements of the Alberta *Occupational Health and Safety Act, Regulation, and Code* that applies to all District employees.

Site Administrators shall ensure:

- Division and site specific health and safety requirements are communicated to visitors, tenants, volunteers, temporary or contract workers, and students that occupy the worksite.
- Only persons authorized by the Site Administrator may serve as volunteers, visitors, or contract workers.
- The potential or inherent risks associated with the planned activity, and applicable worksite hazards, are explained to the prospective volunteer, visitor, or contract worker.
- The appropriate orientation, training, and supervision are provided for volunteers, visitors, and contract workers, prior to commencement of their planned activity or service work (refer to the General Health and Safety Orientation Checklist or the Contractor Health and Safety Orientation Checklist, Appendix A).
- OH&S Personnel Support Services are consulted prior to the start of work about volunteer, visitor, or contract worker activities that may involve unusual health and safety risks.

- Work-related injuries and illness are reported within the Report an Accident section found in the WORKS program. Staff will fill in the WCB form. Principal will complete on behalf of staff member if necessary

Prime Contractor Requirements:

If there are two or more contractors at a worksite (e.g. a painting contractor is hired during a renovation or construction project), the Facility and or Maintenance Manager is responsible for ensuring that a prime contractor for health and safety is designated in writing. The prime contractor is responsible for establishing and maintaining an effective health and safety system while the work is being conducted. If no prime contractor is designated then the owner of the worksite (e.g. the Site Administrator on behalf of the District) becomes the prime contractor.

Site Administrators shall first consult with the Facilities Services Department regarding the requirements for a prime contractor, prior to engaging the services of a contractor. Prime Contractors must meet obligations of sections 9 and 10 of the *Occupational Health and Safety Act* (June 2018).

Site Administrators may choose to assume the role of prime contractor but can only do so if they have sufficient resources and qualifications to meet the prime contractor responsibilities required under the *Occupational Health and Safety Act*.

Prime Contractor

If there are two (2) or more employers involved in work at a worksite at the same time (e.g. when services are performed by outside contractors) there must be a “prime contractor” assigned to the worksite. The prime contractor for a worksite is:

The contractor, employer, or other person who enters into an agreement with the owner of the worksite to be the prime contractor.

If no agreement has been made or is in force, the owner of the worksite. The role of the prime contractor is to have a system in place that ensures, as far as reasonable and practicable, that the *Occupational Health and Safety Act, Regulation, and Code* are being complied with at the worksite.

4.9 OHS Standard - 09

Shop Related Safety and Maintenance Directives

The *Occupational Health and Safety Act*, Part 1 Section 5 requires that every worker take reasonable care to protect the health and safety of themselves and other workers present. They must also cooperate with the employer for the purpose of protecting the health and safety of themselves and others.

Noise guidelines:

1. Educate and train staff and students regarding:
 - a. The use and care of hearing protection

- b. The effects of noise on hearing
 - c. The responsibility to wear the hearing protection provided
 - d. The requirement for everyone in the shop to wear hearing protection whenever a stationary tool is running
 - e. The requirement for those using portable tools to use hearing protection, along with everybody within a 2 meter radius of that portable tool
2. Post “Hearing Protection Should Be Worn” signs at every entrance to the shop area.
 3. Replace hearing protection as required; to ensure that shop staff and students have a well-maintained set of hearing protection available. This will be a school-related expense.
 4. Enforce this directive to ensure universal compliance of all staff and students in the shop area(s).

Additional Shop Guidelines:

1. Emptying of dust collection systems and sumps are a Site Administrator responsibility along with the disposal of used oil, stains, or other finishing supplies. Facilities Manager must be informed when any of these situations require action.
2. The Administrator is to review these guidelines with shop teachers

Section Five – Accident and Incident Investigation

5.1 Accident and Incident Investigation

The purpose of an accident investigation is to determine the root cause of the accident and make the necessary changes to prevent it from happening again.

There is a great benefit in conducting near-miss investigations. The International Association for the Prevention of Accidents quotes research indicating that there are 189 non-injury incidents (near-misses) for every time-loss accident. The near misses indicate the risk for an accident.

The following is a set of procedures to follow in conducting an accident/incident investigation:

- Ensure that there is no further potential for harm; for example, from chemical release or falling material
- Depending on the seriousness of the incident, inform the Site Administrator and the Division Facilities Manager and the Workers Compensation Board (WCB), where required. It is necessary to report the accident to the WCB when the accident is serious enough to: see a medical professional for treatment. In the case of a critical workplace injury that is reported by phone, employers must also file the Employer's Report of Accident Form with WCB. The accident site is not to be disturbed until the investigation is complete.
- Ensure that first aid is provided, if required
- Secure the scene with barrier tape, if necessary, and lock out any machinery involved
- Obtain the names of witnesses, and interview them as soon as possible
- Review work procedures, inspect machinery, and check maintenance records
- Write a report and try to identify the chain of events that led to the accident
- Look for the root cause of the accident and make recommendations
- Ensure that the recommendations are implemented
- Follow up with the employee

Select appropriate actions:

- Institute a formal training program
- Give personal instruction
- Institute a job instruction program
- Temporarily or permanently re-assign person(s)
- Institute a job analysis program
- Order a job observation on the specific job(s)
- Institute a new, or improve the existing inspection program
- Institute a pre-use check of equipment
- Establish training for new or transferred employees
- Repair or replace equipment
- Improve the design of equipment
- Establish design requirements for new equipment
- Install or improve safeguards
- Eliminate unnecessary material in areas
- Institute a program of order or improve clean-up

- Institute the mandatory use of protective equipment, or improve existing coverage or design
- Use safer materials
- Establish purchasing standard(s) and/or control(s)
- Institute an incident recall program
- Create a safety incentive program

Contacts in the event of an incident or accident:

- A completed electronic WCB form must be submitted
- This form is automatically forwarded to the OH and S Officer who will carry out the investigation of the incident or accident as required.
- WCB forms can be found on the Division website under the Health and Safety [WORKS](#) program

5.2 Accident Investigation Form

See [WORKS](#) program for Report an Employee Accident form

5.3 Accident Investigation and Remedial Action Objectives and Guidelines

5.3.1 More effective accident control through good investigation and remedial action by applying these objectives

- To determine all contributing causal factors
- To determine the fundamental or basic reason for the existence of each contributing factor
- To eliminate or control each contributing cause
- To eliminate or control the reason for the existence of each contributing cause

The following guidelines will reduce:

- Injuries and damage
- Rejects and rework
- Defects and delays
- Mistakes and waste

Adequate time spent today on proper investigation and effective remedial action is a cost reduction effort.

5.4 When to Report and Who Reports

All accidents and incidents where a worker seeks professional medical assistance (Doctor, Dentist, Physiotherapy, etc.) must be reported through the [WORKS](#) program to WCB and the OHS officer.

The OHS officer and senior management are the only persons authorized to speak to WCB. Any call from WCB must be referred to one of them.

Accidents where professional medical assistance is not obtained, an injury report must also be completed online through the [WORKS](#) program.

Section Six – Training

The most effective components of an OH&S program are training and supervision. Health and safety training produces improved work performance and reduces human misery and expenditures that result from accidents and occupational illnesses. It is the obligation of the employing authority to provide training programs that are appropriate for the safety hazards particular to the work conducted at the workplace.

CRPS provides an online training tool and an employee orientation through the use of the

“Public School Works Safety Program” and is specific to each occupation within the Division. Employees are registered and annual training plans are established and set up by the OH and S Officer.

6.1 Workplace Hazardous Materials Information System (WHMIS)

WHMIS is a comprehensive plan for providing information on the safe use of hazardous materials. Information is provided by means of product labels, Material Safety Data Sheets (MSDS) and staff training programs.

The main components of WHMIS are hazard identification and product classification, labelling, MSDS, and employee training and education. WHMIS was created in response to the employee’s right to know about safety and health hazards associated with the materials or chemicals they use at work. Exposure to hazardous materials can cause or contribute to many serious health effects, such as effects on the nervous system, kidney or lung damage, sterility, cancer, burns, and rashes. Some hazardous materials are safety hazards and can cause fires or explosions. WHMIS was created to help stop the injuries, illnesses, deaths, medical costs, and fires caused by hazardous materials.

The majority of the information requirements (and exemptions) of WHMIS legislation are incorporated into the *Hazardous Products Act* and the *Hazardous Materials Information Review Act*. This is national legislation.

Regulations made under these Acts include:

- Controlled Products Regulations
- Ingredient Disclosure List
- Hazardous Materials Information Review Act Appeal Board Procedures Regulations
- Hazardous Materials Information Review Regulations

6.1.1 WHMIS – Responsibilities

Suppliers, Supervisors and employees all have specific responsibilities in the *Hazardous Products Act*.

6.1.2 WHMIS – Suppliers

Canadian suppliers are those who sell or import products. When this product is considered a “controlled product” according to the WHMIS legislation, a supplier must label the product or container; and, they must provide an MSDS to their customers. The purpose of the label is to clearly identify the contents of the hazardous material, and the MSDS is to explain what those hazards are.

6.1.3 WHMIS – Supervisors

Part 29 of Alberta's *Occupational Health and Safety Act*, 2018 calls for Administrators to support the completion of education and training programs for staff exposed to hazardous products in the workplace. Administrators must also ensure that the products are properly labelled, properly stored, and that an MSDS is current, present for every hazardous product present, and that the MSDS is readily available to staff at all times.

6.1.4 WHMIS – Staff

Employees working directly with chemicals and/or cleaning supplies, are required to participate in the training programs and use this information to help them work safely with hazardous materials. This training must take place every three years. They must replace or notify their Administrator when labels are missing or illegible, and MSDS sheets are missing or out of date. Custodial and maintenance staff should report to their supervisor.

6.1.5 WHMIS – Material Safety Data Sheets (MSDS)

The MSDS is a document disclosing information on all hazardous products, and includes information of potential health hazards, effects of exposure, and how to work safely with the hazardous product. This document contains information to assist in hazard assessments on the use, storage, handling, disposal, and emergency procedures related to that material. The MSDS contains much more information than the workplace or supplier label and is prepared by the supplier or manufacturer.

In Canada, every product that is controlled by WHMIS, excluding exemptions, must have a current (less than 3 years old) available MSDS that is specific to each individual product or material. Consumer products brought into the workplace are also required to have an MSDS available. These products could include products such as WD40, oven cleaner, Javex bleach, and laundry soap.

Section Seven – Emergency Procedures

7.1 Emergency Administration Centres

The Emergency Administration Centre is generally located in the site administration office where the Site Response Team (to be determined by each situation) will convene once a crisis has been identified and declared. In the event the administration office is unavailable during an emergency, an alternate location will be determined at the time of the emergency. Administrators or designate should make contact to confirm the primary alternate evaluation site on a yearly basis. A review of the evacuation plan should be undertaken at that time.

The School is responsible to have the necessary equipment and supplies available at this site, to enable them to coordinate and respond appropriately to the crisis.

The Emergency Response Centre should contain the following communication equipment:

- Control of the school PA system
- Email linkup with each computer in the school
- Telephone
- Cell phone
- Fax and photocopier
- Megaphones (in the event of power outage or evacuation)

The following supplies should be arranged in a storage container (in each Emergency Administration Centre) for quick access:

- Student and staff rosters with emergency contact numbers
- Emergency first-aid kit
- Flashlights (batteries)
- The Safety Manual with quick reference to Section 7 Emergency Procedures
- School map, including gas shut off locations
- Master keys

These storage containers should be updated as needed and the contents reviewed annually.

Note: The site may be used as a reception centre in the case of an emergency or disaster, to receive those displaced or evacuated from their municipality, or students and staff from another site.

When notified that the site is to be used as a reception centre, the Administrator will:

- Contact the Superintendent or designate who will coordinate any media relations strategies that are required, and determine any other communication requirements.
- Convene the Site Response Team - this may include the administrator and Counsellor at school sites.
- Ensure that a site liaison person is available to the Municipal Disaster/Social Services team during initial setup, and for the duration of the time the site is used as a reception centre.

- Inform the Superintendent when evacuees have left the site.

7.2 Emergency Procedures

The following procedures should be **followed by staff** and are to be posted in every classroom, office area, and staff room in a visible area and on a bright coloured document.

EMERGENCY PROCEDURES

Fire Alarm (see 7.3 for Administrative Procedure for Fire Safety)

- Line up quickly and quietly
- Take class list(s) and keys
- Leave lights on and close doors
- Exit building and meet at designated meeting area at least 20 meters from the building
- Take attendance of students
- Send student runner with attendance sheet to administration or designate
- Do not enter the building until the “all clear” is given by administration or fire department

Lockdown (see 7.5 for Administrative Procedure for Lockdown / Secure and Hold)

- Close and lock the classroom door
- Close window blinds if reasonable/possible
- Move to the interior wall, away from windows or any other line of sight
- Keep students quiet in the smallest group possible
- Take attendance if possible and include any other students who may be present in the room
- Ignore all alarms during the lockdown
- Remain quiet and stay in the classroom until notified by the police/principal

Evacuate Building

- Keep away from windows and building
- This may be announced using the fire alarm procedures or announcement, or silent drill
- Remember to take class, or staff list(s) with you if this is your role
- Meet at the designated meeting area
- Wait for communication from the Principal or crisis team leader before returning to the building

Wind events

- Remain in the building and leave the classroom door open
- Stay away from windows, outside walls
- Take attendance

7.3 Fire Safety / Emergency Procedures / Emergency Response Plan

The Fire Safety Plan was developed to ensure the safety of all students and staff in the event of a fire. All schools within CRPS **must** comply with the *Alberta Fire Code 2014* Section 2.8.2

A copy of the Fire Safety Plan placed in a **red** folder is to be kept in the Principal's Office in each school within CRPS. Emergency procedures and an escape diagram are to be posted in every classroom.

The frequency of fire drills for schools, as specified by the *Alberta Fire Code*, is three times in the fall, and three times in the spring school terms. **Site Administrators are responsible for fire drills.**

7.3.1 Fire Safety Plan

These procedures are posted to assist staff and students at the time of a fire. The Site Administrator must ensure that the procedures listed below are customized to fit the site and its facilities. This should be posted in all classrooms and offices and located with the fire evacuation diagrams.

See appendix A for **In Case Of Fire and Emergency Procedures** posting.

REMAIN CALM

7.3.2 Instructions to Occupants

These instructions are intended to be given to building occupants once they are customized to fit the specific facility eg. designating specific staff for washroom checks. These instructions may be given during training sessions or posted in classrooms, staff rooms, and offices.

IN THE EVENT OF FIRE/FIRE ALARM, TEACHERS WILL:

- Appoint a class monitor or teacher to lead the students out of the building
- Take key(s) and the class register
- Exit last, making sure no students remain
- Close all doors
- Proceed to the designated exit
- If the designated exit presents a danger, proceed to a secondary exit
- Assemble students at the previously determined gathering area, well away from the fire, ensuring that fire lanes are kept clear; use an alternate facility if required
- Take attendance and notify office personnel via student attendance runner of results, ensuring at least one teacher is with the students at all times
- Do not re-enter the building until fire services has declared it safe to do so

IF YOU ARE IN A ROOM AND THE FIRE ALARM IS HEARD

- Before opening the door, feel the door knob with the back of your hand for heat
- If the knob is not hot, brace yourself against the door and open it slightly
- If you feel air pressure or a hot draft, close the door quickly
- If there is no fire or smoke in the hallway, exit the room, closing the door behind you

- Leave the building by the nearest safe exit
- If you encounter smoke in the hallway or stairwell, consider taking another exit if available, or return to your classroom

IF YOU CANNOT LEAVE YOUR AREA OR HAVE RETURNED BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR ROOM

- Close the door
- Ensure that the door is unlocked for possible entry by firefighters
- If you have a phone available call 911 and inform the operator of your location; signal out the window if possible
- Seal all cracks where smoke can enter using wet towels, sheets, or anything else available; a roll of wide masking tape or duct tape is useful

IN THE EVENT OF A FIRE/FIRE ALARM, OFFICE STAFF WILL:

- Upon hearing “fire, fire, fire”, or the sounding of the fire alarm, call 911 to ensure they have received the alarm
- Evacuate the building; take the emergency binder to the designated area clear of the fire route
- Do not re-enter the building until the “all clear” is given by the Fire Department

IN THE EVENT OF A FIRE/FIRE ALARM THE CUSTODIAL STAFF WILL

- Exit the building and inform designated office personnel
- Do not re-enter the building until the “all clear” is given by the Fire Department

IN THE EVENT OF A FIRE/FIRE ALARM, ADMINISTRATORS WILL:

- Ensure the fire alarm has been activated
- Designate one person to meet the fire department with a master key for the facility
- Take attendance reports from the teachers, noting those students/staff/visitors who were at school, but are now missing
- Notify the fire department of any missing students, staff, or other conditions in the building
- See that the fire alarm is not silenced until the Fire Department has responded and the cause of the alarm has been investigated
- Re-enter the building only after the Fire Department allows you to do so
- Notify the Facilities Manager to conduct an investigation

7.3.3 Administrative Responsibilities

Every site shall prepare a Fire Safety Plan using 7.3.1 as a guide to ensure the site’s compliance with the provisions of the *Fire Code*. This document is to be used as a resource for developing an individual Fire Safety Plan. There are numerous responsibilities related to fire safety. Ensure that the following measures are incorporated in your Fire Safety Plan:

The Fire Safety Plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

Every site shall conduct fire drills 6 times a year. The Monthly Fire Alarm System Test Record (Appendix A) shall be completed. These records shall be retained for a minimum of two years.

7.3.4 Fire Control

If staff is not trained in the use of fire extinguishers, they should concentrate on evacuation of the building and not the extinguishment of the fire, regardless of the size of the fire.

7.3.5 Fire Extinguishment – Control or Confine

In the event of a small fire, staff comfortable in the use of fire extinguishers shall attempt to extinguish the fire. In the event that school staff are not comfortable in the use of fire extinguishers, or smoke presents a hazard to the operator, then the fire door to the area should be closed to confine and contain the fire. Ensure the Fire Department has been informed and proceed to your gathering area.

7.3.6 Fire Drills

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in an orderly evacuation with efficient use of exit facilities, as required by the *Alberta Fire Code*. Fire drills in schools shall be conducted at least 3 times in each of the fall and spring school terms.

Other CRPS facilities must hold fire drills at least annually. Prior to initiating the fire drill, ensure that the alarm company is notified. The Principal or designate will be responsible for initiating the fire drill. On completion of the drill, the alarm company must be notified that the drill has concluded.

7.3.7 Record of Fire Drills

On completion of the fire drills, the result must be recorded on the Monthly Fire Alarm System Test Record. The alarm test record and fire drill report are kept onsite for at least two years from the date of the drill.

7.3.8 Alternate Measures

Each site must include in their Fire Plan, actions to take in case of fire alarm malfunction and/or the fire route being blocked.

7.3.9 Monthly Inspections

When the Fire Prevention Officers do their inspections they will check to ensure that the required checks, inspections, and/or tests are made on equipment and systems within the site. The documentation for these checks, inspections, and/or tests and any corrective measures taken, must be retained onsite for a period of two years after they are made.

The Facilities Manager or designate is responsible for the monthly inspection of the fire extinguishers, exit lights, and emergency lights.

These inspections include:

Fire extinguishers – Check that the pressure gauge is in the “green”, the pin is in and seal intact, and there is no white residue coming out of the hose.

Exit lights – Ensure that the exit light is properly illuminated at all times. Replace bulbs as necessary.

Emergency lighting – Isolate the power to the emergency lighting units by unplugging or turning off the breaker to ensure the emergency lights work. Check the alignment of the emergency lighting heads to ensure they are aimed properly. While the power is isolated to the emergency lighting units, check all exit signs to ensure the emergency bulb is functional.

If you experience any problems, should be referred to the Facility Department as a priority repair.

7.3.10 Building Diagrams and Evacuation Plans

Evacuation Plans

Evacuation plans are typical diagrams that provide instructions to occupants and visitors to your site, highlighting the exit route and exits. They should also include an orientation tool “You Are Here” as well as direction arrows leading to exits. As required by CRPS these evacuation diagrams are to be posted in each classroom. Additionally, these diagrams should also be near the public access to the gym. Once the evacuation diagram is posted, teachers are to familiarize their students with the fire exits and evacuation procedures

7.4 Administrative Procedure- Bomb Threats

Background

The Division believes that all bomb threats are to be taken seriously and that, when they occur, immediate and quick action to ensure the safety of all personnel in the building is of paramount importance.

Guidelines

1. All schools are to develop an emergency plan that follows the intent of this procedure. The staff is to be reminded of this plan at the beginning of each school year.

Procedure:

1. **Person receiving the telephone call, letter, parcel or other means of bomb threat:**
 - a. Use the **Bomb Threat Telephone Procedures** (appended to this procedure) to record as many details of the telephone call as possible.
 - b. Attempt to get someone’s attention and have him or her call 911 without alerting the caller. If no one is available, record caller’s number from the display or use the received calls feature to record the number; then call 911.

- c. Keep the caller on the telephone as long as possible and attempt to record everything said, especially the exact wording of the threat.
- d. Note all background noises you hear that may identify the source of the call.
- e. Note any identifying characteristics of the caller such as gender, accent, voice level and speed, pronunciation, and manners (emotional, calm or vulgar).
- f. Attempt to ascertain what time the bomb will explode, where it is, and why it was placed. Ask the caller's name and how familiar they are with the facility.
- g. Tell the caller that the building is occupied and the detonation of a bomb could result in the death or serious injury of many innocent people.
- h. Immediately upon hanging up the telephone put a trace on the call. **Do not let anyone use the telephone before you initiate the trace.**
- i. Inform your administrator/site manager of the phone call, and turn over any notes and the completed Bomb Threat Telephone Procedure. Be prepared for a de-briefing.
- j. If the threat is received in a tangible form, all the materials, including envelopes and containers, must be saved; contact with these materials must be minimized. Excessive handling might destroy fingerprints or other evidence that may be on the items.

2. **Administrator/Site Manager**

The Administrator/Site Manager or designate will work in conjunction with the First Responders.

3. **Evacuation**

If deemed it is safe to do so, evacuate to your designated alternate location immediately. Before an evacuation is carried out, a scan of the evacuation routes must be conducted to ensure that no suspect objects have been placed there. Safe places where possible should be located a minimum of 100 metres from the facility, and where it is estimated that injury from post-blast debris would be minimal.

All people leaving the school or facility should be instructed to take their small personal items with them (if they are close by the person). This reduces the number of unknown items (e.g. purses, briefcases, lunch bags, backpacks), which search teams have to check. This requirement could be overridden if the location of the device and detonation time is known.

Under no circumstances should a student be part of a search.

4. Post-Incident Actions

- At the conclusion of a bomb threat, an assessment of the original analysis of the threat should be made, as well as an assessment of how effectively and promptly the threat was countered.

In order to assist Police in identifying bomb threat trends, a report should include such pertinent information as:

- Who or what was the target of the threat?
 - What was the nature of the threat?
 - Were demands made?
 - What type of person was making the bomb threat?
 - Where was the threat received?
- Debrief with staff, RCMP, senior admin
 - Prepare and send out a letter explaining the situation to parents coming from Central Office
 - Prepare a **Critical Incident Report** (see Appendix A) and plan a follow-up

See Appendix A

7.5 Administrative Process Secure and Hold/Lockdown

Background

The Division believes that the safety of students and staff is the most important aspect of learning in Canadian Rockies Public Schools. Therefore establishing an efficient method of performing secure and hold and lock down procedures in each building of Canadian Rockies Public Schools is essential.

Note – There is a high probability of fear or traumatic reaction among students in response to the potential circumstances surrounding these procedures. It is advisable therefore, that parents, students, and staff be consulted and briefed prior to any drills (see sample letter). However, all staff working in the building must be familiar with and trained in these procedures.

Secure and Hold Procedures

1. Secure and Hold - to be used when there is not an imminent threat. Examples of a “Secure and Hold”: may be called include but not be limited to are:
 - a. If a student has a medical emergency in the corridor such as a seizure and you want to provide them with privacy until assistance arrives

- b. An upset person is in the office and you want to provide privacy for the individual and limit exposure of students to the event
2. Announce Secure and Hold over the public address system.
3. Schools should have a contingency plan in case of a power outage, PA failure, etc.
4. Administration should contact local emergency response authorities and/or Superintendent, if applicable to the situation.
5. Teachers and staff check hallways for students/volunteers and direct them to the nearest classroom.
6. Teachers are to take attendance, noting absent students and any additional students who have entered the room.
7. Teachers are to page the main office if an emergency situation arises in an area.
8. Teachers are to wait for administration to contact them regarding attendance and or other necessary information.
9. Do not allow students to leave the area.
10. Remain calm and continue teaching until the Secure and Hold call is lifted.
11. Schools shall develop procedures that address situations in which the Secure and Hold call is made during unstructured times e.g. recess.
12. Consult with the district office regarding potential post-event communication to parents.

Lock Down Procedures

Procedure: Lockdowns

Administration Office

1. When a threat is reported, the Principal or Designate, initiates a lockdown. There will be a general announcement made: "This is a Lockdown (*Drill*)"
2. Call 911 for Emergency Services and inform the Superintendent of the situation as soon as possible.
3. Monitor the intercom and e-mail to obtain information about the incident if possible

4. Compile a list of missing students, location of students, etc.

Other Adults without Direct Student Supervisory Duties

1. Proceed immediately to the nearest designated safe area.

For All Staff in Classrooms

1. Teachers and staff check hallways for students/volunteers and direct them to the nearest classroom.
2. Ensure your classroom door and windows are locked if possible.
3. Turn off lights if possible.
4. Have all students sit on the floor away from the door and windows if possible.
5. Check your attendance against the attendance list if possible. Add any students to your list that may be in your classroom.
6. E-mail attendance to the administration office when possible.
7. **Do not use the classroom telephone or cell phones and remain silent.**
8. Stay in the locked classroom until the lockdown is lifted. Under no circumstances unlock your door.

Police will enter the school to search for the perpetrator(s) and staff and students will remain in their classrooms until the police can safely evacuate them.

For Staff Not in Classrooms

1. Go to the closest, most secure location.
2. If there are students in the area, take them with you into the room.
3. Make a list of the names of the student(s) with you, if possible.
4. **Do not use the classroom telephone or cell phones and remain silent.**
5. Stay in the locked classroom until the Lockdown is lifted.

For Students Not in Classrooms

1. Once the lockdown has been initiated, the classroom doors are locked. They will not be unlocked under any circumstances until the lockdown has been lifted.

2. Go to the closest secure location and remain there until the lockdown has been lifted. If you are in a secure location already, stay there and remain quiet.
3. Stay in this location until the police evacuate you.
4. Report to the office.

For Classes Outside of the Building

Internal Threat

1. **If possible, when you hear “this is a lockdown” go to the designated alternate site.**
2. All students in the area accompany the supervisor to the designated alternate site.
3. If possible, the supervisor makes a list of the names of the students.
4. Supervisor ensures that students remain at the designated alternate site until advised of the lockdown has been lifted.

External Threat

1. **Ring the bell 3 times or use some other means** to alert that danger exists within the community area, and that all staff and students are to proceed into the school immediately.
2. Once inside, secure all perimeter doors
3. Take attendance. **NO ONE ENTERS OR LEAVES THE BUILDING!**
4. Remain in lockdown until advised by the Police to move to Secure and Hold or an all clear is given.

Once the Lockdown Order is lifted by the Proper Authority:

1. **The administrator, designated school staff or the police, will visit each classroom to open doors and advise of the all clear.**
2. Inform parents when and how children may be picked up.
3. Relay dismissal instructions to every classroom by the most rapid and efficient means.
4. Review the dismissal procedure already provided to parents to ensure that it is followed. This procedure should provide guidance to parents who have made special arrangements for care in the event the parents are not home.
5. If circumstances permit, when a student is released to an individual other than a parent, obtain a signed statement from that person including the child’s name, pick-up time, pick-up person’s name, final destination, and phone number at final destination.

6. The school Principal may request assistance from Senior Administration and/or emergency responders to disperse students to minimize hazards and reduce congestion.
7. The school Principal will arrange for counselling as required.
8. Complete a **Critical Incident Report** (see Appendix A).

7.6 Intruder/Trespasser

An intruder (trespasser) is a person who is not authorized to be on school property but enters school board property and has not checked in at the main office. In order to maintain good order and discipline on school property it may sometimes be necessary to have unauthorized persons leave the school property.

1. **When an intruder is encountered on school property:**
 - a. Politely greet the intruder and identify yourself
 - b. Always consider asking another staff member to accompany you before approaching the intruder
 - c. Inform the intruder that all visitors must register at the main office
 - d. Ask the intruder the purpose of their visit; if possible, attempt to identify the individual and/or their vehicle
 - e. If the intruder's purpose is not legitimate, inform them that they are trespassing and ask them to leave the property; accompany them to the nearest exit
 - f. Notify the Site Administrator and the Police if necessary
2. **If an intruder refuses to leave:**
 - a. Notify the Site Administrator and Police if the intruder refuses to leave; give a full description of the intruder to the Police and also initiate a Lockdown/Secure and Hold.
 - b. Back away from the intruder if they indicate a potential for violence; allow an avenue of escape; try to maintain visual contact with the intruder
 - c. Be aware of the intruder's actions at this time (where they are located in the school or facility, whether they are carrying a weapon or package, etc.) and convey that information to the Principal or Site Administrator
 - d. Maintain a visual of the intruder from a safe distance
 - e. Once the Police arrive, obey all their commands. Once circumstances are evaluated by the Police, they will give you further directions to follow

7.7 Abduction or Lost Student

If witnessed:

- Notify School Administration with a description of the suspect, a description of the student and the circumstances of the situation
- Move other students present, away from the area of abduction. Initiate a Secure and Hold.
- School Administration should call 911 to inform the Police of the abduction, and to provide a description of the suspect and the student.
- Confirm if any other students are missing
- Notify the Superintendent of Schools and the parents of the student involved

If not witnessed:

- Confirm that the student was present during school hours and is now missing
- Notify School Administration with a description of the suspect, a description of the student and the circumstances of the situation
- School Administration should call 911 to inform the Police and to provide a description of the missing student.
- Confirm if any other students are missing
- Notify the Superintendent of Schools and the parents of the student involved
- Search the building and grounds

7.8 Student Threat Assessment

Protocol:

Canadian Rockies Public Schools follows the [BOW RIVER COLLABORATIVE SERVICE DELIVERY \(BRCSD\) VIOLENCE THREAT RISK ASSESSMENT \(VTRA\) & INTERVENTION \(to be updated\)](#)

7.9 Natural Disasters

Site Administration Action:

1. Upon hearing of a warning for your site or a town wide event:
 - a. Listen and verify the general area to be affected.
 - b. Listen to the local radio stations for additional information.
 - c. Call Environment Canada for additional information
 - d. Determine if the site is in the affected area.
 - e. CRPS will follow the town emergency response plan

- f. Communicate with senior administration. Messaging to originate from the Central Office.
2. If the school is not in the affected area:
 - a. Proceed with the normal school schedule.
 - b. Keep the radio tuned for further updates.
 3. If the school is in the affected area:
 - a. The town will take over the school as necessary and work with the CRPS Administration/OH and S Officer, Facilities Manager, Senior Administration, Custodial Supervisor.
 - b. RCMP will be involved as needed.
 - c. Should the school need to be opened for students: a coordination and plan will be implemented for school operation and safety.

7.10 Environmental Hazards - Toxic Spills

1. Verify information.
2. Determine if evacuation is required, or remove students and staff from the immediate area.
3. Call 911.
4. Provide first aid where necessary (trained personnel only).
5. Inform the Superintendent of Schools.
6. Follow the direction of the emergency response personnel
7. If students or staff are taken to Hospital:
 - a. note the names of all students/staff transported
 - b. provide staff member for each hospital
 - c. notify parent(s)/guardian(s) or spouse about the incident and about anyone who has been hospitalized
 - d. Debrief with Administration, OH and S Officer, Facilities Manager and Senior Administration
 - e. Complete a Critical Incident Report (see Appendix).

7.10.1 Shelter in-place

CRPS will follow the protocol from Emergency Services.

Shelter-in-Place is the practice of going or remaining safely indoors during an outdoor release of a hazardous substance. Shelter-in-Place has been demonstrated to be the most effective response during the first few hours of a substance release where the public would be at higher-risk outdoors. When you Shelter-in-Place, an indoor buffer

protects you from higher (more toxic) concentrations that may exist outdoors. It is based on using a building that is not too snow drifts for typical Canadian winter weather conditions.

The goal of Shelter-in-Place is to reduce the movement of air into and out of a building until either the hazard has passed or other appropriate emergency actions can be taken (such as evacuation).

Shelter-in-Place is a viable public protection measure in circumstances when:

- There is sufficient time or warning to safely evacuate the public who may be at risk.
- Residents are waiting for evacuation assistance.
- The release will be of limited size and/or duration.
- The public would be at a higher risk if evacuated.

7.11 School Bus/Motor Vehicle Accident

In the event of a busing or motor vehicle (transporting CRPS students for a school sponsored event) accident immediately inform the CRPS Transportation Department Personnel and The Superintendent of Schools.

CRPS and the Transportation Department will work with the RCMP and Fire Department as necessary.

Transportation, School Administration and The Superintendent of Schools (or designate) will communicate with families.

Section Eight – Creative Playgrounds

PLAYGROUND INSPECTIONS

See Appendix A

Playgrounds within CRPS should be inspected by the Facilities Supervisor on a yearly basis or more frequently if required.

Section Nine – Monthly Safety Requirements

Monthly Safety Requirements

See Appendix A

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)