

EDMONTON PUBLIC SCHOOLS

June 12, 2007

TO: Board of Trustees

FROM: Trustee D. Colburn, Planning and Policy Committee  
Trustee D. Fleming, Planning and Policy Committee, Chair  
Trustee S. Hansen, Planning and Policy Committee  
Trustee W. Keiver, Planning and Policy Committee

SUBJECT: Review – Proposed Board Policy GBEA.BP – Occupational Health and Safety

ORIGINATOR: B. Holt, Acting Executive Director

RESOURCE  
STAFF: John Edey, Leah Milton

RECOMMENDATION

1. That proposed Board Policy GBEA.BP – Occupational Health and Safety (Appendix II) be introduced.
2. That proposed Board Policy Board Policy GBEA.BP – Occupational Health and Safety (Appendix II) be considered for the first time.
3. That proposed Board Policy Board Policy GBEA.BP – Occupational Health and Safety (Appendix II) be considered for the second time.
4. That, in accordance with the authority granted by Section 69 of the *School Act*, proposed Board Policy GBEA.BP – Occupational Health and Safety (Appendix II) be considered for the third time at this meeting.
5. That proposed Board Policy GBEA.BP – Occupational Health and Safety (Appendix II) having been considered three times at this meeting, be approved.

\* \* \* \* \*

## **RATIONALE**

Board Policy *GBE.BP – Health and Safety of Staff and Students* commits the Board to providing a safe working and learning environment for all staff and students. The policy was first developed in 2005.

In December 2006, an audit of the district’s occupational health and safety management system was conducted by an external auditor. The audit report recommended that the policy be strengthened by specifically referring to district standards and legislated requirements, and by stating a commitment to continuously improve the occupational health and safety management system.

Subsequent decisions resulted in a recommendation that the name of this policy be changed to *GBEA.BP - Occupational Health and Safety* to match the corresponding Administrative Regulation, and that an additional policy be developed called *Health and Wellness of Staff and Students*. The proposed policy reflects these recommendations.

## **BACKGROUND**

The existing policy has been in place since 2005. The policy was reviewed by staff in Personnel Support Services in January 2007. The proposed change has received support from the District Occupational Health and Safety Committee. Wider input was sought via the district Web Survey and the results are shown in Appendix III. Although the respondents to the survey supported the recommendation, some questions were raised about student safety, which is covered under a number of other board policies related to students.

/JLE:mel

- APPENDIX I - Board Policy *GBE.BP – Health and Safety of Staff and Students*  
(Page 3)
- APPENDIX II - Revised Board Policy *GBEA.BP – Occupational Health and Safety*  
(Page 4)
- APPENDIX III - Web Survey Response *GBEA.BP – Occupational Health and Safety*  
(Pages 5-11)

# Edmonton Public Schools Board Policies and Regulations

CODE: GBE.BP

TOPIC: Health and Safety of Staff and  
Students

EFFECTIVE DATE: 11-01-2005

ISSUE DATE: 13-01-2005

REVIEW DATE: 01-2010

Edmonton Public Schools values its employees and is committed to providing a safe and healthy workplace and learning environment for staff, students and other individuals present at district sites. Edmonton Public Schools believes that work-related incidents are preventable and their elimination is integral in achieving *Superb Results From All Students*. A safe and healthy work environment is a shared responsibility between the board, superintendent, staff, staff group representatives, as well as government, parents, students, volunteers, visitors, contractors and subcontractors.

Reference(s):

[GAA.BP](#) - Personnel Policies Priority Objectives

[GBEA.AR](#) - Health and Safety Roles and Responsibilities

[IHCA.AR](#) - Hygienic Practices

[IHCC.AR](#) - Communicable Disease

[IHCF.AR](#) - Student or Staff Suicide

[Occupational Health and Safety Act](#)

[Occupational Health and Safety Regulation](#)

[Occupational Health and Safety Code](#)

[Environmental Protection and Enhancement Act](#)

[Environmental Protection and Enhancement \(Miscellaneous\) Regulation \(AR 118/93\)](#)

[Public Health Act](#)

# Edmonton Public Schools

## Board Policies and Regulations

CODE: ~~GBE.BP~~ **GBEA.BP**  
 TOPIC: ~~Health and Safety of Staff and~~  
~~Students~~ **Occupational Health and Safety**

EFFECTIVE DATE: 11-01-2005  
 ISSUE DATE: 13-01-2005  
 REVIEW DATE: 01-2010

~~Edmonton Public Schools values its employees and is committed to providing a safe and healthy workplace and learning environment for staff, students and other individuals present at district sites. Edmonton Public Schools believes that work related incidents are preventable and their elimination is integral in achieving *Superb Results From All Students*. A safe and healthy work environment is a shared responsibility between the board, superintendent, staff, staff group representatives, as well as government, parents, students, volunteers, visitors, contractors and subcontractors.~~

Edmonton Public Schools values its employees and is committed to:

- providing a safe and healthy working and learning environment, and
- preventing occupational injuries and illnesses.

The district will:

- meet or exceed all occupational health and safety legislated requirements;
- give priority to occupational health and safety in the planning, implementation and evaluation of district services; and
- work to continuously improve its occupational health and safety management system.

A safe and healthy work environment is a shared responsibility among the board, superintendent, staff, staff group representatives, as well as government, parents, students, volunteers, visitors, tenants, contractors and subcontractors.

Reference(s):

[GAA.BP](#) - Personnel Policies Priority Objectives

[GBEA.AR](#) - Health and Safety Roles and Responsibilities

[IHCA.AR](#) - Hygienic Practices

[IHCC.AR](#) - Communicable Disease

[IHCF.AR](#) - Student or Staff Suicide

*Occupational Health and Safety Act*

[Occupational Health and Safety Regulation](#)

*Environmental Protection and Enhancement Act*

[Environmental Protection and Enhancement \(Miscellaneous\) Regulation \(AR 118/93\)](#)

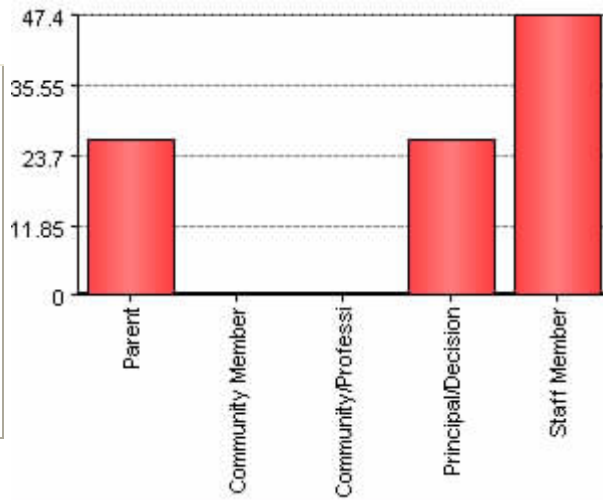
*Public Health Act*



# GBEA.BP - Occupational Health and Safety

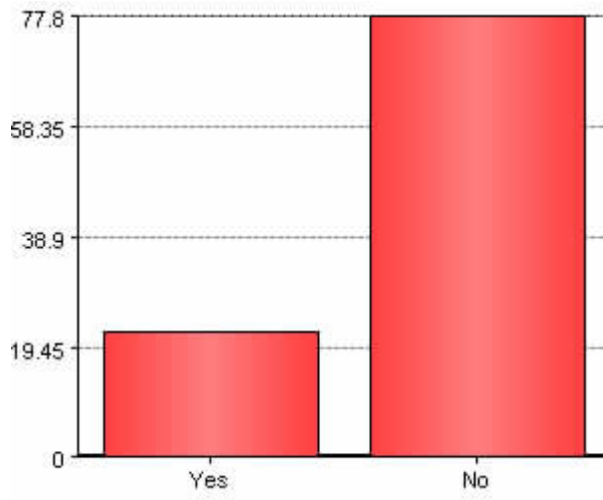
**Question 1:** Please select the one identifier that best describes the perspective from which you are providing feedback: (N=19)

Choices	Count	Percent
Parent	5	26.3
Community Member	0	0.0
Community/Professional Organization	0	0.0
Principal/Decision Unit Administrator	5	26.3
Staff Member	9	47.4



**Question 2:** Are there any aspects of the policy which require clarification? (N=18)

Choices	Count	Percent
Yes	4	22.2
No	14	77.8

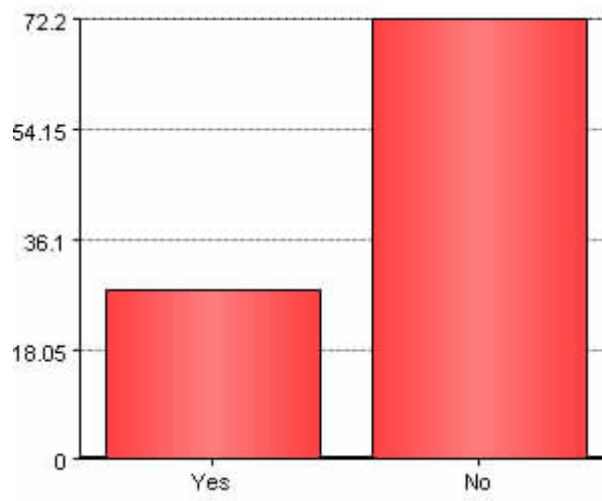


[Show "If yes, please list below."](#)

**Question 3:** Are there elements which should be added in this policy? (N=18)

Choices	Count	Percent
Yes	5	27.8
No	13	72.2

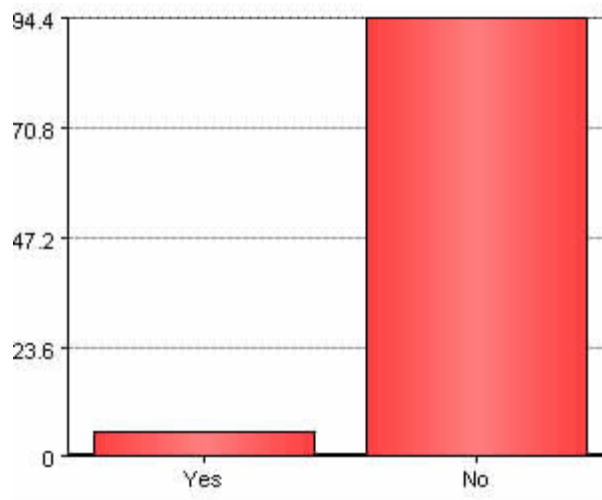
[Show "If yes, please list below."](#)



**Question 4:** Are there elements which should be deleted from this policy? (N=18)

Choices	Count	Percent
Yes	1	5.6
No	17	94.4

[Show "If yes, please list below."](#)



**Question 5:** Additional Comments:

[Show Text for Question 5](#)

**Question 6:** May we contact you if we require further clarification?

[Show Text for Question 6](#)



# GBEA.BP - Occupational Health and Safety

	<b>Question #1</b>	<b>Question #2</b>	<b>Question #3</b>	<b>Question #4</b>	<b>Question #5</b>
	<b>Please select the one identifier that best describes the perspective from which you are providing feedback:</b>	<b>Are there any aspects of the policy which require clarification?</b>  <b>If yes, please list below.</b>	<b>Are there elements which should be added in this policy?</b>  <b>If yes, please list below.</b>	<b>Are there elements which should be deleted from this policy?</b>  <b>If yes, please list below.</b>	<b>Additional Comments:</b>
1.	Parent	Yes Is it this policy or another that deals with access to schools and preventing outsiders entering the schools that shouldn't be there? It's not clear where that belongs.	Yes Occupational safety for staff and students with respect to intruders.	No	
2.	Parent	Yes The wording implies that the Board values its employees in terms of providing a safe & healthy workplace, but does not consider its students and parents with the same priority.	Yes Student safety is no longer mentioned in either of the 2 policies intended to replace the existing policy.	No	
3.	Parent	No	No	No	

4.	Parent	<p>Yes</p> <p>The statement that you will meet legislated standards is unnecessary. It might also be worth some effort to define the role of parents and the community in making schools safe?</p>	<p>Yes</p> <p>The role of community and parents in safety</p>	No	
5.	Parent	<p>Yes</p> <p>Occupational Health and Safety should not be a priority. It should be a value. When I got up today my teenage daughter was late....breakfast was a priority but due to limited time it did not happen. Wearing my clothes was a value...no matter how rushed, stressed and late...I will always wear them. Safety needs to be a value not a priority. It remains constant regardless of "priorities". (former Distinct Health and Safety Officer)</p>	<p>Yes</p> <p>Measure Health and Safety activities that prevent losses. Key performance indicators (leading and lagging). What gets measured, gets done.</p>	No	<p>Make safety a value in the district....it cannot be affected by a lack of perceived resources or if there is a lack of support from key players such as the Principals in each school and/or the trustees. Senior Management support with worker input is essential to any effective Health and Safety culture.</p>



6.	Principal/Decision Unit Administrator	No	No	No	The key is creating supports that will ensure that the implementation of OHS is made easy for those responsible to ensure it is attended to.
7.	Principal/Decision Unit Administrator	No	No	Yes I think it needs to be spelled out how the Board plans to "make it a priority to planning, implementation and evaluation of OH&S" requirements. I can see us setting goals to do this, but we need a PLAN to do this policy without just throwing it at principals to follow through and do.	Our suggestion from our principal group was to have OHS people hired by the district to rotate through the schools in the district and actually DO the OHS work for principals. They would be hired to ensure that they go around and set up first aid kits or eye wash stations and paperwork associated with it and to make rotational expectations of work places and do the work for the principals. This is a major add-on to the expectations of leadership and now to be told we have to do a monthly checklist via PeopleSoft is another add-on. If this is a district mandate or policy, I believe something should be done to support us better in the schools.
8.	Principal/Decision Unit Administrator	No	No	No	
9.	Principal/Decision Unit Administrator	No	No	No	

10.	Principal/Decision Unit Administrator	No	Yes Reference to the nature of district framework and support to decision units, students and staff.	No	
11.	Staff Member	No	No	No	
12.	Staff Member	No	No	No	
13.	Staff Member	No	No	No	
14.	Staff Member	No	No	No	
15.	Staff Member				When will "panic buttons" be installed in various locations within the Centre for Education? Could the main switchboard and other reception areas in the Centre for Education be given a list of people who have been issued a "do not trespass" letter, so that these people are not able to get a visitors pass and continue on to other parts of the building?
16.	Staff Member	No	No	No	
17.	Staff Member	No	No	No	
18.	Staff Member	No	No	No	Great idea to separate health/occupation health.

19.	Staff Member	No	No	No	Thanks to all of you for separating these two different areas. That will bring clarity.
-----	--------------	----	----	----	---