



MEMORANDUM

Date: 01 February 2011
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Kelly Wilkins, Deputy Superintendent
Resource: Serge LaBrie, OH&S Officer
Subject: **Occupational Health and Safety Report**

Recommendation

That the Board of Trustees receives as information the Occupational Health and Safety Report as presented at its Regular meeting 01 February 2011.

Background

While Parkland School Division has always been concerned about work place health and safety, there has been an increased level of expectation and attention to this matter over the course of the past few years. Responding to this increased focus, Parkland School Division hired an Occupational Health and Safety Officer in June 2009. It is the responsibility of the OH & S Officer to attend to the details of the Occupational Health and Safety Act and regulations and to respond to all changes to the Act and the Code which occur on a regular basis (every 6-12 months). We continue to see great benefit to having OH & S expertise on our team. Included is an overview of the developments that have been accomplished since implementing our Health and Safety Program.

Administration would be pleased to respond to questions.

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Occupational Health & Safety Report

FEBRUARY 2011

*Presented to Board of Trustees, 01 February 2011
Kelly Wilkins, Deputy Superintendent
Resource, Serge LaBrie, OH&S Officer*

Occupational Health and Safety is a growing area of attention and concern for many employers. Employers are expected to adhere to stricter codes of conduct in an on-going effort to protect employees from workplace incidents.

Workplace incidents within Parkland School Division often result in Worker's Compensation Board (WCB) claims or Alberta School Employee Benefit Plan (ASEPB) claims. These claims make a significant impact on Parkland School Division. There is always a human impact. Financial implications can present in a number of ways: increased premiums, smaller rebates, and cost of replacing staff for both short term and long term injuries. Prolonged claims can have a significant impact on teaching and learning. We always work to reduce class disruption and to support student learning.

Purpose of Parkland School Division's Occupational Health and Safety Program:

- To assist Parkland School Division in meeting or exceeding legislated requirements as set out in the Alberta Occupational Health and Safety Act and Code
- To provide guidelines and standards that will address the safety of all staff, students, contractors, volunteers and visitors in an ongoing manner

An effective Health and Safety program will often result in:

- Cost savings because of fewer WCB claims
- Less disruption for students because of fewer staff claims

Current Progress:

To date the following tasks have been completed:

- Developed and implemented a Health and Safety Manual including Safe Work Procedures
 - The manual is the foundation of Parkland School Division's Health and Safety Program
 - 73 Safe Work Procedures documents have been created. Each procedure gives detailed description on how to complete a specific task safely.
 - All school administrators have had one-on-one discussion to explain the use of the Health and Safety Manual
- Provided all PSD staff with a Health and Safety Orientation:
 - As per the Occupational Health and Safety Act, employers must orientate employees regarding their responsibilities and the expectations within the Health and Safety Program

- Established a new management system for WCB claims/injuries:
 - This new management system was developed between the OH&S Officer and the Human Resource staff. In order to minimize the impact of claims, PSD must be involved in the management of all claims
 - Claims are reviewed on a daily basis
 - Investigations are conducted when required
 - Safety concerns are rectified in a timely manner
- Established an online ordering system for Health and Safety Products (i.e. first aid kits, personal protective equipment)
- Conducted Health and Safety Inspections of all PSD sites and continue to conduct inspections on an on-going basis
- Redeveloped PSD Emergency Response Management - this process has been simplified and clarified. Sites have developed site specific emergency response plans according to our new framework
 - Classroom flipcharts are in every teaching space in the Division. This ensures that in the event of an emergency all staff will know how to proceed

Looking ahead:

Occupational Health and Safety is an on-going commitment for employers. The Act and Code continue to evolve from year to year. Naturally this necessitates that an employer's Health and Safety Program will change and evolve to meet or exceed the legislated requirements.

Focus for the future:

- Develop an on-line reporting program through *insidePSD*
 - An on-line reporting program will ensure that incidents/accidents get reported to the Human Resource department in a timely manner. This will lead to better management of incidents/accidents and allow the Human Resource department to file claims in a timely manner
- Continue the ongoing management of injured workers and their claims
- Increase awareness of the Health and Safety program through training and information sessions

Claims Management:

From December 2009 to August 2010:

Parkland School Division had 38 workplace incidents. These 38 accidents resulted in a total of 110.5 days of lost time. Having staff managed, supported and returned to work on modified/graduated work programs enabled Parkland School Division to save over 100 additional days of lost time.

Claims management by the HR Department last school year resulted in cost relief savings of \$27,796 of which one claim alone was \$22,504. These savings come in the form of lower WCB premiums for the next 3 years.

From September 2010 to present day:

Parkland School Division has had 16 workplace incidents. Only two of the incidents this school year have resulted in lost time injuries for a total of 31 days in lost time. Twenty-six of those lost time days were the result of a motor vehicle incident in which the employee was not responsible. These days will ultimately not count against our WCB premiums due to the negligence of the other driver.

Proper education of staff in regards to the claims process has resulted in fewer workplace injuries and shorter lost time claims. This results in less disruption to the affected classrooms and less direct/indirect cost to Parkland School Division.

Partnering with Evergreen Catholic Separate Regional Division:

Parkland School Division entered into an agreement with Evergreen Catholic School Division No.2 in which the services of the Occupational Health and Safety Officer would be shared.

The sharing of services has resulted in all nine of Evergreen Catholic's schools being converted to the Parkland School Division Health and Safety Program.

The PSD 70 program was rewritten to suit Evergreen Catholic and it was rolled out to all schools in November and December of 2010. Full implementation of the program will continue throughout the 2010-2011 school year.

The merging of PSD70 and ECSD2 Health and Safety Programs has allowed both Divisions to provide safer work environments for their staff and has helped to limit liability concerns.

It is important to note that this partnership has truly offered a win-win situation as both Divisions experience benefit. PSD70 will be looking to integrate several existing Health and Safety initiatives from ECSD2 including a very effective "working alone" protocol.