



MEMORANDUM

Date: 07 February 2012

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Kelly Wilkins, Deputy Superintendent

Resource: Serge LaBrie, Acting Director of Facilities

Subject: Occupational Health & Safety Report

Recommendation:

That the Board of Trustees receives as information the Occupational Health & Safety Report, as presented at the Regular Meeting of 07 February 2012.

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 in the past year.

Administration would be pleased to respond to questions.



Occupational Health & Safety Report

FEBRUARY 2012

*Presented to Board of Trustees, 07 February 2012
Kelly Wilkins, Deputy Superintendent
Resource, Serge LaBrie, Acting Director of Facilities*

The province of Alberta has continued to stress the importance of the Occupational Health and Safety Act. 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.

Parkland School Division's WCB ranking in the province of Alberta improved from 44th to 39th out of 64 like employers. The goal continues to be to show improvement year over year in relation to our counterparts.

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
- To provide on-going health and safety training for all staff in order to increase awareness

An effective Health and Safety program will have a positive effect on:

- Cost savings because of fewer WCB claims resulting in greater rebates
- Less disruption for students because of fewer staff claims

Accomplishments:

- Continued implementation and updating of the PSD 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
- Developed and implemented a sustainable and on-going training program through Public School Works. All PSD staff have completed the following on-line training:

- Health and Safety Orientation
- Hazard Assessment Training
- Employee Accident & Exposure Reporting
- Reporting a Safety Hazard
- Slips, Trips and Falls
- Continued to actively manage all WCB claims/injuries
 - Claims are reviewed on a daily basis,
 - Investigations are conducted when required and,
 - Safety concerns are rectified in a timely manner.
- Conducted Health and Safety Inspections of all PSD sites and continue to conduct inspections on an on-going basis
- Assisted all PSD sites in developing their site specific emergency response plans
- 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:

- Merge the current Facilities health and safety program and the broader health and safety program into one cohesive program
 - 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 September 2011 to present day:

Parkland School Division has had 21 workplace incidents. Only 4 of the incidents this school year have resulted in lost time injuries for a total of 20 days in lost time.

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

The agreement to share the services of the Occupational Health and Safety Officer with Evergreen Catholic Separate School Division No. 2 was extended to the 2011-12 school year. ECSD2 continues to implement the new program in 2011-12 and began training online via the Public School Works application. This partnership continues to offer a win-win situation as both Divisions experience benefit.