administrative regulation

# Occupational Health and Safety

**Administrative Regulation No. 1070**

**Classification: General**

**Effective Date: November 30, 2026**

## 1 | Purpose

The purpose of this administrative regulation is to:

- provide clear expectations for occupational health and safety within CBE sites and off-site activities.

## 2 | Scope

This administrative regulation applies to:

- all CBE staff.

## 3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply may result in disciplinary action up to and including termination of employment.

## 4 | Principles

The following principles apply:

- the CBE, at a minimum, complies with applicable occupational health and safety legislation, standards and best practices;
- CBE is committed to protecting the physical, psychological and social wellbeing of staff by providing a caring, and safe learning and work environment for employees, students and others present at its worksites;
- CBE believes health and safety are shared responsibilities between all staff and the employer;
- shared responsibility and collaboration support the continuous improvement of healthy and safe learning and work environments; and
- staff are afforded three basic rights under the Alberta *Occupational Health and Safety Act*:
    - the right to be informed of work site hazards and the means to eliminate or control those hazards;
    - the right to meaningful participation in health and safety activities pertaining to their work and work site, including the ability to express health and safety concerns; and
    - the right to refuse dangerous work.

# 5 | Definitions

**CBE:** means The Calgary Board of Education.

**Hazard:** means any situation, condition, or thing that, if left uncontrolled has the potential to cause injury, illness or loss.

**Position Hazard Assessment:** means an evaluation of work tasks for every role to identify, assess and control the associated hazards for the purpose of evaluating risk.

# 6 | Regulation Statement

**CBE Responsibility**

1) CBE is responsible for compliance with the Alberta *Occupational Health and Safety Act*, codes and regulations.

**Communication**

2) Staff will be informed of worksite hazards and the means to eliminate or control those hazards.

3) Employees, contractors and other applicable persons present at CBE worksites, shall be made aware of the safe work practices established by Safety Advisory Services from time to time.

**Safety Station**

4) CBE safe work practices are available online through the organization's intranet.

5) All staff are expected to arrive to work fit for duty.

# 7 | Procedure

**Accident Reporting**

1) All OHS Incidents must be reported without delay through appropriate CBE reporting procedures.

2) Supervisors and employees are expected to participate in an investigation of the incident or injury report.

**Safety Advisory Services Responsibility**

3) Safety Advisory Services shall:

   a) establish and maintain occupational health and safety safe work practices for use at CBE worksites as required;

   b) provide training for CBE employees related to health and safety including physical and psychological safety; and

   c) maintain records in accordance with records management procedures and processes.

4) Safety Advisory Services can provide assistance for investigation of an incident.

**Supervisor Responsibilities**

5) Employees with supervisory roles are expected to model safe work practices and behaviours to contribute a culture of safety awareness.

6) Supervisors are expected to:

   a) take responsibility for safety within the worksite;

   b) conduct regular informal inspections;

   c) ensure employees complete all applicable OH&S training;

   d) ensure employees have the skills, training and certification required to perform their roles safely; and

   e) regularly communicate OHS programs, guidelines and practices to their staff.

**Principal Responsibilities**

7) In addition to the responsibilities outlined in 7(5) and 7(6), principals are responsible for ensuring compliance among staff to applicable health and safety policies and procedures.

8) Employees shall complete annual training initiated by Safety Advisory Services and participate in the review of any administrative regulations related to OHS.

9) Principals need to provide appropriate delegation of responsibilities, including but not limited to supervision of all workers.

**Staff Responsibility**

10) All employees are expected to model safe work practices and behaviours to contribute to a culture of safety awareness.

11) Staff are expected to be adequately qualified, suitably trained and have sufficient experience to carry out work safely.

12) Staff are provided access to information and advocacy pertaining to health and safety matters through the CBE joint worksite health and safety committee (JWHSC).

13) Employees are expected to:

   a) be aware of their environment at all times;

   b) take practicable precautions to ensure safety in worksites; and

   c) report any hazards, near misses and injuries in the workplace.

   d) Position hazard assessments are reviewed annually by employees.

14) All staff must be diligent and ensure they have the required safety knowledge and to act reasonably in the workplace.

**New Employees**

15) It is expected that all new employees will receive OHS training to be completed without delay following their commencement of employment with CBE.

# 8 | History

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| Approval | September 1, 2009 |
| Revision/Review Dates | October 9, 2009<br>July 2013<br>January 2023<br>November 30, 2026 |
| Next Review | November 2029 |

# 9 | Related Information

Operational Expectations

- OE-4: Treatment of Employees
- OE-6: Asset Protection
- OE-9: Facilities

Administrative Regulations

- AR 3076 | Safety – Accidents in Schools
- AR 4038 | Harassment, Sexual Harassment & Discrimination
- AR 4080 | Workplace Violence
- AR 4090 | Public Interest Disclosure (Whistleblower Protection)
- AR 6031 | Caring and Safe Learning and Work Environments

Legislation

- *Education Act*, SA 2012, c E-0.3
- *Occupational Health and Safety Act,* SA 2020, c O-2.2
  - *OH&S Act Code and Regulation*
- *Workers' Compensation Act*, RSA 2000, c W-15