



MEMORANDUM

Feb 8, 2022
Regular Board Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Mark Francis, Deputy Superintendent

RESOURCE Shae Abba, Director of Human Resources, Serge Labrie, Director of Facilities Services, Serge Ethier, Maintenance Supervisor

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE Specific Policy, Administrative Procedure, Bylaw, Act, etc.
AP 700: General Principles for Health and Safety
AP 710: Occupational Health and Safety
AP 774: Medical - Injuries
Occupational Health and Safety Act
Education Act

SUBJECT **HEALTH AND SAFETY REPORT**

PURPOSE

For information. No recommendation required.

BACKGROUND

The Superintendent is committed to building and preserving a safe, productive, and healthy working environment for staff, students and school community and responsible to ensure the legislative requirements of the Education Act and the Occupational Health and Safety (OHS) Act are followed in Parkland School Division (PSD). The following report is in response to this commitment and these responsibilities.

REPORT SUMMARY

PSD complies with regulations set forth in the legislative requirements and has enacted measures to ensure the safety of students, employees and community at all PSD facilities. The following report is a summary of programs, practices and statistical information for PSD staff and students.

Administration would be pleased to respond to any questions.

MF:kz



HEALTH AND SAFETY REPORT

February 2022

Presented to the Board of Trustees, February 8, 2022

Mark Francis, Deputy Superintendent

Resource: Shae Abba, Director of Human Resources; Serge LaBrie, Director of Facilities Services; Serge Ethier, Maintenance Supervisor

Our Students Possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

BACKGROUND

Occupational Health and Safety

The province of Alberta has continued to stress the importance of occupational health and safety. Employers are expected to adhere to these codes of conduct in an effort to protect employees (and subsequently students and visitors) from workplace incidents.

Enshrining Workers' Rights:

Right to know

- All employers must inform workers about potential hazards and have access to basic health and safety information on site.

Right to participate in workplace health and safety

- Ensures workers are involved in health and safety discussions, including participation in health and safety committees.

Right to refuse dangerous work

- Workers may refuse to perform dangerous work and are protected from any form of reprisal for exercising this right.
- A worker must continue to be paid while a work refusal is being investigated.
- Other workers may be assigned to the work if they are advised of the refusal, reason for it, and made aware of their own right to refuse the work after the employer determines there is not a risk.

Reporting incidents

- Injuries resulting in a worker being admitted to hospital must be reported to Alberta Labour. This replaces the previous threshold of having to be in hospital for two days.
- Employers must report "potentially serious" incidents to Alberta Labour. These are incidents that had potential to cause serious injury to a person, but did not.

Creation of Divisional Joint Health and Safety Committee:

In October 2021 PSD formed the Divisional Joint Health and Safety Committee. This committee is formed under the Occupational Health and Safety Act and is intended to ensure safety compliance, and provide OH&S recommendations to the Superintendent of Schools. A recent change in the

regulation allowed school jurisdictions to form divisional committees as opposed to the site-based committees previously required.

Committee membership consist of representation from all Union and Employee groups (ATA, CAAMSE, IUOE, NUG) as well as various roles within the division. Meetings are held quarterly.

The committee members are:

James Pratt, ATA, Teacher
 Sarah Cresswell, ATA, Teacher, Local President
 Arthur Zubrack Oliver, ATA, Teacher
 Shelley Cygan, CAAMSE, High School Business Coordinator, Local President
 Kim Purse, NUG, Human Resources Business Partner
 Amanda Sedore, IUOE, Head Caretaker
 Randy Plamondon, IUOE, Carpenter
 Leslie Carrie, CAAMSE, Transportation Planner
 Cheryl Aamot, CAAMSE, Education Assistant
 Hailie Carnegie, ATA, Teacher
 Rosanne McIntyre, ATA, Assistant Principal
 Karen Stride-Goudie, ATA, Principal
 Mark Francis, Deputy Superintendent
 Serge Ethier, Maintenance Supervisor
 Shae Abba, HR Director

On January 11, 2022 the committee established the process for complaint submission. An Incident investigation/Feedback Form was created and approved by the committee.

Complaint Process:

When a complaint is received by a committee member the member will capture the details on the Incident Investigation/Feedback Form and send the form to the Co-Chairs Serge Ethier and Kim Purse. The Co-Chairs will review the complaint and involve the membership of the committee in reviewing the complaint and/or investigating the issue. OHS complaints (either formal through OHS or through the committee Incident Investigation/Feedback Form) are shared with the committee to provide feedback and/or recommendations to management.

All correspondence including Agendas, Meeting Minutes, Complaints, are added to a Shared Drive.

OH&S Complaints and Investigations:

The PSD Joint Health and Safety Committee had 3 OHS Complaints/Investigations brought forward in December 2021:

1. A complaint was lodged with OH&S as a result of extreme cold weather and unsafe operation conditions for school busses

2. Two complaints were lodged with OH&S regarding PSD's vaccination mandate which requires the employee conduct Rapid Antigen test twice a week. The complaints questioned the safety of the Rapid Antigen tests use of Ethylene Oxide.

COVID and Occupational Health and Safety

- OH&S Inspections: In Sept/Oct 2021, Occupational Health and Safety initiated an audit of school division COVID-19 protocols and procedures. A number of school divisions were selected for participation. OHS identified 3 sites for PSD for audit:
 - Woodhaven School
 - Muir Lake School
 - Copperhaven School
- Schools that are designated as being in Alert or Outbreak Status are subject to an AHS and OHS inspection. While no OHS inspections have been conducted as a result of an outbreak, AHS conducted inspections on:
 - Parkland Village School
 - Graminia School
 - Forest Green School
 - Prescott Learning Centre
 - Copperhaven School
 - École Broxton Park
 - Muir Lake School
 - Greystone Centennial Middle School
- The OHS and AHS inspections did not indicate any significant safety or compliance issues.

Current Health and Safety Investigations Underway

1. Air Quality/HEPA Filters in Response to COVID 19

Ventilation

Part of the efforts underway with PSD's Facilities Services department include upgrading all filters to a MERV 13 filtration level. The MERV (Minimum Efficiency Reporting Values) scale goes from one to 16. A MERV rating of 13-16 is considered hospital level air quality. A number of PSD schools are already at a MERV 13 air filtration rate. In older buildings, based on the ventilation system that is currently in place, a MERV 13 filtration level is attainable through special order filters and more frequent filter changes. All filters are planned to be upgraded to the MERV 13 standard.

The frequency at which air filters are changed in PSD has also been increased and air handling/ventilation equipment in all schools has been adjusted to maximize the number of air

exchanges within the schools. Prior to the COVID-19 pandemic, air was exchanged roughly three times per hour. The air exchanges are now operating at maximum capacity and exchanging air 4.5 to 7.5 times per hour.

HEPA Filters

Research shows that the use of HEPA filters may be beneficial in some spaces where air flow and air exchange are not optimal. At the same time, consumers are warned that HEPA filters are not the straight up replacement for proper air ventilation systems and when used incorrectly, or if filters are not changed out frequently enough, they may actually be detrimental and could interrupt airflow and spread airborne pathogens.

Parkland School Division is consulting with mechanical engineers and our air filter suppliers to determine the best approach to address the needs of our buildings throughout Parkland School Division. Some sites are being investigated for the use of HEPA Filters. To select the right air filtration device, it is important to:

- consult an experienced professional to assist in identifying ventilation needs,
- explain the steps for proper maintenance, and
- ensure that the unit has a high enough clean air delivery rate and is installed properly

2. N95 Masks

Parkland School Division is investigating the use of N95 Masks for employees. According to OHS: *“Section 244 of the OHS Code requires an employer to determine the degree of danger to a worker at a work site and decide if the worker needs to wear respiratory protective equipment such as a respirator. If the assessment conducted by an employer determines a respirator is required, then workers must be fit-tested appropriately to ensure there is an effective facial seal in accordance with section 250 of the OHS Code.*

If the employer's assessment of the hazards does not indicate a need for a respirator, and the employer is choosing to use available respirators as masks to protect against the COVID-19 virus, then a fit test may not be required. If the manufacturer's specifications of the respirator being used as a mask require that the respirator be fit tested before it is used, the employer is responsible for following the manufacturer's specifications regardless of if the respirator is being used as a respirator or mask.

If the manufacturer's specification requires a fit test and the employer intends to use the respirator as a mask without fit testing workers, then the employer must apply for an acceptance under section 250 of the Alberta OHS Code.”

Summary of Workplace Injuries:**SUMMARY OF INJURIES BY POSITION**

2019-2020 (August 26, 2019-August 25, 2020)						
Position	Employee Injuries	Employees With Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
Assistant Principal	3	0	0	1	2	0
Principal	1	0	1	1	0	0
Sub Teacher	1	0	0	1	0	0
School Support/EA	40	8	23	18	18	4
Support Other/Custodian	18	3	9	1	4	13
Teacher	18	2	8	10	3	5
GRAND TOTAL	81	13	41	32	27	22

2020-2021 (August 26, 2020 -August 24, 2021)						
Position	Employee Injuries	Employees With Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
Casual	2	0	1	1	0	1
Principal	1	0	1	0	1	0
Sub Teacher	1	0	1	0	1	0
School Support/EA	32	4	10	15	8	10
Support Other/Custodian	10	1	3	1	2	7
Teacher	16	4	5	4	3	9
GRAND TOTAL	62	9	21	21	15	27

2021-2022 (August 25, 2021-January 20, 2022)						
Position	Employee Injuries	Employees With Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
Sub Teacher	1	1	1	0	1	0
School Support/EA	37	4	12	20	8	9
Support Other/Custodian	8	4	5	0	3	5
Teacher	15	2	5	7	4	4
GRAND TOTAL	61	11	23	27	16	18

Student Injuries

Schools report to division office all student incidents that require first aide.

School Year	STUDENT INJURIES
2017-2018	568
2018-2019	574
2019-2020	728
2020-2021	874
2021-2022 (Year to Date)	291