



## MEMORANDUM

February 14, 2023  
Regular Board Meeting

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**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** Policy 2: Role of the Board  
Policy 11: Board Delegation of Authority  
Policy 12: Role of the Superintendent  
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, Section 33(1)*

**SUBJECT** **WORKPLACE SAFETY REPORT**

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

Section 33 of the *Education Act*, states that “(1) A board, as a partner in education, has the responsibility to (d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging”.

Parkland School Division 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



## WORKPLACE SAFETY REPORT

February 2023

Presented to the Board of Trustees, February 14, 2023

Mark Francis, Deputy Superintendent

Resource: Shae Abba, Director of Human Resources;

Serge LaBrie, Director of Facilities Services; and

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 (OHS)

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.

The *Occupational Health and Safety Act* states:

*2 The purposes of this Act are*

- (a) the promotion and maintenance of the highest degree of physical, psychological and social well-being of workers,*
- (b) to prevent work site incidents, injuries, illnesses and diseases,*
- (c) the protection of workers from factors and conditions adverse to their health and safety, and*
- (d) to ensure that all workers have*
  - (i) the right to be informed of work site hazards and the means to eliminate or control those hazards,*
  - (ii) 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,*
  - (iii) the right to refuse dangerous work, and*
  - (iv) the ability to work without being subject to disciplinary action for exercising a right or fulfilling a duty imposed by this Act, the regulations or the OHS Code.*

#### Creation of 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 OHS recommendations to the Superintendent of Schools. A recent change in the regulation allowed school jurisdictions to form divisional Joint Health and Safety Committees. Previously, individual schools/work sites had site based Joint Health and Safety Committees.

Committee membership consist of representation from all Union and Employee groups (ATA, CAAMSE, IUOE, NUG) as well as members representing the various employee roles within the division. The *Occupational Health and Safety Act* allows for equal representation on the Joint Health and Safety Committee.

The committee members are:

Worker Members

James Pratt, Co-Chair, ATA, Teacher  
 Sarah Cresswell, ATA, Teacher, Local President  
 Arthur Zubrack Oliver, ATA, Teacher  
 Shelley Cygan, CAAMSE, High School Business Coordinator  
 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  
 Karen Stride-Goudie, ATA, Principal

Management Members

Serge Ethier, Co-Chair, Maintenance Supervisor  
 Mark Francis, Deputy Superintendent  
 Shae Abba, HR Director

**Safety Concern Identification/Complaint Processes:**

*Anonymous complaints/Complaints to members of the Joint Health and Safety Committee*

In January, 2022 the committee established the process for anonymous complaint submission directly to the Joint Health and Safety Committee. An Incident investigation/Feedback Form was created and approved by the committee. In addition, any committee member may be contacted directly by employees. When a complaint is received, either anonymously or through a committee member, the details are recorded on the Incident Investigation/Feedback Form and the form is sent to the Co-Chairs. The Co-Chairs will review the complaint and involve the membership of the committee in reviewing the complaint and/or investigating the issue.

*Division Facilities Work Order System (Ebase)*

All schools have designated employees to submit work orders (principal, assistant principal, head custodian). Employees inform school admin of potential safety issues and the work orders are submitted to facilities.

*Annual Inspections*

All work sites are inspected annually to assist Facilities staff in identifying potential safety issues. Typically, these inspections are done by Head Custodians in consultation with Site Supervisors. Individual employees are also encouraged to participate in work site inspections.

*OHS Complaints*

All workers/visitors to work sites in Alberta are able to submit complaints directly to OHS. Complainants may elect to remain anonymous when they make a complaint or may share contact details. An OHS Officer conducts an investigation but does NOT share complainant identity, whether or not they have elected to remain anonymous.

Anonymous OHS Investigations

When an anonymous OHS complaint is made, OHS is limited in their ability to conduct a specific investigation. In these cases, the OHS Officer will look at PSD Policies, Procedures, processes, protocols and documents (i.e. safety manuals, training materials). Once the investigation is complete, a written report is provided. These reports are provided to both PSD and the Worker Co-chair.

OHS Investigation

When a specific complaint is made which includes details (i.e. date, incident description, individuals involved, etc.), the OHS Officer will review

- PSD Policies, Procedures, processes, protocols and documents (i.e. safety manuals, training materials)
- Accident/Incident reports and other documentation of the incident
- Review previous Accident/Incident reports
- Interview staff as required

Once the investigation is complete, a written report is provided. These reports are provided to both PSD and the Worker Co-chair. These reports may provide recommendations.

Complaints and Investigations:

The following OHS/Joint Health and Safety Complaints/Investigations have been brought forward Since Jan, 2022:

- OHS Complaint Re: Mice Infestation, Mold and Air Quality at Ecole' Meridian Heights. The report clearly indicated there were no visible signs of mouse droppings, mouse infestation, mold or musty smells. Subsequent questions to school administration have resulted in a full air quality/Fungal Assessment Report. Report findings will be shared with the Joint Health and Safety Committee and school staff when available.
- OHS Complaint Re: Mold in Athabasca Delta School as a result of a water leak prior to PSD assuming operation. The report indicated there was no evidence of mold and the water damage had been appropriately remediated.
- OHS Complaint Re: Workplace Bullying and Harassment (Anonymous). The report indicated that PSD had all policies, procedures, training, and protocols in place.
- OHS Investigation Re: Bus accident. OHS investigates any serious incident resulting in injury. The Nov 4, 2022 bus accident involving a PSD Bus contractor has triggered an investigation. School Division staff are cooperating with the investigation and no report has been issued to PSD.
- PSD Joint Health and Safety Complaint Re: Workplace Bullying and Harassment (Anonymous). This complaint did not contain any specific details. The processes used by PSD when a complaint regarding Workplace Harassment is received and the respective Administrative Procedures ([AP 700: General Principles for Health and Safety](#), [AP 710: Occupational Health and Safety](#), and [AP 736: Workplace Violence and/or Harassment](#)) were discussed and reviewed by the committee.
- PSD Joint Health and Safety Complaint Re: Lighting at Millgrove School). This concern is currently under review by the committee.

Summary of Injuries by Position**2020 - 2021**

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
<b>GRAND TOTAL</b>	<b>62</b>	<b>9</b>	<b>21</b>	<b>21</b>	<b>15</b>	<b>27</b>

**2021 - 2022**

2021-2022 (August 25, 2021-August 23, 2022)						
Position	Employee Injuries	Employees with Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
Assistant Principal	1	0	0	0	1	0
Sub Teacher	1	1	1	0	1	0
School Support/EA	61	7	17	29	17	15
Support Other/Custodian	11	5	6	0	3	8
Teacher	32	7	12	12	12	8
<b>GRAND TOTAL</b>	<b>106</b>	<b>20</b>	<b>36</b>	<b>41</b>	<b>34</b>	<b>31</b>

**2022 - 2023**

2022-2023 (August 24, 2022-January 26, 2023)						
Position	Employee Injuries	Employees with Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
In Class Assistant/Casual Support	1	1	1	1	0	0
Sub Teacher	1	0	0	0	0	1
School Support/EA	34	2	2	26	3	5
Support Other/Custodian	11	3	3	2	2	7
Teacher	13	3	7	4	3	6
<b>GRAND TOTAL</b>	<b>59</b>	<b>9</b>	<b>13</b>	<b>33</b>	<b>7</b>	<b>19</b>

Analysis – Activity/Facilities Related Injuries			
Year	Employee Injuries	Employees with Time Loss	Explanation of Illness/Injury - Trends
2020-2021	62	9	<ul style="list-style-type: none"> <li>• Slips/Trip (not ice related) - 10</li> <li>• Slips/Falls (ice) – 14</li> <li>• Strains - 5</li> <li>• COVID Exposure - 4</li> </ul>
2021-2022	106	20	<ul style="list-style-type: none"> <li>• Slips/Trip (not ice related) – 17</li> <li>• Slips/Falls (ice) – 25</li> <li>• Strains - 8</li> </ul>
2022-2023 (year to date)	59	9	<ul style="list-style-type: none"> <li>• Slips/Falls (ice) – 3</li> <li>• Slips/Trip (not ice related) - 5</li> <li>• Strains - 7</li> </ul>

- 2021-2022 was a very problematic year with freezing rain and freeze/thaw events. There was a significant increase in injuries related to slips/falls (ice). As a result, facilities drastically increased use of snow melt and sand.
- Due to incidents of strains related to snow clearing, there has been a change in snow clearing procedures including the use of a Tool Cat (snow sweeping machine) for sidewalks where available and practical.