



MEMORANDUM

February 13, 2024
 Regular Board Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Mark Francis, Deputy Superintendent

RESOURCE Amy Goerzen, 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**

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 2024

Presented to the Board of Trustees, February 13, 2024
 Mark Francis, Deputy Superintendent
 Resource: Amy Goerzen, 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. The regulation allows 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 including the Alberta Teachers Association (ATA), Canadian Union of Public Employees (CUPE), International Union of Operating Engineers (IUOE), and Non-Union Group (NUG). Membership is also intended to represent the various employee roles within the division. The *Occupational Health and Safety Act* allows for equal representation between management and workers, however the PSD Joint Health and Safety Committee has greater worker representation.

The committee members are:

Worker Members

James Pratt, Co-Chair, ATA, Teacher
 Sarah Cresswell, ATA, Teacher, Local President
 Arthur Zubrack Oliver, ATA, Teacher
 Chrissy Nickel, CUPE, Secretary
 Kim Purse, NUG, Human Resources Business Partner
 Amanda Sedore, IUOE, Head Caretaker
 Randy Plamondon, IUOE, Carpenter
 Leslie Carrie, CUPE, Transportation Planner
 Cheryl Aamot, CUPE, Education Assistant
 Les Worthington, ATA, Principal
 Tammie Sarauer, ATA, Principal

Management Members

Serge Ethier, Co-Chair, Maintenance Supervisor
 Mark Francis, Deputy Superintendent
 Amy Goerzen, 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;
- Previous Accident/Incident reports; and
- 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 in the last year:

- OHS Complaint Re: Mold in Athabasca Delta School as a result of a water leak prior to PSD assuming operation.
 - Original OHS complaint was filed on October 19, 2022.
 - OHS was satisfied with the documentation provided and the file was closed October 19, 2022.
 - OHS received another complaint regarding prior flooding and concerns about the functionality of the science fume hood on October 17, 2023.
 - OHS received the required documentation and closed this complaint on November 2, 2023.
 - PSD completed air quality monitoring on November 15, 2023, as a pro-active measure which indicated the presence of mold in specific rooms.
 - The air quality monitoring report was submitted to OHS and AHS for review.
 - OHS and AHS approved the PSD proposed remediation work on November 17, 2023.
 - Phase one of the remediation work was completed November 26, 2023 (as approved by AHS and OHS).
 - Follow-up air quality monitoring was completed December 15, 2023, confirming that excessive mold spores were no longer present.
 - As per AHS and OHS; PSD will undertake further remediation work in the summer of 2024 when the building is unoccupied.
 - A final air quality test will be done confirming that the mold has been eliminated.
- PSD Joint Health and Safety Complaint Re: Lighting at Millgrove School.
 - This concern was reviewed by the committee and a recommendation made.
 - The recommendation was accepted by PSD Facilities Services and additional lights were installed in the parking lot.

Summary of Injuries by Position

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
GRAND TOTAL	106	20	36	41	34	31

2022 - 2023

2022-2023 (August 24, 2022-August 27, 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	167	6	13	147	9	10
Support Other/Custodian	20	4	6	5	4	11
Teacher	36	7	16	13	11	12
GRAND TOTAL	225	18	36	166	24	34

2023 - 2024

2023-2024 (August 28, 2023-January 10, 2024)						
Position	Employee Injuries	Employees with Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
Bus Site Monitor	1	0	0	1	0	0
Principal	1	0	0	1	0	0
Sub Teacher	4	0	1	3	0	0
School Support/EA	83	2	6	75	6	0
Support Other/Custodian/Cook	3	0	0	0	2	0
Teacher	15	3	4	10	2	3
GRAND TOTAL	107	5	11	90	10	3

Analysis – Activity/Facilities Related Injuries			
Year	Employee Injuries	Employees with Time Loss	Explanation of Illness/Injury - Trends
2021-2022	106	20	<ul style="list-style-type: none"> • Slips/Trip (not ice related) – 17 • Slips/Falls (ice) – 25 • Strains - 8
2022-2023	225	18	<ul style="list-style-type: none"> • Slips/Falls (ice) – 12 • Slips/Trip (not ice related) - 9 • Strains - 11
2023-2024 (year to date)	107	5	<ul style="list-style-type: none"> • Slips/Falls (ice) – 1 • Slips/Trip (not ice related) - 3 • Strains - 4

- 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 Services 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.