

	<b>OCCUPATIONAL SAFETY &amp; HEALTH MANAGEMENT SYSTEM</b>	Revision: 01
	<b>OSH POLICY</b>	Issue Date: 6th December, 2024
	Document No: AGS-OSHMS - POL	Issue No: 01

### 3.5 Procedure for Defining Occupational Safety and Health (OSH) Roles and Responsibilities at AGS (CANADA)

3.5 Clearly defined and document OSH roles, responsibilities and delegated authorities for each role within the entity

AGS (CANADA) Procedure for Defining Occupational Safety and Health (OSH) Roles and Responsibilities at AGS (CANADA)\*\*

#### **\*\*1. Purpose:\*\***

This procedure aims to establish clearly defined and documented OSH roles, responsibilities, and delegated authorities for all stakeholders within AGS (CANADA). The procedure also ensures that roles are well communicated, linked with external stakeholders, and facilitates an effective Occupational Safety and Health Management System (OSHMS) within the school.

#### **\*\*2. Scope:\*\***

This procedure applies to all employees, management, external stakeholders, and members of the OSH Committee at AGS (CANADA).

#### **\*\*3. Roles and Responsibilities:\*\***

##### **3.1 \*\*Top Management:\*\***

- Establish and endorse the OSH policy and ensure its integration into the school's overall management system.
- Chair the OSH Committee or delegate a qualified individual with formal authority.
- Ensure necessary resources and support for the OSH Committee's functions.
- Appoint individuals for specific OSH roles and responsibilities across the organization.

##### **3.2 \*\*OSH Committee:\*\***

- Meet a minimum of four times a year to discuss OSH issues and review workplace circumstances affecting safety.
- Document and maintain records of all meetings and make these available to relevant stakeholders.
- Promote cooperation between management and employees in maintaining safe working conditions.
- Review and recommend improvements to the OSHMS based on identified issues or incidents.
- Undertake specified functions and duties as outlined by the employer.

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### 3.3 ***Department Heads:***

- Ensure that OSH roles and responsibilities are communicated to all employees within their departments.
- Monitor adherence to established OSH procedures and practices.
- Report any safety concerns or incidents to the OSH Committee in a timely manner.
- Facilitate OSH training and resources for staff as necessary.

### 3.4 ***Employees:***

- Adhere to OSH policies, procedures, and instructions applicable to their work.
- Participate in OSH training and adhere to safety guidelines.
- Report unsafe conditions and potential hazards to supervisors or the OSH Committee.
- Cooperate with investigations of accidents and incidents in the workplace.

### 3.5 ***External Stakeholders:***

- Collaborate with the OSH Committee to align on safety standards and practices.
- Provide necessary documentation or resources that may influence the safety and health of employees.
- Ensure compliance with applicable external safety regulations and standards.

## ***4. Documentation and Communication:***

### 4.1 ***Documentation:***

- Develop an OSH roles and responsibilities matrix detailing each role, their responsibilities, and delegated authorities. This matrix should be reviewed and updated annually.
- Maintain minutes of OSH Committee meetings, including decisions made and actions assigned.
- Keep records of training sessions related to OSH roles and responsibilities.

### 4.2 ***Communication:***

- Present OSH roles and responsibilities during employee training and induction sessions.
- Include OSH roles in employee handbooks and on the school's intranet accessible to all staff.
- Display the roles and responsibilities matrix in common areas of the school for ongoing visibility.

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## **\*\*5. Measurement and Evaluation:\*\***

### **5.1 \*\*Conformance Measurement:\*\***

- Establish performance indicators to measure employee conformance to defined OSH roles and responsibilities.
- Conduct regular audits of the OSHMS to assess compliance with established roles and responsibilities.

### **5.2 \*\*Review Process:\*\***

- Use feedback from audits, incidents, and inspections to continuously improve and refine the OSH roles and responsibilities.
- Solicit input from employees and stakeholders during OSH Committee meetings to identify areas for improvement.

## **\*\*6. Conclusion:\*\***

This procedure establishes a clear framework for the roles and responsibilities related to occupational safety and health within AGS (CANADA). By ensuring clarity and effective communication, AGS (CANADA) aims to promote a culture of safety and enhance the efficiency of the OSHMS, thereby safeguarding the health and well-being of all employees and stakeholders.

Reference: ADOSH-SF - Management System Elements, Element 1 – Roles, Responsibilities and Self-Regulation Version 4.0 – 15th July 2024.

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## Roles & Responsibilities of OSH COMMITTEE at AGS (CANADA)

RESPONSIBILITIES	DIRECTLY RESPONSIBLE TO	FREQUENCY OF MEETING
<b>TOP MANAGEMENT</b>		
Endorse OSH policy & overlook its implementation	DIRECTRESS & OWNERS; GIVES BRIEFINGS TO SAC	MONTHLY OR AS NEEDED
Appoint specific OSH roles and responsibilities esp. Management Representative;	DIRECTRESS & SAC	MONTHLY OR AS NEEDED
Appoint specific OSH roles and responsibilities in consultation with MR and Directress	DIRECTRESS & SAC	MONTHLY OR AS NEEDED
Ensure resources and support are discussed; & provided (if manageable)	DIRECTRESS	BI-MONTHLY OR AS NEEDED
<b>OSH COMMITTEE CHAIR - UPPER MANAGEMENT REPRESENTATIVE</b>		
Appoint specific OSH roles and responsibilities in consultation with Principal and Directress	DIRECTRESS & SAC	MONTHLY OR AS NEEDED
ensure resources and support,	PRINCIPAL	BI-MONTHLY OR AS NEEDED
Implementing OSH POLICY	PRINCIPAL	ANNUAL
Ensure compliance with ADPHC CODES and Implementations	PRINCIPAL	ONGOING THROUGHOUT 1 YEAR, OR AS NEEDED
Document Management	PRINCIPAL	ONGOING THROUGHOUT 1 YEAR, OR AS NEEDED
<b>OSH COMMITTEE</b>		
document and maintain records, promote cooperation between management and employees, review and recommend improvements to OSHMS, recommend TN	HEAD OF OSH	AT LEAST 4 TIMES A YEAR

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DEPARTMENT HEADS		
<ul style="list-style-type: none"> <li>-Active members of the OSH committee,</li> <li>-provide feedback,</li> <li>-suggestions,</li> <li>-assist with updates and planning (where applicable),</li> <li>- implement OSH SOP's where applicable to their area</li> </ul>	HEAD OF OSH	AT LEAST 4 TIMES A YEAR
<ul style="list-style-type: none"> <li>- Ensure that OSH roles and responsibilities are communicated to all employees within their depart.</li> <li>- Monitor adherence to established OSH procedures and practices.</li> <li>- Report any safety concerns or incidents to the OSH Committee in a timely manner.</li> <li>- Facilitate OSH training and resources for staff as necessary.</li> </ul>		
EMPLOYEES		
<ul style="list-style-type: none"> <li>-Adhere to OSH policies,</li> <li>-participate in OSH training,</li> <li>- report unsafe conditions and potential hazards,</li> <li>- cooperate with investigations of accidents and incidents</li> <li>- implement OSH SOP's where applicable to their area</li> </ul>	HEAD OF OSH & FACILITY OSH SUPERVISOR	AT LEAST 4 TIMES A YEAR, OR AS NEEDED
External Stakeholders		
Collaborate with OSH Committee on safety standards and practices, provide necessary documentation or resources that may influence employee safety and health	PRINCIPAL/DIRECTRESS, HEAD OF OSH & FACILITY OSH SUPERVISOR (where applicable)	AS NEEDED

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EMPLOYEES			
RESPONSIBILITIES	DIRECTLY RESPONSIBLE TO	FREQUENCY OF MEETING (AMONGST THEIR DEPARTMENTS)	AREAS OF RESPONSIBILITY
NURSE	OSH HEAD	MONTHLY	MEDICAL PRACTICES, HEALTH SCREENING, SAFETY PRACTICES DURING TRIPS AND OUTSIDE ACTIVITIES, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
HR		AT LEAST 4 TIMES A YEAR	3RD PARTY CONTRACTS, LICENCES, LEGAL PAPERS OF EMPLOYEES, PERMITS
IT		MONTHLY	IT CONTRACTS, DIGITAL SECURITY, TECH SUPPORT, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT, CCTV SURVEILLANCE
TECHNICIAN		MONTHLY	SAFETY AND SECURITY, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
PE DEPARTMENT		MONTHLY	PE FACILITIES AND SPORTS REQUIREMENTS, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT

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CHEMISTRY/ BIOLOGY	OSH HEAD & HEAD OF DEPT	EVERY TWO MONTHS	CHEMISTRY/BIOLOGY LABS, SAFETY PRACTICES, CLASSES, HALLWAYS, RECESS, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
TRAFFIC MANAGEMENT & TRANSPORTATION	OSH HEAD & FACILITIES OSH SUPERVISOR	EVERY TWO MONTHS, AS NEEDED	SAFE ARRIVAL/SAFE DEPARTURE, EVACUATION DRILL SUPPORT
SUPPORT STAFF	OSH HEAD & FACILITIES OSH SUPERVISOR	EVERY MONTH, AS NEEDED	CLEANING, MAINTENANCE, HYGIENE, SANITIZING, LOGISTICS SUPPORT, STUDENT AND STAFF SAFETY, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
TEACHERS	OSH HEAD & HEAD OF DEPT	AT LEAST 4 TIMES A YEAR	CLASSROOMS/ HALLWAYS/RECESS PERIODS/OUTDOOR FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES/SAFE ARRIVAL/HEALTH OF STAFF STUDENTS & VISITORS AND PROJECTS AND HANDLING DIGITAL DEVICES, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
CANTEEN	OSH HEAD & HEAD OF DEPT	EVERY MONTH, AS NEEDED	FOOD HANDLING AND PREPARATION INCLUDING SERVING

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			STUDENTS, STAFF & VISITORS, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
ADMINISTRATION & UPPER MANAGEMENT	OSH HEAD	AT LEAST 4 TIMES A YEAR	STAFF, VISITORS, STUDENTS, ADMIN SUPPORT, SAFE ARRIVAL, WELL BEING, STUDENT SUPPORT, CONTRACTS, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
ACCOUNTING	OSH HEAD	AT LEAST 4 TIMES A YEAR	FINANCES
EVENTS & ACTIVITIES COORDINATOR	OSH HEAD	AT LEAST 4 TIMES A YEAR	EVENTS & ACTIVITIES, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
OSH DEPARTMENT	OSH HEAD & HEAD OF DEPT	MONTHLY, AS NEEDED	OSH SAFETY, OSH MS, COP'S, DOCUMENTATION, CONTRACTS, MAINTENANCE, SUPPORT, INDUCTION, TRAINING, FACILITIES SAFETY PLANNING, COMMUNICATION, RISK MANAGEMENT, INSPECTION & FOLLOW UP ON ACTIVITIES

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Vice Principal - Junior High)

Date: \_\_\_\_\_



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