
	OCCUPATIONAL SAFETY & HEALTH MANAGEMENT SYSTEM	Revision: 01
	OSH COMMITTEE - AGSOSH-COMM2526 V2	Issue Date: 27th November, 2025
	Document No: AGS-OSHMS .01	Issue No: 02


3.5 (1) (OSH) COMMITTEE - Roles and Responsibilities at AGS (CANADA)

Part A - Roles & Responsibilities of OSH COMMITTEE at AGS (CANADA)

RESPONSIBILITIES	DIRECTLY RESPONSIBLE TO	FREQUENCY OF MEETING
TOP MANAGEMENT <i>(School Governance Board is still in development mode and expected to be fully formed by February 20th, 2026)</i>		
Endorse OSH policy & overlook its implementation	DIRECTRESS & OWNERS; GIVES BRIEFINGS TO <i>(School Governance Board*)</i>	MONTHLY OR AS NEEDED
Appoint specific OSH roles and responsibilities esp. Management Representative;	DIRECTRESS & <i>(School Governance Board*)</i>	MONTHLY OR AS NEEDED
Appoint specific OSH roles and responsibilities in consultation with MR and Directress	DIRECTRESS & <i>(School Governance Board*)</i>	MONTHLY OR AS NEEDED
Ensure resources and support are discussed; & provided (if manageable)	DIRECTRESS & <i>(School Governance Board*)</i>	BI-MONTHLY OR AS NEEDED
OSH COMMITTEE CHAIR - UPPER MANAGEMENT REPRESENTATIVE		
Appoint specific OSH roles and responsibilities in consultation with Principal and Directress	DIRECTRESS & <i>(School Governance Board*)</i>	MONTHLY OR AS NEEDED
ensure resources and support,	Directress	BI-MONTHLY OR AS NEEDED
Implementing OSH POLICY	PRINCIPAL (in consultation with Directress, OSH Head of Committee & OSH Representative), <i>(School Governance Board*)</i>	ANNUAL
Ensure compliance with ADPHC CODES and Implementations	PRINCIPAL (in consultation with Directress, OSH Head of Committee & OSH Representative), <i>(School Governance Board*)</i>	ONGOING THROUGHOUT 1 YEAR, OR AS NEEDED

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Document Management	PRINCIPAL (in consultation with Directress, OSH Head of Committee & OSH Representative)	ONGOING THROUGHOUT 1 YEAR, OR AS NEEDED
OSH COMMITTEE		
document and maintain records, promote cooperation between management and employees, review and recommend improvements to OSHMS	HEAD OF OSH	AT LEAST 4 TIMES A YEAR
DEPARTMENT HEADS		
-Active members of the OSH committee, -provide feedback, -suggestions, -assist with updates and planning (where applicable), - implement OSH SOP's where applicable to their area	HEAD OF OSH	AT LEAST 4 TIMES A YEAR
- 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.	HEAD OF OSH	AT LEAST 4 TIMES A YEAR, OR AS NEEDED
EMPLOYEES		
-Adhere to OSH policies, -participate in OSH training, - report unsafe conditions and potential hazards, - cooperate with investigations of accidents and incidents - implement OSH SOP's where applicable to their area	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	PRINCIPAL/DIRECTRESS, HEAD OF OSH & FACILITY	AS NEEDED

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necessary documentation or resources that may influence employee safety and health	OSH SUPERVISOR (where applicable)	
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Part B - Roles Of School Employees and the Nature of the Scope of their responsibilities & Areas at AGS (CANADA)


EMPLOYEES			
AREA/ DEPARTMENT	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, PROPER WASTE MANAGEMENT
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/PHYSICS LAB	OSH HEAD & HEAD OF DEPT	EVERY TWO MONTHS	CHEMISTRY/BIOLOGY LABS, SAFETY PRACTICES, CLASSES, HALLWAYS, RECESS, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT, PROPER WASTE MANAGEMENT
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, PROPER WASTE MANAGEMENT
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, PROPER WASTE MANAGEMENT
CANTEEN	OSH HEAD & HEAD OF DEPT	EVERY MONTH, AS NEEDED	FOOD HANDLING AND PREPARATION INCLUDING SERVING STUDENTS, STAFF & VISITORS, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT, PROPER WASTE MANAGEMENT
ADMINISTRATION	OSH HEAD	AT LEAST 4 TIMES A YEAR	STAFF, VISITORS, STUDENTS,

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& UPPER MANAGEMENT			ADMIN SUPPORT, SAFE ARRIVAL, WELL BEING, STUDENT SUPPORT, CONTRACTS, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT, PROPER WASTE MANAGEMENT
ACCOUNTING	ACCOUNTANT	AT LEAST 4 TIMES A YEAR	FINANCES
EVENTS & ACTIVITIES	EVENTS & ACTIVITIES COORDINATOR	AT LEAST 4 TIMES A YEAR	EVENTS & ACTIVITIES, CODE OF CONDUCT, PROFESSIONAL CODE OF CONDUCT
OSH DEPARTMENT	OSH HEAD & HEAD OF DEPT & OSH DOCUMENT COORDINATOR	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, PROPER WASTE MANAGEMENT



 (Principal)



 (Head of OSH Committee)

Date: 5-DECEMBER-2025