



AP 406 – EMPLOYEE SAFETY

BACKGROUND

Saskatoon Public Schools is committed to the health and safety of all employees at work. The purpose of this administrative procedure is to provide clear guidance on maintaining a safe working environment for all employees. The Division is committed to preventing workplace injuries, illnesses, and incidents of violence and complying with all applicable health and safety legislation. This administrative procedure applies to all employees of the Division including permanent, temporary, and casual, contracted staff, as well as volunteers, while performing duties on school division premises or during school or division-related activities.

PROCEDURES

1. The Division will:
 - 1.1. Ensure compliance with all applicable workplace health and safety legislation.
 - 1.2. Provide resources, training, and equipment necessary for a safe workplace.
 - 1.3. Conduct regular workplace inspections and risk assessments.
2. Principals and supervisors will:
 - 2.1. Promote a culture of safety.
 - 2.2. Identify and address potential hazards in the workplace.
 - 2.3. Ensure employees are provided with appropriate health and safety training.
 - 2.4. Inform employees of any potential hazards or risks to safety.
 - 2.5. Investigate incidents, accidents, or near-misses and implement corrective measures.
3. Employees will:
 - 3.1. Follow all health and safety policies and procedures.
 - 3.2. Report hazards, unsafe conditions, incidents, or injuries promptly to their supervisor.
 - 3.3. Complete the **Staff, Student, or Volunteer Incident Form**, including details of the incident.
 - 3.4. Use personal protective equipment (PPE) and safety equipment as required.
 - 3.5. Be familiar with emergency procedures, including fire evacuation, medical emergencies, and lockdown procedures.
 - 3.6. Participate in safety training and drills.
4. Reporting and Responding to Incidents
 - 4.1. All injuries, accidents, and incidents that could have resulted in serious injury must be reported immediately to the employee's supervisor and documented using the Staff, Student, or Volunteer Incident Report Form found on the HR Portal.
 - 4.2. Principals and supervisors must investigate incidents promptly.



- 4.3. Principals and supervisors must complete the supervisory portion of the Staff, Student, or Volunteer Incident Form within three business days of receipt of the form.
- 4.4. Principals and supervisors are to take appropriate corrective measures as soon as possible to prevent recurrence.
5. Occupational Health and Safety Committees are to be maintained in all locations. Each committee will be responsible for:
 - 5.1. Holding a minimum of four meetings annually;
 - 5.2. Recording minutes of meetings on the approved forms and posting minutes at each work site in a location accessible to workers;
 - 5.3. Providing a copy of the minutes to the Occupational Health and Safety Supervisor;
 - 5.4. Receiving, considering, and resolving matters with respect to workers' health and safety concerns;
 - 5.5. Conducting workplace inspections on a regular basis and reporting on action required to appropriate individuals;
 - 5.6. Assisting the Division to identify and control hazards and to set up educational and training programs;
 - 5.7. Monitoring and updating safety materials such as manuals, SDS (Safety Data Sheets), etc.;
 - 5.8. Reporting all accidents and near accidents;
 - 5.9. Investigating matters following an employee refusal of dangerous work as outlined in The Saskatchewan Employment Act (3-31);
 - 5.10. Taking any required training to fulfill their duties as committee members as prescribed under The Occupational Health and Safety Regulations, 2020.
6. Safety training will be provided by the Division, as required, during working hours. Employees attending training will be paid their regular salary, and will be replaced with a substitute during their absence when required.
7. Adherence to required safety rules and procedures will be a condition of employment. Failure to observe reasonable safety rules and regulations, as well as causing such failure, may be subject to discipline.
8. Unsafe working conditions should be reported to the principal or direct supervisor, who will ensure reporting to the Occupational Health and Safety Committee at the respective location. If there is a failure to act on the concern in a timely manner, the issue should be reported to the Occupational Health and Safety Supervisor.

Date Last Revised: June 2026