

# **PARTNER IN INJURY REDUCTION**

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding dated November 14, 2014 is between the **Alberta Education Health and Safety Association (AEHSA)** and **Alberta Jobs, Skills, Training and Labour**.

### **1. PURPOSE AND SCOPE**

#### **1.1 Purpose**

This Memorandum of Understanding (MOU) reflects a relationship that is intended to ensure that the principles of Partnerships in Injury Reduction (**Partnerships**) and the roles and responsibilities of both parties are clearly defined and understood.

The **Partnerships** process requires:

- Promoting the awareness and involvement of employers, associations, contractors, organizations and others in **Partnerships**.
- Assisting employers in the development, implementation and evaluation of health and safety programs appropriate to their needs.
- 1. Ongoing collaboration among workers, employers and other stakeholders, including sharing of information and expertise surrounding best practices.
- Communication of the importance of workplace health and safety to workers, employers and other stakeholders.

#### **1.2 Obligations**

As a Partner, **AEHSA** will:

- Establish and implement measurable annual goals and objectives based on the foregoing section that are meaningful, achievable, purposeful, reportable, and include activities external to the organization.
- Communicate outcomes of annual goals and objectives to **Alberta Jobs, Skills, Training and Labour**.

- Contribute to the periodic review and maintenance of **Partnerships** standards in collaboration with **Alberta Jobs, Skills, Training and Labour** and others.
- Assist peers, members, contractors and other organizations to deal pro-actively with health and safety issues through shared learning and best practices.
- Implement a process to encourage employer, contractor and worker participation in **Partnerships**.

As a Partner, **Alberta Jobs, Skills, Training and Labour** will:

- Provide leadership and direction for public policy relevant to **Partnerships**.
- Provide expertise in the area of **Partnerships**.
- Support and encourage employer involvement in programs and concepts developed by **AEHSA**.
- Publicly acknowledge the efforts of **AEHSA**.
- Work with **AEHSA** and others to develop and periodically review the **Partnerships** standards.
- Facilitate dialogue and consensus building among partners and others to promote the principles of **Partnerships**.
- Review the activities of **AEHSA** to verify completion of the annual goals and objectives.
- Ensure that the COR Registry System data will not be used for OHS compliance targeting programs.

## 2. MISCELLANEOUS

### 2.1 Renewal

This MOU will expire on November 14, 2016. Renewal will be based on fulfillment of the terms of this MOU, and an annual review of the goals and objectives.

### 2.2 Relationship of Parties

It is not the intention of **AEHSA** and **Alberta Jobs, Skills, Training and Labour** to create, nor shall this MOU be construed as creating, a partnership, joint venture or other association, or render the parties hereto liable as partners.

### **2.3 Withdrawal from MOU**

Either party may withdraw from this MOU at the expiry date or at any other time if either party does not meet the terms of this MOU

Upon withdrawal, the Partner will return the Partner certificate to **Alberta Jobs, Skills, Training and Labour**.

**Alberta Education Health and  
Safety Association**

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**Linden Lonsberry  
Past President**

**Alberta Jobs, Skills, Training and Labour**

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**Greg Bass  
Deputy Minister**

**PARTNERSHIPS GOALS AND OBJECTIVES**  
for  
**ALBERTA EDUCATION HEALTH AND  
SAFETY ASSOCIATION**

(November 14, 2014 – November 14, 2015)

- 1. Promote the awareness and involvement of employers, associations, contractors, organizations and others in Partnerships.**
  - 1.1. Provide direction, guidance and continued participation to AEHSA members and Certificate or Recognition (COR) holders, reaching out and encouraging non-members and non-COR holders within the industry to register in the Partnerships Program and work towards obtaining an accredited health and safety program (COR).
  - 1.2. Promote awareness and involvement by regularly communicating with members and actively promoting the Partnerships Program.
    - Information will be provided to members via email, hard copy mail outs, AESHA fall conference and regional and provincial information sessions promoting the Partnerships Program.
    - Attend the conferences of various education associations where possible to promote AEHSA and the Partnerships Program. Expenses for this would be funded through membership dues - these associations may include, however not limited to, the following:
      - AAPCS – Association of Alberta Public Charter Schools
      - ACSTA - Alberta Catholic School Trustees' Association
      - ASBA – Alberta School Boards Association
      - ASCA - Alberta School Councils' Association
      - ASBOA – Association of School Business Officials of Alberta,
      - CASS – College of Alberta School Superintendents
      - FCSFA - Fédération des conseils scolaires francophones de l'Alberta
      - PSABAA - Public Colleges and Technical Institutions of Alberta
      - AEFAA – Alberta Educational Facilities Administrators Association
      - CUSA – College and University Safety Association
  - 1.3. Extend invitations for the fall AEHSA conference to the above associations to promote the Health and Safety Management System, building awareness of the importance funding health and safety programs and initiatives for faculty, staff, students, volunteers and visitors.

- 1.4 Develop and maintain an AEHSA brochure that can be used to promote the association and Partnerships Program.
- 2. Encourage employers in the development, implementation and evaluation of health and safety programs appropriate to their needs and promoting a safe and healthy learning environment for faculty, staff, students and visitors.**
  - 2.1 Heighten member's and non-members' awareness of workplace health and safety issues at all general meetings by including regular updates of the Partnerships Program, and using the website and social media.
  - 2.2 Invite guest speakers from industry to provide education sessions on health and safety best practices.
  - 2.3 Share best practices and work collectively on health and safety management.
  - 2.4 Facilitate educational sessions to the Education Sector employers to help them develop health and safety management systems, prepare for an audit, and maintain their system (delivered through the Certifying Partner of Choice, under a Memorandum of Understanding with AASP).
  - 2.5 Use the partner educational Associations publications to place articles by AEHSA on industry specific health and safety issues and topics of interest.
  - 2.6 Encourage all educational sector employers to include health and safety in their education or strategic plans.
- 3. Collaborate with workers, employers and other stakeholders, including ethical sharing of health and safety information, expertise and best practices.**
  - 3.1 Encourage the sharing of knowledge and experience of the development, implementation, maintenance and evaluation of effective health and safety management systems in the education sector.
  - 3.2 Facilitate sharing of information by providing a vehicle such as a web-site, conferences, brochures, magazine articles and social media.
  - 3.3 Organize and facilitate AEHSA membership zone meetings.
- 4. Collaborate with government agencies and stakeholders in the development of relevant sector specific health and safety standards and best practices**
  - 4.1 Work with other safety associations, Alberta Human Services (AHS), Alberta Education and Workers Compensation Board (WCB) in developing best practices.

- 4.2 Explore strategic alliances with other provinces, education sectors, health and safety associations and organizations.
- 4.3 Facilitate training opportunities specific to the education sector.
  
- 5. Encourage the achievement of the COR through the Partnerships program.**
  - 5.1 Provide training and guidance in developing a Health and Safety Management System for our members and promote the benefits of a COR.
  - 5.2 Provide recognition of educational organizations which have achieved a COR.
  
- 6. Review business plans.**
  - 6.1 Review and communicate annually AEHSA's business plans with a Partnership Consultant at AHS.