

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

*Section*                    PERSONNEL

*Policy Name*            HEALTH & SAFETY

706

<i>Board Approved:</i>		<i>Reviewed:</i>		<i>Review By:</i>
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### **POLICY**

It is the policy of the Superior-Greenstone District School Board to provide a safe and healthy environment and to eliminate or reduce injuries, accidents and illness in the workplace.

### **RATIONALE**

The Superior-Greenstone District School Board is committed to the health and safety of its employees, students and all others under Board direction.

Protection of employees from injury or occupational disease is a major, continuing objective of the Board. The Board will make every reasonable effort to provide a safe and healthy work environment.

It is expected that all employees will be dedicated to the continuing objectives of preventing injuries to persons and damage to property.

The Board delegates the requirements of the Ontario Health and Safety Act and applicable regulations to the Director of Education, with the expectation that a fully compliant Internal Responsibility System will be implemented and followed up, such that the requirement of Due Diligence is fully satisfied.

The Internal Responsibility System (IRS): The IRS is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis. They do this both singly and co-operatively with others. It is one of the personal responsibilities of Director of Education to ensure that the entire system of direct responsibility for Superior-Greenstone District School Board within a company is established, promoted and improved over time.

Successful implementation of the IRS should result in progressively longer intervals between accidents or work-related illnesses.

### **PROCEDURES**

#### **1.0 Practices**

The Board will develop and maintain written Health and Safety Guidelines, which will conform to the best of current practices and be in keeping with the highest standards.

#### **2.0 Priority**

The Board will ensure that Health & Safety concerns take precedence over expedience.

### **3.0 Accident Prevention**

Accident prevention is an operational responsibility that demands the direction and control of supervisors.

### **4.0 All Employees**

All employees are expected to assume responsibility for accident prevention.

### **5.0 Consequences**

Disciplinary action, up to and including dismissal, may be taken against those persons not adhering to the prescribed policy and safety procedures of the Board.

### **6.0 Guidelines**

#### **6.1 Requirements**

In order to prevent injury or illness associated with the work environment, all employees of the Board will:

- a) Comply with all current Health, Safety and Environmental legislation and any related Codes or Regulations,
- b) Follow currently accepted safety standards and practices, and,
- c) Demonstrate by attitude and example that safety is an integral part of every function undertaken.

#### **6.2 Responsibilities**

The Board and all employees, including supervisors, managers, principals, senior management, Director and Officers are responsible for the implementation and maintenance of the Board's Health & Safety Procedures, Guidelines and policies.

##### **6.2.1 Board of Trustees**

- Two trustees shall be appointed to represent on the Superior Greenstone District School Board – Board Wide Occupational Health and Safety Committee.
- 1 member and 1 alternate member shall be elected during the annual inaugural board meeting.

##### **6.2.2 Director and Officers of the Board**

- The director and officers of the board shall take all reasonable care to ensure that the corporation complies with,
  - The Occupational Health and Safety Act and the regulations;
  - orders and requirements of inspectors and Directors and
  - orders of the Minister

##### **6.2.3 Senior Supervisors**

Senior Administrative Staff have the responsibility to:

- provide a safe and healthy workplace,
- establish and maintain written Health & Safety practices and procedures,
- provide access to medical and first aid services,
- provide workers with current Health & Safety information and training,
- motivate and support staff in their Health & Safety activities,
- monitor the Health & Safety performance of staff, and,
- establish clear objectives to achieve reduced accident frequency.

##### **6.2.4 Managers and Supervisors**

All supervisory and management staff are responsible to:

- promote safety awareness in workers,
- ensure that all employees are trained in proper safety procedures,
- ensure that employees work safely,
- ensure that safe and healthy work conditions are maintained,

- correct potentially hazardous practices and conditions,
- report and investigate all accidents or incidents,
- evaluate health and safety performance for all employees,
- motivate and support staff in their health and safety activities, and,
- ensure that employees are provided with personal protective equipment, as needed.

#### 6.2.5 All Employees

All employees are responsible to:

- follow safe work procedures,
- know and comply with all Board safety practices,
- report any injury or illness immediately,
- identify and report immediately any potentially hazardous practices or conditions,
- cooperate with and participate in joint health and safety committees as required, and,
- use and maintain personal protective equipment.

## 7.0 **Programs and Practices**

The Board's Health & Safety Policy and Procedures shall be maintained and evaluated by the following current programs and practices, but shall not be limited to these:

### 7.1 Joint Health & Safety Committee

This committee shall operate as provided in regulation and through the Board's Management Guidelines and shall include workplace inspections as provided therein.

### 7.2 Programs

The Board's programs to achieve Health & Safety standards can include:

- asbestos management,
- chemical disposal,
- first aid or CPR training,
- health management,
- hepatitis B immunization,
- silica control,
- WHMIS.

### 7.3 Practices

The Board's practices to achieve Health & Safety standards may include protocols for:

- emergency and/or evacuation procedures,
- field trips,
- health & safety reporting,
- lock out procedures,
- PCB management,
- sand and water table management,
- transportation of dangerous goods.

### 7.4 Safety Manuals

The Board will develop manuals, in consultation with appropriate staff, in certain areas and disciplines to provide more detailed guidelines for employees, such as:

- physical education,
- science,
- technological

### 7.5 Requirements

The Board will, as appropriate, lay out specifications in detail concerning requirements related to workplace Health & Safety on an as-needed basis in such areas as:

- personal protective equipment.

## **8.0 Review**

The Manager of Plant in consultation with the Joint Health and Safety Committee shall review from time to time the Board's policy and Management Guidelines and provide recommendations to the Board as a result of such review.