

SUPERIOR GREENSTONE DISTRICT SCHOOL BOARD



HEALTH AND SAFETY MANUAL

- I. DUE DILIGENCE AND HEALTH AND SAFETY LEGISLATION
- II. ROLES AND RESPONSIBILITIES
- III. HAZARD RECOGNITION AND REPORTING
- IV. INCIDENT REPORTING AND INVESTIGATION
- V. EARLY AND SAFE RETURN TO WORK PROGRAM
- VI. FOOTWEAR POLICY AND SLIPS, TRIPS, AND FALLS
- VII. MANUAL MATERIAL HANDLING PROCEDURES
- VIII. FIRST AID REQUIREMENTS
- IX. Other (specify)

Revised January 2009

Due Diligence for School Boards

**Robbin Lavoie
Senior Health & Safety Specialist
SBCI**

Agenda

- **The Internal Responsibility System**
- **Occupational Health & Safety Act**
- **Duties of Employers**
- **Duties of Supervisors**
- **Due Diligence for Supervisors**
- **Principals Role in Accidents**

Internal Responsibility System

- **A model to demonstrate how the duties of all persons in an organization can be interrelated to achieve integration of the responsibilities essential to the effective performance of work.**
- **Dr. James Ham**

Internal Responsibility System

- **Creates an interlocking set of rights and responsibilities for the workplace parties**
- **Rights of workers**
- **Direct responsibility**
 - **Employers, Supervisors and Workers**
- **Contributive Responsibility**
 - **H&S Department, JHSC, Worker Reps, Unions**

Legislation



Occupational Health & Safety Act

- **First developed in 1978**
- **General framework for OHS in Ontario**
 - **Application, administration, enforcement**
 - **Duties of workplace parties**
 - **Supports the IRS**
- **Enables detailed regulations to have force of law – “as prescribed”**

Regulations and Standards

- Reg. 851 – Industrial Establishments
- Reg. 860 – WHMIS
- Reg. 1101 – First Aid requirements
- Reg. 833 – Control of Exposure to Biological or Chemical agents
- Regs for Health Care, Construction, etc
- Designated Substance Regulations
 - Lead, Asbestos, Mercury

Regulations and Standards

- Workplace Safety and Insurance Act
- Ontario Building Code
- Ontario Fire Code
- CSA standards
- ASHRAE, ACGIH, CCOHS

Duties of Employers S.25

- Ensure Act and Regulations are complied with
- Provide information, instruction and supervision
- Supervise workers to protect health and safety
- Do not employ underage workers
- Provide prescribed protective equipment
- Appoint “competent” supervisors
- Post Act, annual review of OH&S Policy

Duties of Employers

A “Competent Person” is a person who:

- Is qualified because of knowledge, training and experience to organize the work and its performance
- Is familiar with the OH&S Act and the Regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace

Duties of Employers

- Inform worker, or person in authority, of any hazard in the workplace
- Help JH&SC to carry out duties
- Prepare a H&S Policy, and a program to implement the Policy
- Take every precaution **reasonable** for the protection of the workers (S 25(2)(h))
- ... *and more.*

Supervisor

A supervisor is a person who has

- Charge of a workplace
- Authority over a worker

Under the OHSA, a Principal is a Supervisor



Duties of Supervisors S.27

- Ensure worker complies with the Act or the Regulations and procedures.
- Ensure required equipment, or protective devices, or clothing is used by the worker.
- Advise worker of any health or safety hazards.
- Provide written instructions for worker.
- Take every precaution **reasonable** for the protection of the worker (S 27(2)(c)).

Duties of the Worker (S. 28)

- Work in compliance with the Act and Regs.
 - Use protective devices that the employer requires
 - Report defects in equipment or protective devices that may endanger anyone
 - Report contraventions of the Act or Regs. to their supervisor
 - Report unsafe acts to their supervisor

Duties of the Worker (S. 28)

- No worker shall remove protective devices without providing a temporary protective device
- Use or operate a device or machine in a way that endangers themselves or others
- Shall not engage in any prank, ... or rough and boisterous conduct (*ie.*, no horseplay)

OHSA Rights

- The Right to Refuse Unsafe Work
The Responsibility to make the workplace safe
- The Right to Know
The Responsibility to provide information – WHMIS (1988)
- The Right to Participate
The Responsibility to participate at the JH&SC

Enforcement

- Ministry of Labour
- Any person who contravenes or fails to comply with the Act or Ministry orders is guilty of an offense.
- Personal fines of up to **\$25,000**, plus one year in jail
- Corporation fines of up to **\$ 500,000**

Bill C-45

- Individuals who directed someone
- management, supervisors
 - directors, officers
 - any other individual

Can be held criminally responsible for serious injuries or fatalities

- workers
- volunteers
- public



Bill C-45

Almost anyone involved in the workplace death or injury of any person (worker or not) can be charged under this provision of criminal negligence

Summary conviction offence (less serious offences)

- for individuals - 6 months in jail and/or **\$2,000** fine
- for corporations - fines up to **\$25,000** to **\$100,000**

Indictable offenses (more serious offences)

- **no limit** on the fine that can be imposed
- Prosecutor General (Police) lays charges

Legal Liability

- Offenses under the OHSA are automatic, or strict liability offenses
- “Reverse Onus”
- Must prove you have been duly diligent



Due Diligence

- “Due Diligence means you are NOT liable where you exercised a degree of care, diligence and skill that a reasonably prudent person would have exercised in comparable circumstances”
- - McCarthy, Tetrault - Toronto, Ontario

What the Courts Say

- As a minimum, a reasonably prudent person would know current “industry standards” for an activity and communicate and apply them.
- What do other similar organizations do in this circumstance?
- Did you do everything reasonable in the circumstances to prevent the accident from occurring?
- Why Not?

Due Diligence

- Reasonably foreseeable hazards have been identified and communicated
- Proactive steps have been taken to eliminate these hazards or reduce them to acceptable levels
- These steps must be **DOCUMENTED**



Be Proactive

- Identify hazards
- Develop written policies & procedures
- Communicate them to staff
- Train where necessary
- Monitor compliance
- Enforce compliance – discipline
- Maintain records - **DOCUMENT**



Documentation

- Create a H&S file, notebook, diary or other method of written documentation
- Record all steps you have taken for the protection of staff
- Record all training
- Have written policies, procedures & instructions
- All H&S issues should be in writing and kept on file



Some Key Responsibilities



- Monthly workplace inspections
 - Controlling identified hazards
- Hazard Communication
 - Includes WHMIS training
- Monitor staff & contractors for legal compliance
- Report injuries promptly - investigate

Other Useful Tips

- Devote a portion of all staff meetings to H&S, and record in the minutes
- Keep a Due Diligence notebook
- Handouts



CASE STUDIES

Case Study # 1

Paint was donated to a school that the art teacher used to paint a mural in the hallway. No MSDS. A fellow teacher developed a permanent asthmatic condition as a result of being exposed to the paint because it contained isocyanates.

Principal charged.

Case Study # 2

Two teachers in the school were building a small computer workroom. In the process of erecting a wall, they removed a number of ceiling tiles that exposed them to damaged asbestos pipe wrap.

A Ministry of Labour inspector investigated and charged the principal with not following the board's asbestos management program procedures and for not taking every precaution reasonable in the circumstances for the protection of the worker.

Case Study # 3

As a result of funding cutbacks, a principal agreed to let a parent do some electrical maintenance work in the school. Parent was electrocuted and died as a result. Parent was not a ticketed electrician.

Principal charged

Case Study # 4

A teacher complains to the principal about a behavioral student making threats towards her. Principal tells the teacher not to worry about it and does nothing further to prevent a possible incident from happening. Student ends up hitting teacher over the head with a chair.

Principal charged.

Case Study # 5

New school opens, custodian notices compressor has guard installed on wrong side of pulley – Calls company to fix

MOL inspector visits schools – sees improperly guarded machine

Gives Ticket to Custodian, then asks to see Principal – gives ticket to Principal

In court - Custodian fined \$200
- Principal fined \$250

Principals & Accidents



Critical Injury

A **Critical injury** is a serious injury that:

- places life in jeopardy, Fatality
- produces unconsciousness, major head injury
- results in substantial loss of blood
- involves the fracture of a leg or arm, but not a finger or toe
- involves the amputation of a leg, arm, hand or foot, but not a finger or toe
- consists of burns to a major portion of the body
- causes a loss of sight in an eye

Critical Injury Reporting Obligation

Requirement to immediately notify a Ministry of Labour inspector, the joint health and safety committee of any critical injury involving a staff member, student or visitor

Also notify school board Health & Safety officer!

Accident Reporting Obligation

- **S. 21: The school board must report all injuries to WSIB, when there is:**
- **Health Care – medical visit or treatment**
(Physician, Physiotherapist, Chiropractor, Etc.),
- **Loss of Earnings, or**
- **Modified Work for > 7 days**

Accident Reporting -Timing

Accidents must be reported to the WSIB within 3 days of the accident being reported to a Principal or Supervisor

- **WSIB – fines for late reporting \$250.00**

School Board's – WSIB Obligations

S. 40 - To keep in regular contact with the injured employee

- **The Employer has an obligation to offer modified work to their employee ASAP**
- **A discussion regarding modified work should occur at the time a soft tissue injury is reported (a strain, sprain or just pain/ache)**
- **Let your employee know that the school board has a Return to Work Program**

Role of Principal, Vice-Principal or Supervisor

- **Talk to your employee when he/she reports an injury**
- **Complete the internal Accident/Incident Report and Fax to your WSIB Coordinator**
- **Talk to your employee about modified work – What do they think they can do?
– What help do they need?**

Principal's Role

- **If employee returns to modified work – document what you agreed they would do.**
- **If employee does not return to work or you need help contact your WSIB Coordinator – they are there as a resource to help you!**
- **Follow-up with employee regularly until they are well again.**

Summary

- **Supervisors under the OHS Act have legal duties and responsibilities**
- **You must be familiar with the Act & Regulations**
- **You can be held liable for violations**
- **You will be convicted unless you can prove Due Diligence**



Thank You!!!

Superior Greenstone District School Board

PURPOSE

To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

RESPONSIBILITY

1. **Superior Greenstone District School Board** in its capacity as the **employer** is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

PROCEDURE

A. General

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
3. The supervisor remains accountable for seeing that they are carried out.
4. Prescribed refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES – All Staff

Page 2 of 9

B. Employer – SGDSB Board of Trustees

1. Ensure that:
 - (a) Equipment, materials and protective devices as prescribed are provided.
 - (b) Equipment, materials and protective devices are maintained in good condition.
 - (c) Prescribed measures and procedures are carried out.
 - (d) Equipment, materials and protective devices are used as prescribed.
 - (e) All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
 - (f) Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
 - (g) When appointing a supervisor, appoint a competent person.
 - (h) Acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
 - (i) Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
 - (j) Only employ in or about the workplace a person over such age as may be employed.
 - (k) Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
 - (l) Take every precaution reasonable in the circumstances for worker protection.
 - (m) Post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, outlining the rights, responsibilities and duties of workers.
 - (n) Establish an occupational health service for workers as prescribed.
 - (o) Where an occupational health service is established, maintain the same according to the standards prescribed.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

- (p) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
- (q) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
- (r) Notify a director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- (s) Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.
- (t) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.
- (u) Where so prescribed, only permit a worker to work or be in a workplace that has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
- (v) Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

C. Management

1. This level of the organization includes the Director and the Superintendents.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Ensure the working environment is maintained in a healthy and safe condition.
 - (b) Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.
 - (c) Provide ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

- (d) Provide standard operating procedures that include safe work practices.
- (e) Evaluate the health and safety performance of subordinates.
- (f) Provide first aid facilities as required.
- (g) Ensure that personal protective equipment, where required is provided and used.
- (h) Investigate and report accidents/cases of occupational disease to appropriate authority.
- (i) Investigate and report incidents to appropriate authority.
- (j) Responsible for ensuring that workplace inspections are performed apart from those conducted by JHSC/H/S Rep.
- (k) Responsible for correcting substandard acts or conditions.
- (l) Responsible for commending good health and safety performance.
- (m) Responsible for performing employee safety observations.
- (n) Accountable for health and safety and that employees are to be reviewed annually. (i.e. performance appraisals)
- (o) Set a good example by always wearing the appropriate PPE when required.
- (p) Ensure that all senior management, departmental, or labour/management meetings have health and safety as a topic on the agenda.
- (q) Ensure that supervisors/principals regularly attend staff meeting where Health and Safety is on the agenda.
- (s) Ensure that health and safety reference materials readily available to supervisors and workers.

D. Supervisors/Principals

1. This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisor, Principal, Coordinator, Manager, and up, and could include the department heads and teachers in charge.
2. The health and safety responsibilities attached to this level include the following:

APPROVED BY:		ISSUE DATE:	REVISION DATE:
--------------	--	-------------	----------------

Superior Greenstone District School Board

HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES – All Staff

Page 5 of 9

- (a) Taking care of the occupational health and safety of the employees within their respective area.
- (b) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
- (c) Understand and enforce the Health & Safety Policies and Procedures.
- (d) Responsible for ensuring workplace inspections are performed including those conducted by the JHSC or H/S Rep.
- (e) Ensure that employees wear the appropriate personal protective equipment.
- (f) Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor/principal is aware.
- (g) Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
- (h) Take every precaution reasonable in the circumstance for the protection of a worker.
- (i) Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
- (j) Identify and inform superiors of occupational health and safety concerns.
- (k) Responsible for correcting substandard acts or conditions.
- (l) Responsible for commending good health and safety performance.
- (m) Responsible for performing employee safety observations.
- (n) Accountable for health and safety.
- (o) Responsible for performing regular staff visits.
- (p) Set a good example by always wearing the appropriate PPE when required.
- (q) Ensure that supervisors regularly attend safety meetings.
- (r) Ensure that health and safety reference materials readily available to and workers.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES – All Staff

Page 6 of 9

E. Workers

1. This level of the organization includes all workers in the workplace, up to and including the Director, as well as those individuals on the School Board's payroll on a contract basis.
2. The health and safety responsibilities attached to this level include the following:
 - (a) Learning, understanding and practicing standard operating procedures.
 - (b) Responsible to work safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
 - (c) Comply with Superior Greenstone District School Board's health and safety policies and procedures
 - (d) Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
 - (e) Report unsafe acts or conditions to their supervisor, health and safety committee, or health and safety representative.
 - (f) Report any near-miss incident or loss immediately to their supervisor.
 - (g) Report any occupational injury or illness immediately to their supervisor.
 - (h) Use personal protective equipment, where required.
 - (i) Report any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor or employer.
 - (j) Participate in annual performance appraisals that include health and safety.
 - (k) Recognized for ongoing initiatives to improve safety performance.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

F. Contractors and Sub-Contractors

1. This classification is external to the Superior Greenstone District School Board and includes all those individuals or organizations working on a contract basis for the School Board.
2. The health and safety responsibilities attached to this classification include the following:
 - (a) Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified, trained workers and meet all applicable legislation as well as Superior Greenstone District School Board health and safety policy and procedures
 - (b) Are held accountable for their health and safety performance
 - (c) Provide a WSIB clearance certificate and equivalent insurance
 - (d) Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area
3. Health and Safety Responsibilities for Contractor will be included in all contracts tendered and proof of items outlined above may be required by the Board at any time from tendering to project completion.
4. Contractors are responsible to familiarize themselves with and follow the SGDSB Staff, Contractor Sub-contractor Health and Safety Standard Operating Procedures, prior to performing any work on Board property.

G. Health & Safety Coordinator

1. The implementation and coordination of the Superior Greenstone District School Board Health and Safety program is part of the Plant Department portfolio. The Health and Safety Coordinator duties

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

are carried out by the Manager of Plant Services and the Coordinator of Maintenance.

2. The health and safety responsibilities attached to this level include the following:
 - (a) Formulate and implement the Superior Greenstone District School Board's health and safety programs.
 - (b) Establish and implement policies and procedures to ensure compliance with provincial legislation. (Occupational Health & Safety Act and Workplace Safety & Insurance Act)
 - (c) Co-ordinate activities with Joint Health & Safety committees.
 - (d) Represent Superior Greenstone District School Board when meeting with MOL.
 - (e) Carry out audits and inspections to ensure the Health and Safety Program is working effectively.
 - (f) Co-ordinate and deliver safety training and education for all levels of management and workers.
 - (g) Ensure that records are kept of training received by Board staff.
 - (h) Assist in conducting accident/incident investigations.
 - (i) Undertakes training in safety legislation, incident investigation, workplace inspections, basic certification, and other related areas as deemed appropriate.
 - (j) Accountable to the Superintendent of Business.

H. Visitors and General Public

1. This classification is external to the School Board's organization and includes all those individuals or organizations not identified in the above classifications.
2. Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
3. Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES – All Staff

Page 9 of 9

4. In the event that a visitor is required to enter a work area or school:
 - (a) The supervisor/principal will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
 - (b) Any and all required personal protective equipment will be used by the visitor.
 - (c) All visitors must sign in with the office at each facility

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

HAZARD RECOGNITION AND REPORTING PROGRAM

Page 1 of 5

PURPOSE

Hazard recognition is the process of identifying agents or conditions which have the potential to cause harm to worker health and safety. Once identified, the hazards must be reported, assessed, and controlled.

PROCEDURE

Hazard Reporting

Should a hazard be found that needs to be dealt with immediately to protect the safety of the students and staff, a **Hazard or Incident Report Form 3** should be filled out and submitted to your Health and Safety representative and your supervisor.

Hazard Assessment

Assessing health or safety hazards is a means of understanding the effects of the hazard and measuring the actual or potential exposure of workers to the hazard. Controls are put in place to eliminate, prevent, or minimize exposure of the worker to the hazard.

There are two main types of hazards: health and safety. A health hazard is any agent that can cause harm to the body when excessive exposure takes place. These agents include chemical, physical, biological, ergonomic factors, and workplace stressors. Safety hazards have the potential to cause injury, a substandard act, or condition.

Hazards may be recognized through:

- Workplace inspections – formal and informal
- Concerns reported by workers, supervisors, and the employer
- Job hazard analyses
- Studies/statistics – sick leave patterns, frequency/severity rates

HEALTH HAZARDS:

Chemical hazards:

- Can be toxic, corrosive, cancer causing, cause fires and explosions, or cause dangerous reactions

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

HAZARD RECOGNITION AND REPORTING PROGRAM

Page 2 of 5

- Can be recognized through evaluation of MSDS's, WHMIS labels, Designated Substance Regulations, and Regulation
- 833 (Control of Exposure to Biological or Chemical Agents)

Physical Hazards:

- Are agents that are forms of energy such as noise, vibration, radiation (laser beams, UV, X-rays) and temperature

Biological Agents:

- Are living things, or by-products of living things such as bacteria, viruses, fungi, and plants

Ergonomic Factors:

- Factors may include force, repetition, mechanical stress, inadequate lighting, and poor posture. Issues to be considered include work station and equipment design, and how they interact with the worker.

Workplace Stressors:

- Include everyday stress that could be caused by work overload or underload, loss of control, role uncertainty and conflict, working alone, and workplace violence.

SAFETY HAZARDS:

Safety hazards include such items as:

- Energy
 - Pneumatic or hydraulic pressure
 - Steam
- Machines:
 - Moving shafts
 - Belts
 - Pulleys
 - Blades and saws
- Material handling:
 - Lifting

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

- Lift trucks
- Conveyors
- Work practices:
 - Failure to have or follow policies, procedures, training, and,
 - Enforcement of those policies and procedures

After one or more hazards have been identified, a document shall be created identifying the main activities for all jobs or occupations. When hazards are identified, the level of risk for each hazard shall be estimated for addressing the hazard (Job Hazard Analysis)

The next step is carefully assessing the potential consequences of an incident caused by the hazard. The level of risk associated with the hazard is estimated by considering a combination of two factors: (1) frequency, or how often the function or activity is done and, (2) the severity of the consequences if it did happen relating to workers and/or damage to equipment or property.

RISK = FREQUENCY X SEVERITY

Hazard Frequency

Estimating frequency of hazards can be categorized as:

High Frequency: likely to occur when exposed to the hazard (Level 3)

Medium Frequency: possibly to occur at some point (Level 2)

Low Frequency: unlikely to occur (Level 1)

Hazard Severity

Severity estimates provide the potential for damages or harm, and can be categorized as:

High Severity: May cause death or loss of a facility (Level 3)

Medium Severity: May cause injury but is not life threatening (Level 2)

Low Severity: May not affect personal safety or health (Level 1)

APPROVED BY:		ISSUE DATE:	REVISION DATE:
--------------	--	-------------	----------------

Superior Greenstone District School Board

Ranking Hazards

Once the hazards have been identified or anticipated, the hazards must be ranked to determine which are the most in need of effort at developing controls, safe work practices, or procedures.

Example: Entering a pumping station and climbing down 15 feet to take readings. It has been determined workers enter the pumping station once per week, and this is a confined space where a worker could be overcome by a toxic gas. In addition, falling hazards and electrical hazards are identified.

Frequency = 2

It has been determined this is a medium frequent job function.

Severity: It has been determined this has high severity consequences.

Severity = 3

It has been determined that hazards associated with this job function may have severe consequences.

Therefore the risk assessment would be:

Frequency (2) X Severity (3) = Risk Assessment (6)

Once all activities have been assessed, the priority is to work on the highest risk numbers first.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

CONTROLS

When determining what controls are going to be put into place, several factors shall be met:

1. adequately control the hazard
2. do not create any new hazards
3. do not create any undue discomfort or stress
4. do not create environmental hazards outside the workplace.

There are three methods for controlling hazards: at the source, along the path, and at the worker.

At the source: this is the ideal control because it eliminates the hazards from the workplace.

Along the Path: These controls are placed between the source of the hazard and where the work is being performed.

At the Worker: This is the least preferred method of control, however, there are situations where this is the only possible location for controlling exposure to the hazard. The worker must use personal means to control exposure, such as safety boots, head protection, hearing protection, SCBA, etc.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board
HEALTH AND SAFETY REPORT FORM
Hazard or Incident Report Form 3
 (For use by all staff)

Please complete this form and submit to your Principal and Health and Safety representatives at your site: _____

(Names of Reps)

SCHOOL OR SITE: _____ DATE: _____

HAZARD REPORT **CHECK BOX IF THIS WAS PREVIOUSLY REPORTED**

(This reports a situation exists where there is a potential for injury)

INCIDENT REPORT **CHECK BOX IF THIS WAS PREVIOUSLY REPORTED**

(This reports a near miss injury and describes the existing hazard that caused the incident)

Please describe and make recommendations:

Completed by: _____

Routing: (Completed form must be submitted to OH&S Site Rep and Principal)

<i>Sent To</i>	<i>Date Sent</i>	<i>Note Action Taken (then forward to next person on list)</i>
OH&S Site Rep		
Principal		
Board Safety/Maint Coord		
Manager of Plant Services		

Issue has been investigated and resolved. Principal Signature: _____ Date: _____

Superior Greenstone District School Board

INJURY/ILLNESS/INCIDENT REPORTING and INVESTIGATION PROCEDURE

Page 1 of 5

PURPOSE:

1. The purpose of this procedure is to facilitate timely and accurate reporting of the incident details to the WSIB, the Joint Health and Safety Committee and/or Health and Safety Representative, senior management and the Ministry of Labour (when required).
2. The immediate goal of this procedure is to determine the root cause of an incident so that corrective action may be taken to promptly prevent future incidents.

DEFINITIONS:

Critical Injury:

A critical injury is an occupational injury of a serious nature that:

1. Places life in jeopardy,
2. Produces unconsciousness,
3. Results in substantial loss of blood,
4. Involves a fracture of a leg or arm, but not finger or toe,
5. Involves the amputation of a leg, arm, hand or foot but not finger or toe,
6. Consists of burns to a major portion of the body, or
7. Causes loss of sight in an eye.

Major Injury: (Lost Time)

A major injury is an occupational injury or illness that results in an absence from work or school beyond the date of the occurrence and/or requires medical attention

Minor Injury: (Non Lost Time)

A minor injury is an incident that impacts a worker or student only the day of the occurrence and requires first aid only.

Near Miss/Property Damage:

A near miss incident or damage to property is an unsafe or hazardous condition that did not result in serious consequences to worker or student health and safety. A light fixture falling next to a worker or damage to a School Board vehicle, without harming any worker, student or members of the public in any way are examples of near misses and property damage. These types of incidents shall be investigated by the manager, supervisor, or principal to determine if the equipment or

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

INJURY/ILLNESS/INCIDENT REPORTING and INVESTIGATION PROCEDURE

Page 2 of 5

structures have become hazardous as a result of the incident. Investigating these types of incidents may also prevent a similar occurrence in the future that could possibly end in a more severe result.

PROCEDURES:

Note: All forms referenced in the following procedures are available on the SGDSB website at <http://www.sgdsb.on.ca> under the Plant Services Department /OH&S sections. WSIB forms are also available online at the WSIB website.

Immediate Response:

1. All staff are responsible for reporting each and every incident, regardless of severity to their supervisor/principal immediately. Workers shall complete the SGDSB **Employee Accident Report Form 1**, as soon as possible after a work-related injury, incident or illness.
2. If first aid is required, the supervisor/principal ensures that appropriate first aid is provided.
3. The supervisor/principal shall ensure that the staff member or student is provided transportation to the nearest medical care facility, if required.
4. If there is a possibility that any circumstances surrounding the incident may be imminently dangerous to anyone, the supervisor/principal shall take steps to prevent further injury.
5. The supervisor/principal shall begin the investigation, as soon as practical once the injured staff member or student is attended to and there is no further threat of harm. The supervisor/principal will compile the data needed to complete the SGDSB **Injury/Illness/Incident Investigation Report Form 2**. Processing of the forms, once completed, is outlined at the bottom of each form.

Accident/Incident Investigation

1. The supervisor/principal with authority over the workplace shall conduct the investigation for each incident occurring in the workplace and complete the appropriate forms.
2. The investigative process is to begin immediately in order to determine the severity of the injury as this determines the forms and paperwork that must be completed. There are important timelines that **MUST BE MET** if the

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

INJURY/ILLNESS/INCIDENT REPORTING and INVESTIGATION PROCEDURE

Page 3 of 5

injury becomes a lost time issue beyond the day of injury or if medical attention is required by a doctor or medical professional.

3. The supervisor/principal with authority over the workplace is responsible for:
 - a. Securing and inspecting the scene of the incident and all tools and equipment being used at the time of the occurrence; obtaining and reviewing all pertinent work procedures and safety measures; training and equipment maintenance records; and interviewing and documenting, as accurately and completely as possible, the chronology of events and actions taken by those involved in the occurrence.
 - b. Assessing all available information and determining the causes of the incident and all contributing factors;
 - c. Recommending and implementing immediate corrective action which will prevent or reduce the risk of recurrence of a similar incident and recommending additional corrective actions, as required for approval and implementation at a future date.

Analyzing the Incident:

All incidents shall be analyzed to determine cause. There are three levels of cause:

1. Immediate
2. Underlying
3. Root

Some questions to consider during an investigation:

1. Was the worker distracted? If yes, why?
2. Was a safe work procedure being followed? If not, why not?
3. Were safety devices in order? If not, why not?

Reporting Procedures

1. Once the severity of the injury is determined, the supervisor/principal shall see that the appropriate forms are completed and that they are sent to the proper departments and persons.
2. **Non Lost Time Injury:** In this situation, the employee is **NOT** away from work beyond the day of the injury and **DOES NOT** seek medical attention. The employee reports to work the next day, at their usual shift, or at an alternately arranged time and place. Number of hours worked should equal their normal assignment. The employee must complete the SGDSB **Employee Accident Report Form 1** immediately, and completely.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

INJURY/ILLNESS/INCIDENT REPORTING and INVESTIGATION PROCEDURE

Page 4 of 5

Principal completes the SGDSB **Injury/Illness/Incident Investigation Report Form 2**.

3. **Lost Time Injury:** In this situation, the employee **IS** away from work the next work day **OR** the employee seeks medical attention. Should this occur, then the following must be carried out ASAP:
 - a. Employee completes the **Employee Accident Report Form 1** AND a **WSIB Form 6**.
 - b. Principal completes the SGDSB **Injury/Illness/Incident Investigation Report Form 2** AND a **WSIB Form 7** immediately, and completely.
 - c. All forms must be copied and sent to the HR Department for processing, along with the employee's **WSIB Form 6**.
 - d. Where the worker seeks medical attention, the **WSIB Functional Abilities Form** must be completed by the treating medical practitioner and returned to the supervisor or designate. Principal is to provide a copy to the worker before he/she leaves the work site. The worker is to bring the completed form in to work the next day and give it to their supervisor/principal. If there are restrictions on the form, a meeting will be set up between the worker, Principal, supervisor, Coordinator of HR, and the Coordinator of Maint/Health and Safety to develop a Return to Work Plan.
4. The Employer's report form must include the following information:
 - a. Detailed background information and documentation which may include photographs and/or sketches;
 - b. Concise description of corrective actions taken;
 - c. Completion date for implementation of additional corrective action.
5. Work-related incidents involving lost time will be recorded and reported in accordance with the appropriate absence reporting procedure.
6. The Senior Management team shall receive copies of all employer reports of incident, worker reports, and all relevant documentation.

Critical Injury

When a critical injury occurs the employer shall notify the Ministry of Labour immediately by telephone, contact a worker member of the JHSC or contact the H&S Representative, and the trade union, if any.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

INJURY/ILLNESS/INCIDENT REPORTING and INVESTIGATION PROCEDURE

Page 5 of 5

1. Where a person is killed or critically injured in the workplace, no person shall interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing at the scene of or connected with the occurrence until permission has been given by a Ministry of Labour inspector, except for the purpose of:
 - a. Saving a life or relieving human suffering,
 - b. Maintaining an essential public utility service or public transportation system, or
 - c. Preventing unnecessary damage to equipment or other property.
2. The employer will attend to, and obtain medical attention for the worker.
3. The employer shall establish an investigation team consisting of the supervisor of the critically or fatally injured worker and a worker member of the JHSC.
4. The worker shall complete an **Employee Accident Report Form 1** and a **WSIB Form 6** as soon as practical, given the circumstances surrounding the incident and nature of the injury.
5. The supervisor/principal must fill out a **WSIB Form 7** and forward it to the HR Department immediately for processing along with the employee's **WSIB Form 6 if available**.
6. The investigation team will:
 - a. Investigate the accident at the site (without disturbing the evidence),
 - b. Interview witnesses and if required, co-workers and supervisory personnel, and
 - c. Prepare a written report (**SGDSB Injury/Illness/Incident Investigation Report Form 2**) of their findings and recommendations to prevent a recurrence.
7. The completed report will be copied and:
 - a. Faxed to the Ministry of Labour, **within 48 hours**,
 - b. Distributed to members of the JHSC or Health and Safety Rep,
 - c. Forwarded to the Trade Union Local, if any,
 - d. Forwarded to the Health and Safety Coordinator for the Board, and
 - e. Forwarded to the Manager of Plant Services.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

FORM 1 - INJURY / ILLNESS / HARASSMENT / VIOLENT / AGGRESSIVE INCIDENT REPORTING FORM

To be completed by Employee within 2 school days of incident

Name: (Injured/Victim/Complainant)	Reporting Date:	Incident Date:	Time of Incident (approx):
School:			
Location: <input type="checkbox"/> Hallway <input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Office <input type="checkbox"/> _____ <input type="checkbox"/> Outside School Property <input type="checkbox"/> Field <input type="checkbox"/> Parking Lot	Signature:		

SECTION A: Assailant(s) Check applicable description(s)

<input type="checkbox"/> Student	<input type="checkbox"/> Co-worker
<input type="checkbox"/> Student's Parent/Guardian	<input type="checkbox"/> Other (Specify):
<input type="checkbox"/> Visitor	

SECTION B: Details on the Incident

Nature of the Incident: (check all that apply)

VERBAL	EMOTIONAL	PHYSICAL			
<input type="checkbox"/> Abuse <input type="checkbox"/> Threat <input type="checkbox"/> Harassment	<input type="checkbox"/> Symptomatic Stress <input type="checkbox"/> Harassment	<input type="checkbox"/> Bite <input type="checkbox"/> Kick <input type="checkbox"/> Pushed <input type="checkbox"/> Lifting	<input type="checkbox"/> Punch <input type="checkbox"/> Spit <input type="checkbox"/> Ergonomics <input type="checkbox"/> Harassment	<input type="checkbox"/> Scratch <input type="checkbox"/> Slap <input type="checkbox"/> Slip, Trip or Fall	<input type="checkbox"/> Strain <input type="checkbox"/> Sport (gym) <input type="checkbox"/> Other: specify

Injuries Sustained: (check all that apply)

<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Chest	<input type="checkbox"/> Leg	<input type="checkbox"/> Other: specify
<input type="checkbox"/> Hand	<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Back	<input type="checkbox"/> Foot	

Weapon Involved?	Police Notified?	Repeat Incident involving the same assailant(s)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, specify:

Witness(s):

Additional Information: (i.e. other individuals involved [names not required], location, mitigating factors, etc. – add page if necessary)

SECTION C:

Have the following forms been completed, if applicable?	<input type="checkbox"/> S17-004 Safe Schools Incident Report Form – Part 1
	<input type="checkbox"/> S18-001 Violent Incident Form
	<input type="checkbox"/> WSIB Functional Ability Form (FAF)
	<input type="checkbox"/> WSIB – if Doctor's Care and/or lost time – Employer completes Form 7, employee completes Form 6

Upon completion – submit to Administrator / Supervisor
(Supervisor will complete FORM 2 on back)

FORM 2 - INJURY / ILLNESS / HARASSMENT / VIOLENT / AGGRESSIVE INCIDENT REPORTING FORM
To be completed by the Employer

Nature of the Incident					
Environmental (check all that apply)			Safety (check all that apply)		
<input type="checkbox"/> Land	<input type="checkbox"/> Sand	<input type="checkbox"/> Ice	<input type="checkbox"/> Air	<input type="checkbox"/> Odour	<input type="checkbox"/> Chemical
<input type="checkbox"/> Water	<input type="checkbox"/> Rain	<input type="checkbox"/> Other:		<input type="checkbox"/> First Aid	<input type="checkbox"/> Lost Time
			<input type="checkbox"/> Doctor Care	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Property Damage
			<input type="checkbox"/> Other:		

Personal Injury (Actual / Potential)		
Job Title	Location	Time of Incident
<i>In incidences involving potential WSIB claims pictures must be taken.</i>		
Photos taken of site, injury and related items (i.e. footwear)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Photos submitted to Safety Coordinator		<input type="checkbox"/> Yes <input type="checkbox"/> No

Property Damage/Environment (Actual / Potential)	
Area/Room Number	Estimated Value of Property Damage
Were digital/other photos taken of the scene / damage?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No

Describe in detail what happened. Provide specific details of equipment, tools, materials, parts, etc. (Attach extra page if additional space needed)

Contributing Behaviours	Contributing Conditions	Other Contributing Factors
<input type="checkbox"/> Operation without authority <input type="checkbox"/> Failure to warn <input type="checkbox"/> Failure to secure/make safe (lockout) <input type="checkbox"/> Operating at improper speed, rushing <input type="checkbox"/> Making safety devices inoperable <input type="checkbox"/> Removing safety devices <input type="checkbox"/> Use of defective equipment/tools <input type="checkbox"/> Using equipment improperly <input type="checkbox"/> Failure to use PPE <input type="checkbox"/> Improper loading / handling techniques <input type="checkbox"/> Improper body placement <input type="checkbox"/> Working on moving/dangerous equipment <input type="checkbox"/> Distracting/teasing/horseplay <input type="checkbox"/> Using hands instead of tools <input type="checkbox"/> Failure to follow rules/instructions <input type="checkbox"/> Acting aware of insufficient data <input type="checkbox"/>	<input type="checkbox"/> Inadequate guarding <input type="checkbox"/> Improper PPE/dress <input type="checkbox"/> Defective tools/equipment/materials <input type="checkbox"/> Safety devices inoperative <input type="checkbox"/> Hazardous arrangement <input type="checkbox"/> Congestion <input type="checkbox"/> Inadequate warning <input type="checkbox"/> Housekeeping <input type="checkbox"/> Hazard Environment (gas/dust/fumes) <input type="checkbox"/> Noise Exposure <input type="checkbox"/> Temperature extremes <input type="checkbox"/> Improper illumination <input type="checkbox"/> Inadequate ventilation <input type="checkbox"/> Radiation exposure <input type="checkbox"/> Insufficient data <input type="checkbox"/>	<p style="text-align: center;">Personal Factors</p> <input type="checkbox"/> Inadequate physical capability <input type="checkbox"/> Lack of knowledge, skill <input type="checkbox"/> Stress, physical or mental <input type="checkbox"/> Improper motivation <input type="checkbox"/> Improper footwear <input type="checkbox"/> Improper Protective Equipment <input type="checkbox"/> Improper Clothing <input type="checkbox"/> <p style="text-align: center;">Job Factors</p> <input type="checkbox"/> Inadequate supervision <input type="checkbox"/> Inadequate leadership <input type="checkbox"/> Inadequate purchasing <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Inadequate work standards <input type="checkbox"/> Wear and tear <input type="checkbox"/> Abuse or misuse <input type="checkbox"/>

Corrective / Preventative Actions
Describe actions that were taken, identify outside services called in, if any:

Describe any recommendations to prevent reoccurrence:

Participants at Investigation – Site Administrator conducts the investigation, but may include:				
	Name	Signature	Pictures Received	Date
Employee (*)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Administrator			<input type="checkbox"/> Yes <input type="checkbox"/> No	
J.H. & S. Committee Member			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
(*) Employee's signature only indicates he/she has read report. If the employee is in disagreement with investigation, he/she can record any comments/concerns and have them attached to the report.				

Completed form to be faxed to Board Safety and Maintenance Coordinator (229-1471) within 2 school days			
<input type="checkbox"/> Action taken	<input type="checkbox"/> No other action taken	Signature of Safety Coordinator	Date
Describe:			
		To be filed in H.R. Dept., upon completion	

- c.c. Superintendent of Education
 SGDSB Joint Occupational Health & Safety Committee
 Other:

Superior Greenstone District School Board

EARLY AND SAFE RETURN TO WORK PROGRAM

Page 1 of 4

PURPOSE

The **Superior Greenstone District School Board** will make every reasonable effort to provide temporary modified or suitable alternative duties to a worker who is disabled because of an occupational injury or illness. Our goal is to provide injured workers with the opportunity to return to work within their level of ability as soon as possible following the injury/illness.

The goal of the Early and Safe Return to Work Program is to return workers to their pre-injury/illness position in a timely manner. This may be accomplished through temporary modification to the tasks, work environment or working hours. Where modifications to the pre-injury/illness position are not possible or appropriate, alternate duties may be sought and used to facilitate the worker's early and safe return to work

Where a permanent impairment prevents the worker from returning to their pre-injury/illness position, the **Board** will seek a permanent accommodation for the staff.

DEFINITIONS

Temporary modified work is where the worker's regular job is modified for a designated time period to assist in rehabilitation following an injury or illness. The worker is able to perform the essential duties of the job, but some of the other duties are modified to suit the worker's limitations/capabilities.

Temporary alternative work is other suitable work that is provided to a worker for a designated time period to assist in rehabilitation following an injury or illness.

Permanent impairment is a disability that a health care practitioner advises is not likely to improve significantly over time.

Suitable alternative work is work that the worker can do which is consistent with his/her limitations and capabilities and which can be performed without aggravating the injury/illness.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

Functional Abilities Form for Early Return to Work is a form that the health care practitioner completes stating the worker's current limitations and capabilities. This form is available from WSIB.

Health Care Practitioner includes a medical doctor, chiropractor, physiotherapist, or dentist.

RESPONSIBILITY

Management shall:

- Develop knowledge and understanding of the program and disability management.
- Ensure that all workers understand the early intervention and modified work program with the expectation that the WORKER participating in the program will fully participate and cooperate with the objective to return to regular duties.
- Participate in the promotion and provision of modified work, provide continued support and encouragement to worker participating in the program.
- Participate in program meetings as required.

Supervisor/principal shall:

- Remain in regular contact with the injured/ill worker during the period of absence from work.
- Provide the injured/ill worker with appropriate forms (WSIB Functional Abilities Form) to take to the health care practitioner at the first opportunity, preferably at initial treatment.
- Try to identify temporary modified or alternative duties where required in accordance with the terms of the Collective Agreement or agreement of like nature when forms have been received outlining the worker's fitness for work.
- Meet with the worker and other parties where possible, to discuss the terms of the return to work.
- Notify appropriate parties of the worker' return to work (either: modified, alternative, or full duties) so that the WSIB can be advised.

APPROVED BY:		ISSUE DATE:	REVISION DATE:
--------------	--	-------------	----------------

Superior Greenstone District School Board

EARLY AND SAFE RETURN TO WORK PROGRAM

Page 3 of 4

Worker shall:

- Obtain medical approval from a health care practitioner for a modified work program using the WSIB Functional Abilities form and return same to supervisor as soon as possible.
- Participate and cooperate in the program by maintaining regular personal contact with the supervisor regarding the ability to work, physical capabilities and treatment plans.
- Follow the treatment plan outlined by the health care practitioner.
- Communicate any concerns to the supervisor so that potential problems or concerns are openly addressed in a timely manner.

Return to Work Process

The worker shall report the injury/illness to their immediate supervisor and provide appropriate health care practitioner's certificate for time off or return to modified work.

When the worker is able to return to modified duties, he/she will provide documentation from the health care practitioner outlining his/her current physical capabilities and the expected date of recovery or return to regular duties.

A Return to Work meeting will take place to determine what work might be available to suit the worker's capabilities and limitation. The meeting should include the injured worker, the supervisor and any other appropriate parties. Modified duties should be offered within the worker's department.

A Return to Work Plan will be developed outlining the goals and details of the worker's return to work. The final goal is to return to regular duties, with short-term goals of modified work, modified hours or other suitable and available duties as required. The details of the plan should include a start and end date, physical restrictions, hours of work, and scheduled review dates of the plan (at least every 4 weeks). The plan should be written and a copy provided to each of the parties including the WSIB. Where possible the health care practitioner should be provided with a description of the worker's regular duties (job description) and the modified duties being offered.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

EARLY AND SAFE RETURN TO WORK PROGRAM

Page 4 of 4

Temporary modified/alternate work will be offered for a limited period of time as outlined in the modified work plan. In the case where return to regular duties does not occur as expected, the workplace parties will meet to revise and reassess the continuing need for and availability of modified duties.

If medical documentation is received indicating that the injury/illness is likely to be permanent and the worker is not ever expected to recover sufficiently to perform the essential duties of their regular work, appropriate parties will be notified and will assist in the process of attempting to provide permanent job accommodation.

APPROVED BY:

ISSUE DATE:

REVISION DATE:

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name FOOTWEAR

718

Board Approved: Dec 3, 2007

Review Prior To: TBA

POLICY

In the School Board workplace, there are potential risks for foot injuries. These risks could arise from objects that fall or roll, sharp objects, slippery surfaces, chemical products, power sources or any other risk that may cause injury to the foot, or cause a person to slip, trip, or fall. All reasonable effort will be taken by the Board to eliminate or reduce these risks by establishing physical or administrative control measures. In addition to these measures, the Board has established requirements regarding the type of footwear to be worn, in order to counter the risks that cannot be covered by the control measures in place.

This Policy applies to all employees of the Board, while on Board business, either on or off Board property, and contractors while on Superior-Greenstone District School Board property.

RESPONSIBILITIES

Senior management, school management and supervisors must:

- Identify the activities that require protective footwear;
- Determine the appropriate type of protective footwear according to the identified risk;
- Direct those under their supervision to wear the appropriate footwear.
- Ensure that employees wear the appropriate footwear in all areas where a risk exists.

All personnel shall:

- Wear the appropriate protective workplace footwear at all times;
- Ensure that footwear used is in good condition.
- Check with their supervisor, when unsure about what might be required.

All personnel shall not:

- Walk around workplaces in bare feet or in socks;
- Wear open-toed sandals, flip flops, "crocs" or similar footwear.
- Walk outdoors in wet, ice, or snow conditions, without proper outdoor footwear.

Type of footwear that must be worn for general classroom or office duties:

- Closed-toe shoes;
- Soft rubber soles;
- Flat or a maximum 2 1/2 inch heel.

Type of footwear that must be worn for Shops, Science labs, and similar risk areas:

- Appropriate protective footwear must be worn at all times in the areas where chemical products are used or stored. Perforated shoes, sandals or other shoes of this type shall not be worn in the laboratories, prep rooms, or areas where spillage may occur.
- An appropriate shoe must cover and protect the entire foot. Footwear manufacturing materials including the sole and the upper must be compatible with the laboratory or shop environment, the material being handled and the functions that are carried out.
- Depending on the type of risk one faces, footwear that offers more protection may be warranted. Footwear with soles resistant to slippery surfaces, abrasives, oils, or heat might be considered.
- Any uncertainty in what would be appropriate footwear must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Type of footwear that must be worn by Maintenance and Custodial staff:

- Outside and Grounds work: Maintenance and custodial staff shall wear proper footwear when working outside. Footwear must carry a CSA protection class of Grade 1 (green label), and protect the entire foot from lawn care equipment and flying debris. This applies to all workers, whether operating grounds care equipment, or working in other areas.
- Indoor work: When working indoors and particularly when performing floor care tasks which may cause exposure to wet or otherwise unusual or slippery floor conditions, footwear should be chosen which is slip resistant and suitable for the task. When moving furniture or performing similar tasks, CSA Grade 1 (green label) rated footwear must be worn.
- Specialized work: Where there is potential for injury to feet due to an impact, perforation, electrical shock, static electricity, etc., it is necessary to wear protective footwear approved by the Canadian Standards Association (CSA) that is specific to the risk faced. Any uncertainty in this area must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Type of footwear that must be worn by Contractors and others on Board Property:

- Contractors, Architects, Engineers, Inspection staff, and all others that enter onto Board property to carry out services, must abide by the Footwear Policy as it applies to Maintenance and Custodial staff.

Review of this Policy:

- From time to time, the Board may review this policy and make changes as advisable.



Product Areas

You are here: [Home](#) > [Product Areas](#) > [Occupational Health and Sports Safety Products](#) > [Footwear Marking](#)

CSA International Certifies Footwear For North America



CAN/CSA Z195 Protective Footwear for Canada

The National Standard of Canada deals with protective footwear and includes requirements for resistance against toe impact, sole puncture, electric shock, chainsaws, as well as requirements for static discharge and electrical conductivity.

Footwear that has been certified by CSA International to the CAN/CSA Z195-02 standard is eligible to bear our Protective Footwear Certification Markings.

CSA CERTIFICATION MARK FOR CANADA

Indicates footwear is CSA certified to Canadian national requirements.

LABEL



DESCRIPTION

This serialized label indicates certification by CSA International and is available only through CSA.

LOCATION

This label will be side-stitched or heat-sealed inside the top of the tongue or inside the quarter lining of the right shoe.

CLASSES OF PROTECTION

One or more of the markings will appear on the outer side or the tongue of the right shoe.

PROTECTION MARKINGS



SAFETY FEATURES

Green triangle indicates sole puncture protection with a Grade 1 protective toe to withstand impacts up to 125 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.6 m Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.

RECOMMENDED USE

For any industry, especially construction and heavy work environments, where sharp objects, such as nails are present.



Yellow triangle indicates sole puncture protection with a Grade 2 protective toe to withstand impacts up to 90 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.4 m Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.

For light industrial work environments requiring puncture protection as well as toe protection.

Blue rectangle indicates Grade 1 protective toe without sole puncture protection. Grade 1 protective toe withstands impacts up to 125

For industrial work environments not requiring puncture protection.



Joules. Comparable to a 22.7 kg (50lb) weight dropped from 0.6 m.



Grey rectangle indicates Grade 2 protective toe without sole puncture protection. Grade 2 protective toe withstands impacts up to 90 Joules. Comparable to a 22.7 kg (50lb) weight dropped from 0.4 m.

For institutional and non-industrial work environments not requiring puncture protection.



White label with green fir tree symbol indicates chainsaw protective footwear. Protective features are designed into the boots to prevent a running chainsaw from cutting all the way through the boot uppers so as to protect the shins, ankles, feet and toes.

For forestry workers and others exposed to hand-held chain saws or other cutting tools.



White rectangle with orange Greek letter omega indicates soles that provide resistance to electric shock. Such certified footwear contains a sole and heel design assembly that, at the point of manufacturing, has electrical insulating properties intended to withstand 18,000 Volts and a leakage current not exceeding 1mA.

For any industry where accidental contact with live electrical current conductors can occur.

Warning:Electrical Shock Resistance deteriorates with wear and in wet environments.



Yellow rectangle with a green "SD" and grounding symbol indicates soles are static-dissipative. The outer soles are made from an antistatic compound, chemically bound into the bottom components, capable of dissipating an electrostatic charge in a controlled manner. The test criteria are 10^6 to 10^8 Ohms. Note that SD footwear without toe protection will not have sole protection certified by CSA.

For any industry where a static discharge can create a hazard for workers or equipment.



Red rectangle with a black "C" and grounding symbol indicates soles are electrically conductive. The outer soles are made from a conductive compound that is permanently bound to the bottom components to provide electrical grounding of each foot. Test criteria are 0 to 500 000 Ohms.

For any industry where static discharge can create a hazard of explosion.

MARKING

The right foot of each pair bears the following information permanently marked in a conspicuous location:

1. Manufacturer's name, trade name, or CSA Master Contract number
2. Date of manufacture by month and year or by date code
3. Outsole construction style or name

METATARSAL PROTECTION

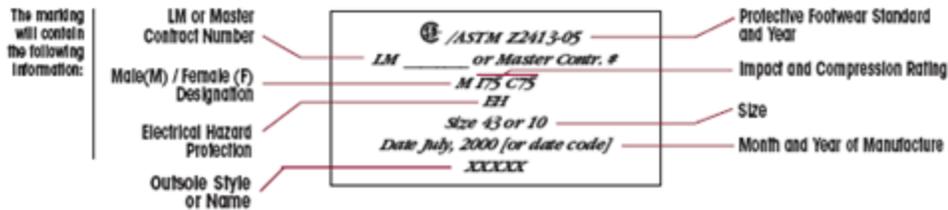
Metatarsal Protection is intended to safeguard the upper foot (metatarsal bones) and toe areas. To meet CSA design requirements the footwear must provide sufficient width and height to cover the dorsum of the foot. Note that there is no CSA certification for metatarsal protection as the standard does not currently contain performance requirements.

ASTM F 2413 FOOT PROTECTION FOR THE UNITED STATES

CSA International certifies footwear to the ASTM F 2413 Standard Specification for Performance Requirements for Foot Protection

This standard provides requirements for impact and compression protection and optional requirements for conductive, electrical hazard, sole puncture resistance, metatarsal, and static dissipative protection.

CSA's ASTM Certification Marking shall appear on one shoe of each pair and will be placed on the inside or outside surface of either the tongue, gusset, inside shaft or quarter lining. The following is an example of a marking that would appear on any CSA Certified Product for the US:



For more information on our Protective Footwear Certification Program:

Call 1-866-797-4272 or Email client.services@csa-international.org

Product Areas | Products CSA Certifies | Components Certification | Certification Marks | Who Accepts CSA Marks
 Service Option to Certify Your Products | How to Get Started | Certified Product Listings | Product Recalls | Global Certification | Manufacturers
 Retailers/Specifiers | Regulators | Consumers | About CSA | Contact US | FAQ | Newsroom | Links | Careers | Help | Site Map | Privacy / Terms of Use

© Copyright 2007 Canadian Standards Association. All rights reserved.

Slips

Slip

-Loss of balance caused by too little friction between a person's foot and a walking surface.

Common Causes:

- Wet or oily surfaces,
- Occasional spills,
- Weather hazards,
- Loose, unanchored rugs or mats, and
- Flooring or other walking surfaces that are worn.



Trips

Trip

- hit an object, lose your balance and fall

Common Causes:

- Obstructed view
- Poor lighting
- Clutter in your way
- Wrinkled carpeting
- Uncovered cables
- Drawers not being closed
- Uneven (steps, thresholds) walking surfaces



Falls

Fall:

- when you lose your balance & drop to the floor

There are three types of falls:

- Falls on the same level
 - Slip or trip immediately precedes fall to floor or walkway
- Falls to lower level
 - Falls are from platforms, docks, ladders, steps or stairs
- Jumps to lower level
 - An intentional jump from one level to another
 - Employee jumps off ladder, dock, equipment



Prevention

- Good housekeeping
- Quality of walking surfaces (flooring)
- Selection of proper footwear
- Appropriate pace of work



Housekeeping

- Clean up spills immediately
- Mark spills and wet areas
- Mop or sweep debris from floor
- Remove obstacles from walkways
- Keep walkways free of clutter
- Secure mats, rugs and carpets

Housekeeping

- Close file cabinet or storage drawers
- Cover cables that cross walkway
- Keep working areas and walkways well lit
- Replace burned out bulbs



Flooring

Change or modify walking surfaces

- Recoat or replace floors
- Install mats
- Pressure-sensitive abrasive strips
- Abrasive-filled paint-on coating
- Metal or synthetic decking



Footwear/ SGDSB policy

Conditions:

- Floors - oily or wet
- Considerable time outdoors

Advantages

- Properly fitted
- Increased comfort
- Prevent fatigue
- Improve safety



What can YOU do to avoid slipping at work?

- Take your time
- Pay attention
- Adjust stride to the task
- Walk with feet pointed slightly outward
- Make wide turns at corners.



What can YOU do to avoid tripping at work?

- Sufficient lighting
- Portable lighting
- ***Watch where you are walking***
- Carrying or pushing objects
 - obstructions, spills or objects lying on the floor



Inclement Weather

- Slow down to react to a change in traction
- Wearing slip-resistant shoes or overshoes
 - carry your work shoes
- Sunglasses
 - outdoors in ice and snow
- Treat walking surfaces
- Wet shoes on dry floors – Caution !



Report Hazards Immediately

- If you cannot fix the hazard yourself then:
 - Immediately report the hazard
 - Alert or warn others in the area
 - Mark the area or stay there until help arrives
 - Hazards not fixed in a timely manner
 - Contact the appropriate person

Superior Greenstone District School Board

MANUAL MATERIAL HANDLING PROCEDURES

PURPOSE

To outline guidelines for safe manual material handling and injury prevention to all school board staff.

Requirements of OHS Regulation 851, Sections 45-48

- 45. *Materials, articles or things,*
 - a. *required to be lifted, carried or moved, shall be lifted, carried or moved in such a way, with such precautions and safeguards, including protective clothing, guards and other precautions as will ensure that the lifting, carrying, or moving of the material, articles or things does not endanger the safety of worker;*
 - b. *shall be transported, placed or stored so that the material, articles or things,*
 - i. *will not tip, collapse or fall, and*
 - ii. *can be removed or withdrawn without endangering the safety of worker; and*
 - c. *to be removed from the storage area, pile or rack, shall be removed in a manner that will not endanger the safety of any worker.*

- 46. *Machinery, equipment or material that may tip or fall and endanger any worker shall be secured against tipping or falling.*

- 47. *Cylindrical objects stored on their side shall be piled symmetrically with each unit in the bottom row chocked or wedged to prevent motion.*

- 48. *Barrels, drums or kegs that are piled on their ends shall have two parallel planks placed on top of each row before another row is added.*

PROCEDURE

- 1. Supervisors/principals shall analyze tasks and physical demands, and shall determine safe manual material handling work procedures with their workers.

APPROVED BY:		ISSUE DATE:	REVISION DATE:
--------------	--	-------------	----------------

Superior Greenstone District School Board

MANUAL MATERIAL HANDLING PROCEDURES

2. Where the weight, size, shape, toxicity, containment, or other characteristics of the load, or the nature of the lift may endanger a worker, the load shall be moved by more than one employee, or by mechanical means if possible (e.g. hoist).
3. Supervisors/principals shall provide information to employees on proper lifting techniques, exercise conditioning, back care, and injury prevention through staff meetings or safety meetings.
4. Supervisors shall investigate reported incidents of repetitive strain, static or awkward postures, overhead work, vibration, etc. and shall intervene to reduce ergonomic hazards.

Guidelines:

The matching of physical demand with physical ability in manual material handling becomes essential when the weight of items increases. Manual material handling tasks, if not done carefully, can result in injuries to the back, sprains, and musculoskeletal conditions.

Risk factors that may increase the chance of injury include:

- Force expended to perform the task
- Direction that the force is applied
- Repetition of the motion
- Posture
- Load characteristics
- Grip on the load
- Workplace conditions
- Lighting and visibility
- Environmental conditions

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Superior Greenstone District School Board

MANUAL MATERIAL HANDLING PROCEDURES

Page 3 of 3

Risk factors in manual material handling can be mitigated through identification, reduction, or elimination. Strategies include:

- Job planning to reduce unnecessary material handling
- Mechanize (e.g. use of lifting devices)
- Reduce re-handling
- Reduce weight
- Improved ergonomics
- Container or package design
- Reduce the distance traveled with a load
- Eliminate risky postures (bending, twisting, extreme reaches)
- Discuss the material handling tasks with co-workers and supervisors to determine the safest handling procedures (e.g. frequent short breaks, job rotation, etc.)

APPROVED BY:

ISSUE DATE:

REVISION DATE:

Safe Lifting



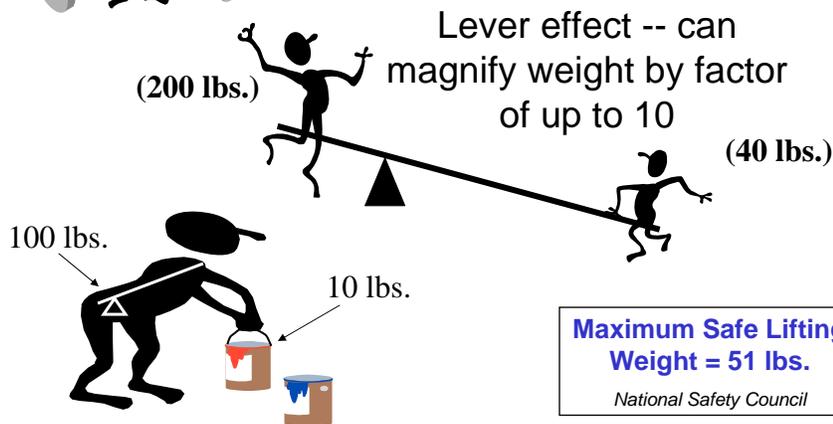
- Back Injuries are the 2nd-most common workplace problem
- A back injury costs an average of \$11,645 in medical claims and lost time wages.

National Safety Council

- Most back injuries can be prevented



Safe Lifting



Safe Lifting

Use Your Head and Save Your Back!



Means using your head!



•**STAND**
close to the load



•**Bend**
your knees -
not
your
back!



•**Let**
your
legs do
the
lifting



Get Help
with
heavy or
awkward
loads!



Use
the
right
tools!

Safe Lifting

Carrying the load...



- Hold the load close so you can see over it.
- **Keep the load balanced.**
- Avoid twisting the body
- **Watch out for pinch points -- doorways, etc.**
- Face the way you will be moving.

Safe Lifting

For those Awkward Moments...



If you must lift or lower from a high place:



- Stand on a platform instead of a ladder
- Lift the load in smaller pieces if possible
- Push the load to see how heavy and stable it is.
- Slide the load as close to yourself as possible before lifting up or down.
- Get help when needed to avoid an injury.

Safe Lifting

From hard-to-get-at places...



- Get as close to the load as possible
- Keep back straight, stomach muscles tight
- Push buttocks out behind you.
- Bend your knees
- Use leg, stomach, and buttock muscles to lift -- not your back.

First Aid

First Aid kit Requirements

- less than 5 workers: Section 8
- more than 5 but less than 15 Section 9
- more than 15 but less than 200 Section 10
- more than 200 Section 11

- First Aid station – less than 200 Section 9, 10
- First Aid room – more 200 Section 11

Resources

Under the WSIA there are first aid requirements (Regulation 1101) for every workplace. The regulation requires that:

- There be at least one person trained, at the designated level, on every shift.
- That the 'designated' first aider be available to render assistance at all times during that shift.
- A copy of Form 82 - poster be posted in the workplace, where all workers can see it.
- Injuries must be reported to the WSIB using Form 7.

Availability of First Aid Kits	Located within quick and easy access for all employees.
Required Components in the First Aid Kits	Each first aid kit must be adequately stocked with supplies. (as per Regulation 1101)
Number of Trained / Qualified First Aiders	Must be a qualified first aider on every shift.
First Aid attendant works in the immediate vicinity of the first aid kit	Must work in close proximity to the first aid station / kit
First aid treatment/advice recorded	The first aid attendant records in a treatment/advice logbook all circumstances surrounding the incident as described by the injured employee. Treatment record includes (see sample form): Date of injury Time of injury Name(s) of witnesses Nature Exact location of treatment given Each first aid station has its own treatment / record logbook.
First Aid Certificates Posted	The first aid certificates of qualified first aid attendant(s) on duty is/are posted.

First Aid Kit Inspection Record	<p>Establish an inspection schedule (at least quarterly per Reg. 1101).</p> <p>Assign responsibility for inspections.</p> <p>A recording system should include: the date of the most recent inspection of the first aid box, and signature of the inspector.</p>
Stretcher and Blanket(s) Compliance	<p>Every employer employing more than fifteen (15) and less than 200 workers in any one shift at a place of employment shall provide and maintain at least:</p> <p>One stretcher and Two blankets</p>
First Aid Room Compliance	<p>Every employer employing more than 200 workers in any one shift at a place of employment must supply and maintain a first aid room.</p>

First Aid Log Sheet

This form must be completed by the First Aider or designate and kept available.

Name of injured person	
Date of Injury (D / M / YR)	
Time of Injury	
Name of Witness(es)	
Nature / Location of Treatment	
Name of First Aider	

Name of injured person	
Date of Injury (D / M / YR)	
Time of Injury	
Name of Witness(es)	
Nature / Location of Treatment	
Name of First Aider	

Name of injured person	
Date of Injury (D / M / YR)	
Time of Injury	
Name of Witness(es)	
Nature / Location of Treatment	
Name of First Aider	

The Health and Safety Co-ordinator will collect the first aid logs each month.

The company will provide transportation to the hospital, doctor's office or worker's home when necessary, following an injury or illness.

The preferred method of transportation, if required, is an ambulance.

Should this method of transportation not be appropriate then the company will call for a taxi. The injured worker will be accompanied by the first aid attendant or designate.

Should the employee refuse the transportation, the company will attempt to:

- 1) Identify any other transportation methods that the worker would prefer.
- 2) Reiterate the importance of accepting the transportation to the hospital, doctor's office or workers home.
- 3) Call 911 and get the ambulance attendant to administer medical attention on site.
- 4) Employee's will not be allowed to continue work until medical clearance is provided.

Responsibilities of the individual travelling with the injured worker:

- 1) Continue to administer first aid, if required.
- 2) Ensure an injury package is taken, (containing the WSIB Functional Abilities Form, Material Safety Data Sheets (if necessary)) to the medical facility.
- 3) Maintain contact with the company providing updates when the worker has reached their destination (hospital, doctor's office or the worker's home).
- 4) Return to the company to provide additional follow-up and assist in the completion of the injury / incident documentation.
- 5) Additional duties may be added based on each individual circumstance

Approval signature:	Date Approved:

SUPERIOR GREENSTONE DISTRICT SCHOOL BOARD

HEALTH AND SAFETY MANUAL AND SIGN-OFF SHEET FOR NEW EMPLOYEES

- DUE DILIGENCE AND HEALTH AND SAFETY LEGISLATION
- ROLES AND RESPONSIBILITIES
- HAZARD RECOGNITION AND REPORTING
- INCIDENT REPORTING AND INVESTIGATION
- EARLY AND SAFE RETURN TO WORK PROGRAM
- FOOTWEAR POLICY AND SLIPS, TRIPS, AND FALLS
- MANUAL MATERIAL HANDLING PROCEDURES
- FIRST AID REQUIREMENTS
- OTHER (specify) _____

My signature verifies that I have received, read and understand the SGDSB Health and Safety Manual and will attend the next available training session:

Name (please print): _____

School(s): _____

Signature: _____ Date: _____

Routing: completed form must be submitted to Principal who forwards as per chart.

Sent To	Date Sent	Note Action Taken (forward to next person on list)
Principal		
Safety/Maint Coord (Plant Services)		
Human Resources Department		
Plant Services Secretary		Entry into Training Database & File orig.

SUPERIOR GREENSTONE DISTRICT SCHOOL BOARD



HEALTH AND SAFETY TRAINING SIGN-OFF SHEET

- DUE DILIGENCE AND HEALTH AND SAFETY LEGISLATION
- ROLES AND RESPONSIBILITIES
- HAZARD RECOGNITION AND REPORTING
- INCIDENT REPORTING AND INVESTIGATION
- EARLY AND SAFE RETURN TO WORK PROGRAM
- FOOTWEAR POLICY AND SLIPS, TRIPS, AND FALLS
- MANUAL MATERIAL HANDLING PROCEDURES
- FIRST AID REQUIREMENTS
- Other (specify) _____

My signature verifies that I have attended the training:

Location (Training Centre): _____

Name (please print): _____

Signature: _____ Date: _____

Note: Please complete this form and leave it at the training centre where directed.

Training Evaluation Form (Please check off session above, complete this form, and leave it where directed by your Trainer.)

Was the information provided in the training session useful for you?

Yes _____ No _____

Comments:

Will you be able to use and apply the information provided in the training session to your daily work activities?

Yes _____ No _____

Comments:

What information from the presentations will be most useful to you?

Did the presenters adequately answer your questions?

Yes _____ No _____

Comments:

Was there information that you expected to be covered in the training that was not?

How could we do things better?

Other Comments:
