

HEALTH AND SAFETY IN THE WORKPLACE

Health and Safety Rationale

The District recognizes the importance of providing a safe and healthy working environment. To achieve this, the District will establish and maintain an occupational health and safety program designed to prevent worker injuries and disease. The District will be responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow the District's policies, guidelines, and safe work procedures. The District will maintain safe and healthy working conditions and operating practices and will ensure that its practices and procedures conform to applicable occupational health and safety legislation.

The District's Health and Safety program fosters a collaborative approach built on the Internal Responsibility System that involves cooperation with Joint Health and Safety Committees or Health and Safety Representatives at smaller work sites.

District Responsibilities

Ensuring the health and safety of the employer's workers and other workers present at the workplace by:

- Establishing an Occupational Health and Safety program and effective health and safety policies.
- Providing and maintaining protective equipment, devices, and clothing as required by regulation.
- Providing supervisors with the support and training necessary to carry out their health and safety responsibilities.
- Providing specific direction and delegating authority to those responsible for health and safety.

The Superintendent is responsible for the establishment and continuation of an effective Occupational Health and Safety (OHS) Program in the District and delegates the responsibility for implementation of the Occupational Health and Safety program to:

- Administrators for implementation of the safety program in their school.
- The Senior Manager Caretaking for implementation of the safety program in the areas of caretaking (in consultation site Administration).
- The Assistant Secretary Treasurer (Financial and Corporate Services) for implementation of the safety program at the Education Learning Centre.
- The Assistant Superintendent, Learning Services for the implementation of the safety program in the Winslow Centre.
- The Assistant Director Operations for implementation of the safety program in the areas of maintenance.
- The Senior Manager of Capital Projects and Planning (or others who hire outside contractors) to assume or assign the prime contractor to oversee and coordinate an effective health and safety program for all workers onsite.
- Teachers and supervisors for the safe conduct of all workers under their control.

Supervisor Responsibilities

It is expected that supervisors will ensure that the employees they supervise are informed of the hazards of their work and how to perform their job safely by:

- Providing a health and safety orientation to new workers at the worksite.
- Ensuring that workers are made aware of all known or reasonably foreseeable health and safety hazards where they work.
- Conducting regular inspections and ensuring workplace incidents are reported and investigated (i.e., accidents/injuries, near-miss, violent incident reports).
- Ensuring that the appropriate personal protective equipment and clothing are available, properly worn when required, and properly inspected and maintained.
- Correcting unsafe acts and conditions without delay.

Employee Responsibilities

All employees are responsible for acting in the interests of their personal safety by:

- Knowing and following safe work procedures and safety rules.
- Correcting hazards or reporting them to supervisors.
- Participating in inspections and investigations where appropriate.
- Using personal protective equipment where required.
- Performing work in a safe manner and not engaging in horseplay.
- Not working while impaired by alcohol, drugs, or other substances.
- Helping to create a safe workplace by recommending ways to improve the health and safety program.

A Joint Health and Safety Committee shall be established as required by the Workers' Compensation Act. Representation will include management and both employee groups (CUPE and CTA).

All accidents will be reported and investigated in accordance with the Workers' Compensation Act.

Supervisor¹ is defined as “a person who instructs, direct and controls workers in the performance of their duties.” Any person, regardless of title, who meets this definition even temporarily, has the responsibilities of a supervisor for the workers under their control.

This administrative procedure communicates the District’s commitment to health and safety in the workplace and will be reviewed yearly.

Reviewed: September 2023