



Policy Section: **Personnel/Employee Matters**

Policy Name: **Health and Safety**

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Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) to fulfill its responsibilities under the Occupational Health and Safety Act and make every effort to provide and promote a safe and healthy working and learning environment. Further, it is the policy of the KPDSB to:

- Take every reasonable precaution to prevent personal injury and to provide and maintain a safe and healthy working environment for all of its employees and students;
- Comply with all applicable health and safety legislation, including the annual review of this policy;
- Institute and maintain, on an ongoing basis, training and education, as well as health and safety programs;
- Demonstrate the KPDSB's commitment to achieve the objective of the Occupational Health and Safety Act, R.S.O., or successors;
- Eliminate or reduce injuries, accidents, illness, and near misses; and
- Operate in compliance with the Occupational Health and Safety Act with specific regard to Section 25 Duties of Employers and Section 26 Additional Duties of Employers.

Rationale

The Occupational Health and Safety Act is built upon the principle that employees and employers must act together to ensure a healthy and safe workplace environment.

The KPDSB is committed to the health and safety of its employees and students. Protection of employees and students in the areas of health and safety of the working and learning environment is a major continuing objective.

Unless otherwise stated, the phrase "the Act" shall mean the Occupational Health and Safety Act, R.S.O., or successor.

Cross Reference
Occupational Health and Safety Act
HR Protocols (SharePoint)
Policies
321, Safe and Supportive Schools
711, Workplace Violence
715, Substance Use by Employees and Volunteers
716, Use of Medical Cannabis
Procedure
321, Safe and Supportive Schools

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11/10/2022
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Review: ANNUALLY

Guidelines

1. Duties of the Supervisor

The Act sets out certain specific duties for supervisors. A supervisor means a person who has charge of a workplace or has authority over a worker. A supervisor shall ensure that a worker:

- Works in the manner and with the protective devices, measures, and procedures, as required by the Act and its regulations;
- Uses or wears the equipment, protective devices, or clothing that the worker's employer requires to be used or worn;
- Is aware of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware;
- Where so prescribed is provided with written instructions as to the measures and precautions to be taken for the protection of the worker; and
- Takes every precaution reasonable in the circumstances for the protection of the worker.

2. Duties of the Worker

Workers also have several general duties under the Act. Workers must take responsibility for their own health and safety at the workplace insofar as they are able.

a) Under the Act a worker shall:

- Work in compliance with the provisions of the Act and its regulations;
- Use or wear the equipment, protective devices, or clothing that the worker's employer requires to be used or worn;
- Report to their employer or supervisor the absence of, or defect, in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker; and
- Report to their employer or supervisor any contravention of the Act or its regulations or the existence of any hazard of which they are aware.

b) No worker shall:

- Remove or make ineffective any protective device required by the regulations or by their employer, without providing an adequate temporary protective device

and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

- Use or operate any equipment, machine, device, or thing, or work in a manner that may endanger themselves or another worker; or
- Engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

3. A Central Safety Steering Committee comprised of all Bargaining Unit Presidents, the Manager and Assistant Manager of Facilities Operations and Maintenance, a Principal representative, and a Human Resources Officer shall be established by the Human Resources Manager. The Committee will oversee safety matters on a system wide basis.

a) The site based Joint Occupational Health and Safety Committees shall operate in compliance with the Act and the applicable KPDSB Procedure(s).

4. Employees shall attend required Occupational Health and Safety Training programs.

5. This Policy is to be posted in all schools and offices on the Occupational Health and Safety board under the terms and conditions of the Act.