



Policy Section: **Personnel/Employee Matters**

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Policy Name: **Health and Safety**

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Policy Statement

It is the policy of the Keewatin-Patricia District School Board 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 Board to:

- a) 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;
- b) comply with all applicable health and safety legislation, including annual review of the policy;
- c) institute and maintain, on an ongoing basis, training and education, as well as health and safety programs;
- d) demonstrate the Board’s commitment to achieve the objective of the Occupational Health and Safety Act, R.S.O., or successors; and
- e) eliminate or reduce injuries, accidents, illness and near misses.

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 Keewatin-Patricia District School Board is committed to the health and safety of its employees and students. Protection of employees and students in the areas of health and safety is a major continuing objective.

Unless otherwise stated, the phrase “the Act” shall mean the Occupational Health and Safety Act, R.S.O., or successors.

Guidelines

- 1. a) 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 authority over a worker. A supervisor must:
 - ensure that a worker complies with the Act and regulation;

Cross Reference:
 O.H. & S Act - HR Procedures (Public Folders)
 Policy 321 Safe and Supportive Schools
 Policy 711 Workplace Violence
 Policy 715, Substance Use by Employees and Volunteers
 Policy 716 Use of Medical Cannabis
Procedure 321 Safe and Supportive Schools

Date Approved: June 13, 2000
 Date Reviewed: May 18/04; Dec 11/07;
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- ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker;
- advise a worker of any potential or actual health or safety dangers known by the supervisor; and
- take every precaution reasonable in the circumstances for the protection of worker.

b) 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. Under the Act, a worker must:

- work in compliance with the Act and regulations;
- use or wear any equipment, protective devices or clothing required by the employer;
- report to the employer or supervisor any known missing or defective equipment or protective device that may be dangerous to any worker;
- report any known workplace hazard to the employer or supervisor;
- report any known contravention of the Act or regulations to the employer or supervisor;
- not remove or make ineffective any protective device required by the employer;
- not use or operate any equipment or work in a way that may endanger themselves; and
- not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

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

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

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3. Employees shall attend required Occupational Health and Safety training programs.
4. This policy is to be posted in all schools and offices under the terms and conditions of the Act.

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