

Halton District School Board

Operational Policy

NUMBER:	<i>to be determined</i>
TOPIC:	Occupational Health and Safety
EFFECTIVE:	Date
CROSS-REFERENCE:	Occupational Health and Safety Act & Regulations; Workplace Safety & Insurance Act; Education Act and Regulations
REVISION DATE:	Annually or another date as required
RESPONSIBILITY:	Superintendent of Facility Services...

POLICY STATEMENT:

The Halton District School Board is committed to a health and safety program whose objective is to achieve safe and healthy working conditions for all employees and to prevent or reduce the risk of employment injury and disease. This will be accomplished through effective management with the cooperation of all employees. The Board will communicate a comprehensive health and safety program aimed at protecting its employees.

The Board, as employer, is ultimately responsible for the health and safety of its employees.

Supervisors, at all levels, are responsible for the health and safety of the employees who are under their care and supervision. Also, a supervisor shall advise a worker of the existence of any potential or actual danger to the health and safety of the worker or which the supervisor is aware. Without limiting the foregoing a supervisor shall take every precaution reasonable for the protection of a worker

Each individual is responsible for protecting his or her personal health and safety in the workplace. This can be accomplished by each person approaching his/her work in accordance with the legislation and in keeping with safe work practices and procedures, which have been established by the Board. Every employee is responsible to bring to the attention of their supervisor, the existence of any unsafe work practices and conditions.

A Central Joint Occupational Health and Safety Committee, as required under the OH&S Act, is to be maintained in accordance with the approved terms of reference. Additionally each school and site will maintain a School/Site Safety Committee with representation from the appropriate Supervisor and Employee Groups. It is the function of these committees and its members to identify situations that may be a source of danger or hazard to workers; make recommendations to the Board and workers for the improvement of the health and safety of workers; The Board will afford assistance and cooperation to a committee(s) in carrying out any of their functions.

In accordance with:

- The Education Act
- The Health Promotion and Protection Act
- The Occupational Health and Safety Act and Regulations
- The Ontario Fire Code and Fire Safety Plan
- The Workplace Safety and Insurance Act and Regulations

The following Administrative Procedure has been developed to meet the above requirements and process:

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1.0 DEFINITIONS

"*Apprentice*" is, for the purposes of the Workplace Safety and Insurance Act, a person enrolled in a Board approved skills training program, but receives no monetary compensation from the Halton District School Board.

"*Competent person*" means a person who; is qualified because of knowledge, training and experience to organize the work and its performance; is familiar with the Occupational Health and Safety 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.

“*Co-op Student*” is, for the purposes of the Workplace Safety and Insurance Act, a student who participates in a co-op/work education program approved by the Ministry of Education. No monies are to be paid to the person by the Halton District School Board while participating in such program.

“*Contractor*” supplies services to the employer.

“*Critical Injury*” as defined in O.Reg.714/82 made under the Occupational Health and Safety Act. (Appendix 4.0)

“*C.S.A.*” is the Canadian Standards Association.

“*Dangerous Circumstances*” as defined in the Occupational Health and Safety Act, means a situation in which,

- (a) A provision of this Act or the Regulation is being contravened;
- (b) The contravention poses a danger or a hazard to a worker; and
- (c) The danger or hazard is such that any delay in controlling it may seriously endanger a worker.

“*Employee*” is a worker, and includes a teacher, as defined by the Occupational Health and Safety Act, but does not include a student in a co-op program.

“*Employer*” is the Halton District School Board.

“*Health Care Worker*” provides services to persons with behavioural or emotional problems or persons with physical or mental problems or has a developmental handicap.

“*Joint Health and Safety Committee*” means a committee as defined under the Occupational Health and Safety Act and Regulation O.Reg.857/90, and is referred to in the guidelines for the Structure and Function of the Joint Occupational Health and Safety Committee.

“*Lifeguard or Assistant Lifeguard*” as set out in the Health Protection and Promotions Act and regulations.

“*Officer*” means an officer defined under the Business Corporations Act, 1982, and includes the Chairman of the Board, Vice-Chairman, Secretary and Treasurer of the Board and includes Senior Administrators.

“*Permanent Improvement*” as defined in the Education Act.

“*Senior Administrators*” means the Director and Superintendents of the Board.

“*Supervisor*” is

- (i) Defined in the Occupational Health and Safety Act as a person who has charge over a workplace or authority over a worker. This includes employees who exercise managerial authority in the workplace.
- (ii) Defined, in the Regulations respecting Teachers made under the Occupational Health and Safety Act, as “a principal, vice-principal or teacher appointed by an employer of teachers to direct and supervise a school or an organizational unit of a school is a person who has charge of a school or authority over a teacher and exercises managerial functions”.

“W.H.M.I.S.” means the Workplace Hazardous Materials Information System regulation made under the Occupational Health and Safety Act.

“Workplace” as defined under the Occupational Health and Safety Act means the entire Board and all its facilities including, but not limited to, the following: school sites, head office, depots, and centres.

2.0 OCCUPATIONAL HEALTH AND SAFETY STATEMENT

An Occupational Health and Safety Statement will be issued periodically to all staff and posted at all locations to reaffirm the Board’s commitment to Occupational Health and Safety.

3.0 HEALTH AND SAFETY PROGRAM

The objective of the Health and Safety Program is to achieve safe and healthy working conditions for all employees and to prevent or reduce the risk of employment injury and disease. This will be accomplished through effective management and with the cooperation of all employees.

3.1 Senior Administrators and Officers are responsible for:

- (1) Engaging in management functions and activities that lead to a safe and healthy work environment.
- (2) Being knowledgeable of the Occupational Health and Safety Act and taking reasonable care ensure that the Board complies with this Act, regulations and any orders issued.
- (3) Communicating through the Superintendent of Facility Services with the Joint Occupational Health and Safety Committee.

3.2 Supervisors’ Responsibilities:

- (1) General Responsibilities:
 - a) Engage in management functions and activities that lead to safe and healthy work environment that comply with the appropriate health and safety acts and regulations.
 - b) "Take every precaution reasonable in the circumstances for the protection of a worker" - OH&SAct.
 - c) Take such steps as are necessary to follow-up on safety & health hazards identified - See Appendix 8.0.
 - d) Respond to employee occupational health and safety concerns - see Appendix 9.0
 - e) Attend in-service training on supervisory responsibilities under the Occupational Health and Safety Act and Regulations, The Ontario Fire Code and Fire Safety Plan and the Workplace Safety and Insurance Act and Regulations and other applicable regulations and codes.
 - f) Publish at the school/site the following in a: staff handout; or on a health and safety conference; and make available to all staff at the work site by posting on the "Health & Safety Bulletin Board":
 - a. The Board’s Occupational Health and Safety Policy Statement
 - b. Process for reporting accidents
 - c. Process for reporting health and safety concerns
 - d. Procedures for maintaining or repairing equipment
 - e. Identification of key staff with health and safety responsibilities
 - f. General safety rules (Appendix 1) or safety checklists

- g) Incorporate the topic of health and safety into the agendas of regular staff meetings or through documented safety contacts.
- h) Post the following on each "Health and Safety" bulletin board:
 - a. The Occupational Health and Safety Act
 - b. Workplace Safety and Insurance Board Poster "IN ALL CASES OF INJURY"
 - c. Board's policy statement on Occupational Health and Safety
 - d. Names and locations of members of the Board's Joint Occupational Health and Safety Committee and School/Site Health and Safety Committee members
 - e. Names and locations of qualified first aid persons
 - f. Copies of inspection reports from the Ministry of Labour or other agencies as required
 - g. Obtain copies of the above through Health and Safety - JWS Ext 3222
- i) Store and maintain records and pertinent health and safety information in a central location at the facility or work site for a minimum of two years.
- j) Periodically review CHATT Health & Safety for the most recent Board health and safety bulletins, alerts, guidelines and procedures.

- (2) Accidents - Critical Injuries to workers (also, see 3.2(3) - Accidents, General Reporting)
- (a) To report all critical injuries (see appendix 4.0) to the Coordinator Occupational Health and Safety or the Superintendent Facility Services, within 24 hours
 - (b) Are not to disturb the accident scene unless to render first aid or medical attention until an investigation is carried out.

- (3) Accidents - General Reporting and Workplace Safety and Insurance Act (WSIA/WSIB)

"In All Cases of Injury/Disease" provide first aid immediately. Complete an Employee Accident Form (PER2) and appropriate WSIB forms as outlined in the Workplace Safety and Insurance Board procedure for employee accidents - This procedure is found in the Occupational Health and Safety Binder section WSIB (Workplace Safety Insurance Board) or on **CHATT Health & Safety** contact the Health and Safety - JWS at Ext. 3222

NOTE: 1.Co-op students are covered under the Ministry of Education's policy - contact the Program Services - Co-op Coordinator, School Programs for the detailed procedure.

2.Student accidents are to be reported to the Manager of Purchasing, Purchasing - JWS.

- (4) Emergency Procedures
- (a) Adhere to fire and emergency plans and procedures appropriate to the work area and activities.
 - (b) Review annually fire and emergency procedures with staff and maintain a record.
 - (c) Post copies of the "Emergency Response" poster in each classroom. The poster can be obtained through the office of the Superintendent of Community Relations - JWS
 - (d) Post copies of the "In Case of Fire" poster in each classroom. These posters can be obtained by contacting your Area Supervisor, Plant Operations - Facility Services

- (5) Hazard Identification - Government Inspections

The following perform inspections of Board facilities:

- i) Fire Department
- ii) Ministry of Labour
- iii) Public Health

An inspector of the Ministry of Labour may enter the premises without prior notice or a warrant and should be afforded assistance in inspecting the premises. Similarly both the

Fire Department and the Public Health Department inspectors should be afforded cooperation in performing their duties.

- (a) Reports are to be received by the Principal/Vice Principal
- (b) Principal or Vice-Principal is responsible for ensuring there is a response, within specified timeframes, to deficiencies identified in the above mentioned reports.
- (c) A copy is to be forwarded to the Coordinator Occupational Health and Safety, care of the Facility Services.

6(a) Hazard Identification - Central Joint Occupational Health and Safety Committee

- (a) Afford assistance to the members of the Board's Central Joint Occupational Health and Safety Committees in carrying out their duties and responsibilities..
- (b) Respond in writing within thirty (30) days to deficiencies identified during a Joint Occupational Health and Safety Committee inspection. This procedure is outlined in appendix 7.0. The response is forwarded to Health & Safety - JWS for review and distribution.
- (c) Ensure that all documents identifying a health and safety hazard(s) or deficiency clearly identify that action was taken to correct the hazard(s) or deficiency.
- (d) School/Site meeting agendas/minutes, inspection reports are to make available to the inspector "Occupational Health and Safety" binder for a minimum of two years. They may be made available on a CHATT Conference available to staff and School/Site Safety Committee Members.
- (e) Report any unresolved health and safety hazards to their immediate supervisor and to the extent the matter is not resolved, the procedure in Appendix 8.0 should be applied.

(6) (b) Hazard Identification - School/Site Safety Committee

- (a) Establish and maintain a committee comprised of the Principal or Vice Principal or Site Supervisor and a representative from each of the following employee groups, if present at the school or site: C.U.P.E., Teacher Union(s), O.C.T.U., H.D.E.A.A ; M.A.S.S. and P.S.S.P where there are members.
- (b) School/Site meeting agendas/minutes are to be formally recorded and available for a member of the Joint Occupational Health & Safety Committee to review or upon request by a Ministry of Labour inspector. They should be posted or made available on a CHATT Conference available to staff and School/Site Safety Committee Members.
- (c) Meet at least three times per school year to review the minutes of the Central Joint Occupational Health & Safety Committee (Posted on CHATT Health & Safety) and to address all health and safety matters brought to its attention
- (d) Inspecting the school/site at least twice every year using the inspection form in Appendix 3.0 or the latest version posted on CHATT Health and Safety
- (e) Report any unresolved health & safety hazards to their immediate supervisor and to the extent the matter is not resolved, the procedure referred to in Appendix 8.0 should be applied.
- (f) Utilize the appropriate "Job Code 8048" for staff participating in school inspections, except C.U.P.E. The HARRI Special instructions are conducting a Safety Inspection.
- (g) Maintain the health and safety bulletin board - preferable in a staff room
- (h) Maintain, in the office, the Occupational Health and Safety binder

(7) Hazard Identification - Principal and Vice Principal's Inspection of the School:

- a) Comply with the provisions of the Education Act

(8) Occupational Health - Asbestos

- (a) Contact Facility Services, Area Field Supervisor Plant Operations - Facility Services, of any complaints and/or concerns regarding suspected or actual exposure to asbestos containing materials.
- (b) The Asbestos Register, containing the Board's procedure "Management of Asbestos Containing Materials" is to be maintained by Facility Services in the following areas:
 - (c) Schools: General Office
 - (d) Centre: Caretakers' Office
 - (e) Maintenance Depots: Office
- (f) Staff must be made aware of the location of asbestos containing materials (ACM) in the Asbestos Register on an annually basis. Contact the Area Field Supervisor to conduct this awareness session at a staff meeting.
- (g) Before the tendering of any work furnish a report to bidding contractors in accordance with the Regulation Respecting Asbestos on Construction Projects and in Building Repair Operations (OHSA).

(8) Occupational Health - Mould

- (a) Contact Facility Services, Area Field Supervisor Plant Operations - Facility Services, of any complaints and/or concerns regarding suspected or actual exposure to mould.
- (b) The "Mould Register" is maintained at the school to indicate the history of inspections of portables located at the site. Complete records are maintained at Facility Services - JWS

(9) Occupational Health - Evaluation and Control (i.e. Ventilation/Chemicals or Physical Health Hazards)

- (a) Contact the Head Caretaker or the Area Field Supervisor Plant Operations - Facility Services, for an initial evaluation of ventilation related concerns.
- (b) Contact the Coordinator Occupational Health and Safety for evaluation of health concerns of a chemical or physical nature i.e. noise.

(10) Occupational Health - W.H.M.I.S.

- (a) All staff requires W.H.M.I.S Training - Contact JWS - Health & Safety - to arrange for this training.
- (b) "Imagelab - MSDS" computer program provides up to date "Material Safety Data Sheets" and "Workplace Labels". See CHATT Health & Safety - WHMIS (See WHMIS Fact Sheet) for instructions on how to access the program. The "Imagelab - MSDS" program. Imagelab - MSDS should be found on the following computers:
 - Principal or Vice-Principal's
 - School Secretary's
 - Caretaker's
- (c) Ensure that supplier and workplace labels are on containers of hazardous materials. Workplace labels may be obtained via the "Imagelab - MSDS" computer program
- (d) Material Safety Data Sheets and reference binders are to be maintained in the following areas:

Schools - Elementary:	General Office (School Supplies) Caretaker's Office (Caretaking Supplies)
Schools - Secondary:	General Office (School Supplies) Caretaker's Office (Caretaking Supplies) Pool (Chemicals) Science Department (Science Chemicals) Technical Department (Technology Supplies) Visual Arts Department (Art Supplies)
Centres:	Caretaker's Office (Caretaking Supplies) Media Department Print Shop
Maintenance:	Office (Caretaking Supplies)

Note: The above-mentioned binders contain Material Safety Data Sheets that are relevant to those staff.

- (d) Ensure that staff are responsible for obtaining Material Safety Data Sheets for non-Board purchased hazardous materials.
 - (e) Secondary Science, Visual Arts and Technology programs are to maintain an inventory by location of hazardous materials. A copy is to be kept in the Fire Safety Plan.
 - (f) Refer to the Fire Safety Plan for the location of WHMIS products at the facility.
- (11) (a) Refusal to Work - endangerment
An employee may refuse to work if he/she has reason to believe the activity, physical condition of the workplace or the particular work is not in compliance with the Act or regulations AND IS LIKELY TO ENDANGER.

ENDANGER means UNSAFE WORK THAT MAY CAUSE INJURY OR DEATH

The right to refuse does not apply to a TEACHER, HEALTH CARE WORKER, and OR LIFEGUARD where the circumstances are such that life, health and safety of another pupil/person or the public is in imminent danger. The procedure for refusing to work is outlined in Appendix 6.0.(a).

The right to refuse procedures when dealing with "Behaviourally Challenged Students" are found in the following protocol: Health and Safety Protocol for Behaviourally Challenged Students" an excerpt is found in Appendix 6.0(b)

- (b) Bilateral Work Stoppage (Certified Member) "A Joint Health & Safety Committee member who is certified by the Workplace Health and Safety Agency may stop work under certain conditions - see appendix 6.0.(c) for the procedure.
- (12) Repairs, Renovations, Alterations to the Physical Plant
- (a) Are not to embark on permanent improvements, which are part of the structure to a physical plant unless they approved by a Supervisor of the Facility Services.
 - (b) Contractors are to adhere to the provisions of the Occupational Health and Safety Act and Regulations as they apply to their work.
 - (c) Tender or request for proposal documents must contain references to the most recent version of the Occupational Health and Safety Act and Regulations. There also must be reference to the specific hazards associated with the job, where applicable, such as, but not limited to: Asbestos in Buildings; Confined Space

Entry Procedures; Electrical Lockout-Procedures; Working at Elevated Heights; Mould Remediation. Also, tender documents must contain information and or inventory regarding the presence or absence of Asbestos Containing Materials or other designated substances.

(13) Training and New or Transferred Employee Orientation

- (a) Provide new or transferred employees with a health and safety orientation session, within two weeks of their start date, it is to be documented on Form HS5 (Appendix 5.0.). A copy of the New or Transferred Orientation package is posted to CHATT Health & Safety - New Employee Orientation.
- (b) Occasional staff, present for only one or two days are to receive an orientation package (per Collective Agreements) that must include emergency procedures, general safety rules (See Appendix 1.0) and where there is a specific health or safety risk or hazard specific instructions and/or awareness to protect the employee. They are to confirm or arrange that the staff has received W.H.M.I.S training (See Section 3.2 (10)).
- (c) Long Term Occasional staff is to receive the orientation specified in section 3.2 (13) (a).
- (d) A completed copy of Form HS5 is to be sent to Human Resources.
- (e) Facilitate mandatory training such as:
 - Asbestos awareness - locations of asbestos at the school/site
 - Fire and emergency procedures for the school/site.
 - WHMIS - hazardous chemicals trainingNote: School Programs will provide appropriate in-service for Health and Safety Guidelines in specified subject areas.
- (d) Maintain records to demonstrate that items (a) and (c) have been accomplished.

4.0 Employees/Workers are responsible for:

- (a) Observing health and safety rules and regulations and work according to standard procedures and practices.
- (b) Report to their supervisor hazardous conditions or unsafe work practices and where applicable in accordance with the Teaching Profession Act. They may use "Employee Report of Hazardous Conditions, Work Practices, or contravention under the OHSA form Appendix 9".
- (c) Report all accidents or work related injury/illnesses to their supervisor as soon as possible.
- (d) Participate in health and safety training programs required by the Board. Co-operate with the employer in achieving the safety objective(s) of the Occupational Health and Safety program.
- (e) Obtaining Material Safety Data Sheets for hazardous chemical(s), required by the curriculum, but is not available through the Purchasing Department.
- (f) Seeking approval from their supervisor prior to acceptance and/or installation of any donated equipment. The equipment must have the appropriate documentation (i.e. CSA or UL or Ontario Hydro) including manuals and/or safety guidelines. In any event the donated equipment must meet applicable Canadian and/or Ontario legislative requirements.
- (g) Seeking approval from their supervisor before they make any alteration or renovation to the facility.

5.0 The Central Joint Occupational Health and Safety Committee is responsible for:

- (a) Adhering to the guidelines referred to as the "Guide to the Structure and Function of the Joint Occupational Health and Safety Committee (Terms of Reference)" as approved by the Minister of Labour.

- 6.0 Community Relations
- (a) Developing policies and procedures for public safety, which may set out health and safety responsibilities for employees for example: Community public health concerns and "Health Procedures for Schools"; Managing Violence and Aggressive Behaviour; and Police response.
- 7.0 Director's Office is responsible for:
- (a) Facilitating the training of Principals, Vice-Principals or other potential board supervisors in their responsibilities under the Occupational Health and Safety Act; Fire Code or other applicable health and safety acts or regulations.
- (b) Communicate to the appropriate staff health and safety bulletins and alerts received by the Office of the Director.
- (c) Prepare and review at least annually a written occupational health and safety policy
- 8.0 Facility Services is responsible for:
- (a) Asbestos:
- a. Asbestos inspections on an annual basis or as set out in the Regulation respecting Asbestos in Buildings.
- b. Maintaining the Asbestos Management Program and Register as applicable for each School/site
- (b) Construction or Projects
- a. Conducting a review, prior to commencing a project, to ensure compliance with applicable health and safety regulations, codes and Board specifications.
- b. Identifying, prior to tendering of a project or contracting for services, the presence of any designated substance (e.g., asbestos or lead) and providing this information to the bidding contractors. Before entering into a contract Facility Services will ensure that the successful bidder receives a copy of the report indicating the presence of a designated substance.
- c. Arranging for the air handling unit and ducts, which supply air to occupied areas, to be cleaned if the project causes construction dust and debris to be entrained in this part of the system.
- d. Arranging, when appropriate, for a Health and Safety inspection to be carried out after the project is complete
- (c) Indoor air quality and its assessment and control.
- (d) Mould management program for portable classrooms.
- (e) Safety Inspections - Board safety committees and Government:
- a. Responding to deficiencies identified on government and Joint & Site Safety Committee inspection reports, within specified timeframes. Or limits (Refer to Appendix 7.0 and 8.0)
- (f) Standard Operating Procedures - develop and maintain, but not limited to the following:
- a. Asbestos inspection and remediation
- b. Confined space entry
- c. Electrical lockout
- d. Mould inspection and remediation
- e. Working at heights (scaffolds, ladder and man hoists)
- (g) Training (Beyond requirements identified in Section 3.2)
- a. Provide awareness training to school personnel to make them aware of the following: Confined space procedures (where applicable); electrical lockout procedures; life safety systems (Fire Plan); Asbestos awareness; Safe use of cleaning agents; ventilation/ mechanical systems and their operation;
- 9.0 Health and Safety - JWS is responsible for:
- (a) The administration of the Occupational Health and Safety program.

- (b) Identification and appraisal of accident and loss producing practices.
 - (c) Development of accident prevention and loss control methods, procedures and practices.
 - (d) Communication of accident and loss control information to those directly involved, including the appropriate supervisory officer-Senior Administrator(s) and may use modes such as: CHATT - Health & Safety
 - (e) Measurement and evaluation of the effectiveness of the accident and loss control system and modifications to achieve desired results.
 - (f) Facilitate and maintain the Central Joint Occupational Health and Safety Committee and its inspection program.
 - (g) Maintain or develop training programs for the following:
 - Asbestos awareness
 - Fire safety
 - First aid
 - New Employee Health & Safety Orientation
 - W.H.M.I.S.
 - (h) Maintain a Workplace Hazardous Materials Information System (W.H.M.I.S.) program
 - (i) Maintain the Workplace Safety and Insurance Board program for the Board
- 10.0 Human Resources Department is responsible for:
- (a) Selecting and appointing a competent person as a supervisor as set out in the Occupational Health and Safety Act.
 - (b) Identifying staff deemed to be Supervisors under the Occupational Health and Safety Act
 - (c) Including in new staff reference material information pertaining to Occupational Health and Safety and Workplace Safety and Insurance.
 - (d) Identifying new employees that require a New Employee Health and Safety Orientation and maintaining, in each employee's personal file, a copy of Health and Safety Orientation Form HS5.
 - (e) Including health and safety as part of staff professional development.
- 11.0 Information Technology is responsible for:
- (a) Supporting the following health and safety computer based programs:
 - a. Imagelab - MSDS (WHMIS)
 - b. CHATT - Health and Safety
 - c. Health & Safety intranet browser
 - d. Parklane - WSIB
- 12.0 Purchasing Department is responsible for:
- (a) Making health and safety a consideration, where appropriate, in the purchasing of equipment, materials and devices.
 - (b) Identifying the procedure for obtaining the appropriate health and safety equipment.
 - (c) Ensuring that appropriate occupational health and safety requirements are set out in tender documents, Requests For Proposals (RFP) or quotes and/or contracts or similar documents that may result in repairs, renovations or alterations to a facility.
- 13.0 School Operations - JWS is responsible for:
- (a) Providing guidance and instruction to Principals and Vice-Principals to ensure they are aware of their health and safety responsibilities under the Education Act;

- Fire Safety Plan; Occupational Health and Safety Act; and other health and safety regulations, Board policies and procedures and requirements as applicable.
- (b) Facilitate the training of Principals and Vice-Principals in their responsibilities under the Occupational Health & Safety Act and Fire Safety Plan.
- 14.0 School Program Services - JWS is responsible for:
- (a) Developing, reviewing or revising existing curriculum documents to ensure they contain health and safety instructions, which are current and appropriate for each subject area.
 - (b) Developing, reviewing and/or revising, on a cyclical basis, health and safety guidelines and distributing same, for the following subject areas:
 - i) Adult Education
 - ii) Cooperative Education
 - iii) Family Studies
 - iv) Design and Technology
 - v) Physical Education
 - vi) Science
 - vii) Technology
 - viii) Theatre Arts
 - ix) Visual Arts
 - (c) Providing appropriate in-service for health and safety guidelines in specified subject areas.
 - (d) Publishing and distributing a list of health and safety guidelines in specified subject areas.
 - (e) Ensuring that Instructional Leaders annually review the Health and Safety needs of their programs and that appropriate equipment is available and meets current standards (i.e. OH&SAct; Fire Code; C.S.A.).
- 15.0 Student Services - JWS
- a. Developing, reviewing or revising existing curriculum or program resource documents to ensure they contain occupational health and safety instructions setout for the protection of employees and other persons.
 - b. Providing appropriate in-service for applicable occupational health and safety guidelines.
- 16.0 Computer based health and safety Information (Contact JWS Health and Safety for more information):
- (a) CHATT - Health and Safety
 - a. Access via a CHATT account - contact Information Technology.
 - (b) Health and Safety intranet browser
 - (c) Imagelab - MSDS - found on most new computers, but may require permissions to access the WORKPLACE HAZARDOUS MATERIALS INFORMATION (WHMIS). Use the following Username: safety Password: safety to access the program. Contact Information Technology for installation and permissions
 - (d) WHMIS on Line Internet based training - contact JWS Health and Safety

GENERAL SAFETY RULES

1. Follow instructions; don't take chances. If you don't know, ask.
2. Report immediately any condition or practice you think might cause injury to employees or damage to equipment.
3. Put everything you use in its proper place. Disorder causes injury and wastes time, energy, and material. Keep your work area clean and orderly.
4. Use the right tools and equipment for the job and use them safely.
5. Whenever you or the equipment you operate is involved in an accident, regardless of how minor, report it immediately. Get first aid promptly.
6. Use, adjust, alter and repair equipment only when authorized.
7. Wear approved personal protective equipment as directed. Keep it in good condition.
8. Don't horseplay; avoid distracting others.
9. When lifting, bend your knees, grasp the load firmly, and then raise the load keeping your back as straight as possible. Get help for heavy loads.
10. Obey all rules, signs, and instructions.

11. **HEALTH & SAFETY**

APPENDIX 2.0

**HALTON DISTRICT SCHOOL BOARD
SAFETY REPORT**

DATE: _____

SCHOOL: _____ ADMIN. CONTACT _____

LOCATION OF HEALTH & SAFETY BULLETIN BOARD:

NAMES & LOCATIONS OF HEALTH & SAFETY COMMITTEE MEMBERS:

DATES OF MEETINGS OF THE ABOVE COMMITTEE: (see Section: 3.2(6)(IV) OH&S policy & Proc.)

1. Is the following information posted in the workplace?
(see Section: 3.2(1)(f) OH&S policy & Proc)

- | | | |
|---|-----|--------|
| a) Occupational Health & Safety Act | YES | NO |
| b) Occupational Health & Safety Act
- General Extract Information | YES | NO |
| c) Workplace Safety and Insurance Board Poster
- In All Cases of Injury | | YES NO |
| d) Names and locations of Health & Safety Committee
members (both Joint Health & Safety and Building Health & Safety).
(Please provide copy for our records.) | YES | NO |
| e) Ministry of Labour Reports | YES | NO |

2. a) Have the following been published in a staff handout Or School's CHATT Conference?

- | | | |
|--|-----|--------|
| i) The Board's Occupational Health & Safety Statement | YES | NO |
| ii) Process for reporting accidents | YES | NO |
| iii) Process for reporting health & safety concerns | YES | NO |
| iv) Procedure for maintaining and repairing equipment | YES | NO |
| v) Identification of key staff with health & safety responsibilities | YES | NO |
| vi) General safety rules | | YES NO |

b) Is the following information available and up to date in the administrative office?

- | | | | |
|--|-----|----|------------------------------|
| i) Asbestos Register | YES | NO | <u>R</u> |
| ii) Emergency Guidelines Manual | YES | NO | <u>R</u> |
| iii) Fire Plan | YES | NO | <u>R</u> |
| iv) IMAGELAB – MSDS INSTALLED ON: | | | |
| v) Secretarial Workstation/Computer – Office | YES | NO | <u>R</u> (Contact Help Desk) |
| vi) Business Manager's Computer – HS Office | YES | NO | <u>R</u> (Contact Help Desk) |
| vii) Caretaker's Computer | YES | NO | <u>R</u> (Contact Help Desk) |
| viii) Mould Register | YES | NO | <u>R</u> |

APPENDIX 2.0 (continued)

- | | | | |
|--|-----|----|----------|
| ix) Occupational Health & Safety Binder | YES | NO | <u>R</u> |
| x) Safe School Plan | YES | NO | <u>R</u> |
| xi) Science Safety Binder (Science Dept.Office) | YES | NO | <u>R</u> |
| xii) Technology Safety Binder (Tech.Dept.Office) | YES | NO | <u>R</u> |
| xiii) W.H.M.I.S. Binder (s) | YES | NO | <u>R</u> |

OCCUPATIONAL HEALTH AND SAFETY INSPECTION REPORT

This form to be obtained from CHATT - Health and Safety - Safety Inspection Forms

CRITICAL INJURY - DEFINED

1. For the purposes of the Act and the Regulations, “critically injured” means an injury of a serious nature that,
 - a) places life in jeopardy;
 - b) produces unconsciousness;
 - c) results in substantial loss of blood;
 - d) involves the fracture of a leg or arm but not a finger or toe;
 - e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - f) consists of burns to a major portion of the body; or
 - g) causes the loss of sight in an eye.

HALTON DISTRICT SCHOOL BOARD
CHECKLIST
HEALTH AND SAFETY ORIENTATION OF NEW OR TRANSFERRED EMPLOYEE

EMPLOYEE'S NAME _____

FACILITY/DEPARTMENT _____

THE IMMEDIATE SUPERVISOR FOR EACH EMPLOYEE SHOULD ACCOMPLISH THE ITEMS ON THIS CHECKLIST WITHIN TWO WEEKS OF COMMENCING WORK.

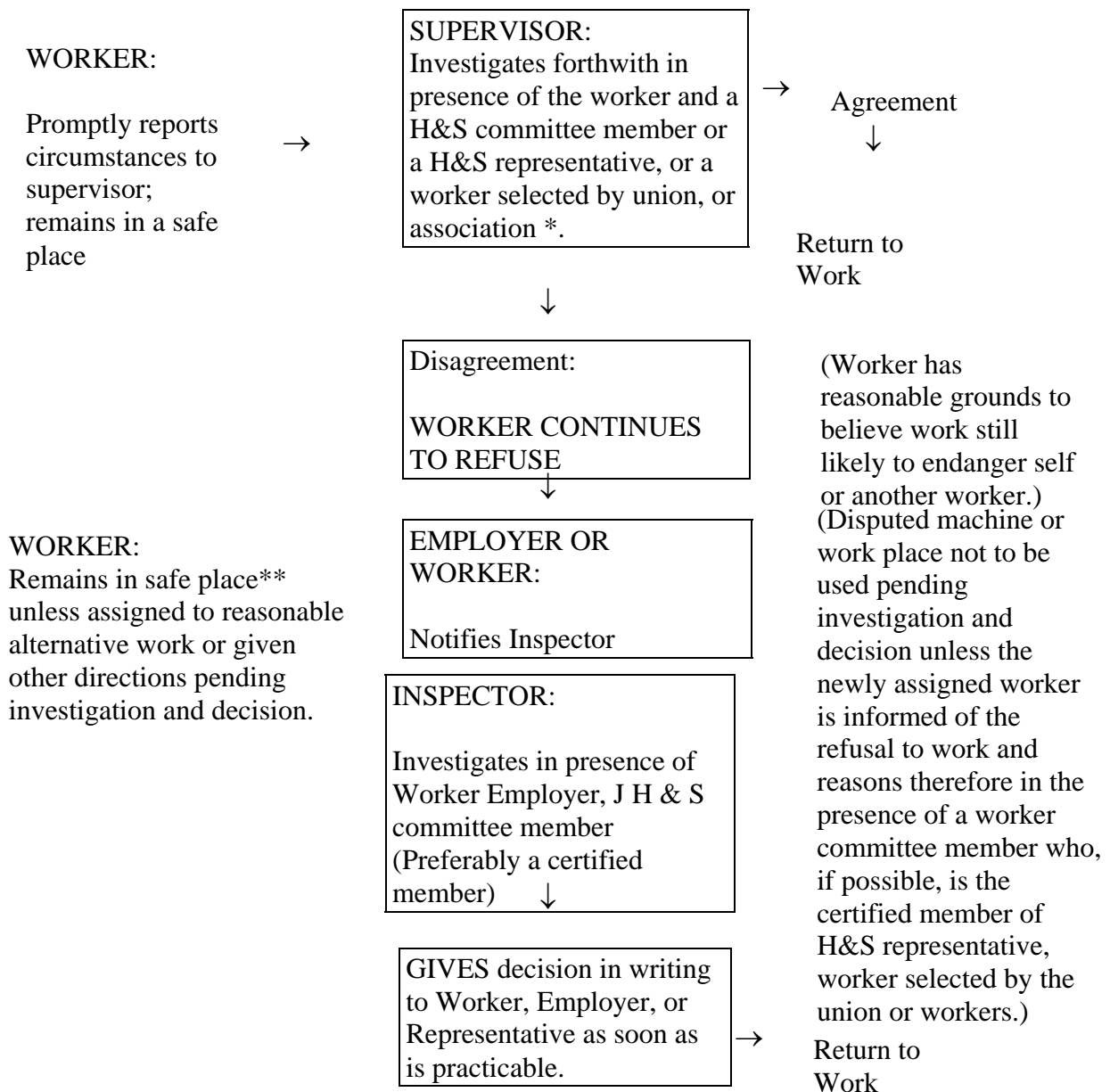
Encourage the employee to take notes, and when all of the items have been covered and checked off, the Supervisor and the Employee should both sign the form at the bottom and return it to Human Resources to be filed in the employee's personnel file.

1.	_____	■ Board's Health & Safety Policy
2.	_____	■ Management's commitment
3.	_____	Legal rights, responsibilities and duties of the employer, supervisors, workers, School/site safety Committee and Board's Joint Health & safety Committee (Provide pamphlet - Occupational Health & Safety for Employees - HDSB)
4.	_____	Emergency procedures (I.e. Fire, First Aid, Safe Schools) and location of first aid stations
5.	_____	General safety hazards (See above mentioned pamphlet)
6.	_____	General health hazards (See above mentioned pamphlet)
7.	_____	Confirm CHATT - Health & Safety is book marked by new employee (Download "Safety Checklists" - ESAO document)
8.	_____	Identify specific preventative safety board procedures that apply to the work (examples below) - directed the employee to review the following: ___ Physical Education Safety ___ Response to Violent Incidents & Aggressive Behaviour ___ Science Safety ___ Technology Safety ___ The Safety Checklist in item 7 would be considered sufficient in the absence of other "approved" Board guidelines (except "Response to Violent Incidents & Aggressive Behaviour"). ___ Other Specify: _____
9.	_____	"Known" hazards specific to the job
10.	_____	How to report hazards, injuries and illnesses at School or Site
11.	_____	Provide any required personal protective equipment
12.	_____	Arrange required Board training in: Workplace Hazardous Materials Information System - WHMIS - Contact JWS - Health & Safety
13.	_____	Occupational Health & Safety Orientation (CD - ROM) from ESAO - upon completion a copy of "Certificate" is to be submitted to JWS - Health & Safety Department.

EMPLOYEE'S SIGNATURE_____
SUPERVISOR'S SIGNATURE

HALTON DISTRICT SCHOOL BOARD
Work Refusal - General Procedure (See 6.0 (b) for Behavioural Challenged Students
WORKER HAS REASON TO BELIEVE WORK LIKELY TO ENDANGER SELF OR
ANOTHER PERSON

This right does not apply to a Teacher, Health Care Worker or Lifeguard where circumstances are such that life, health and safety of another person or the public are in imminent danger.

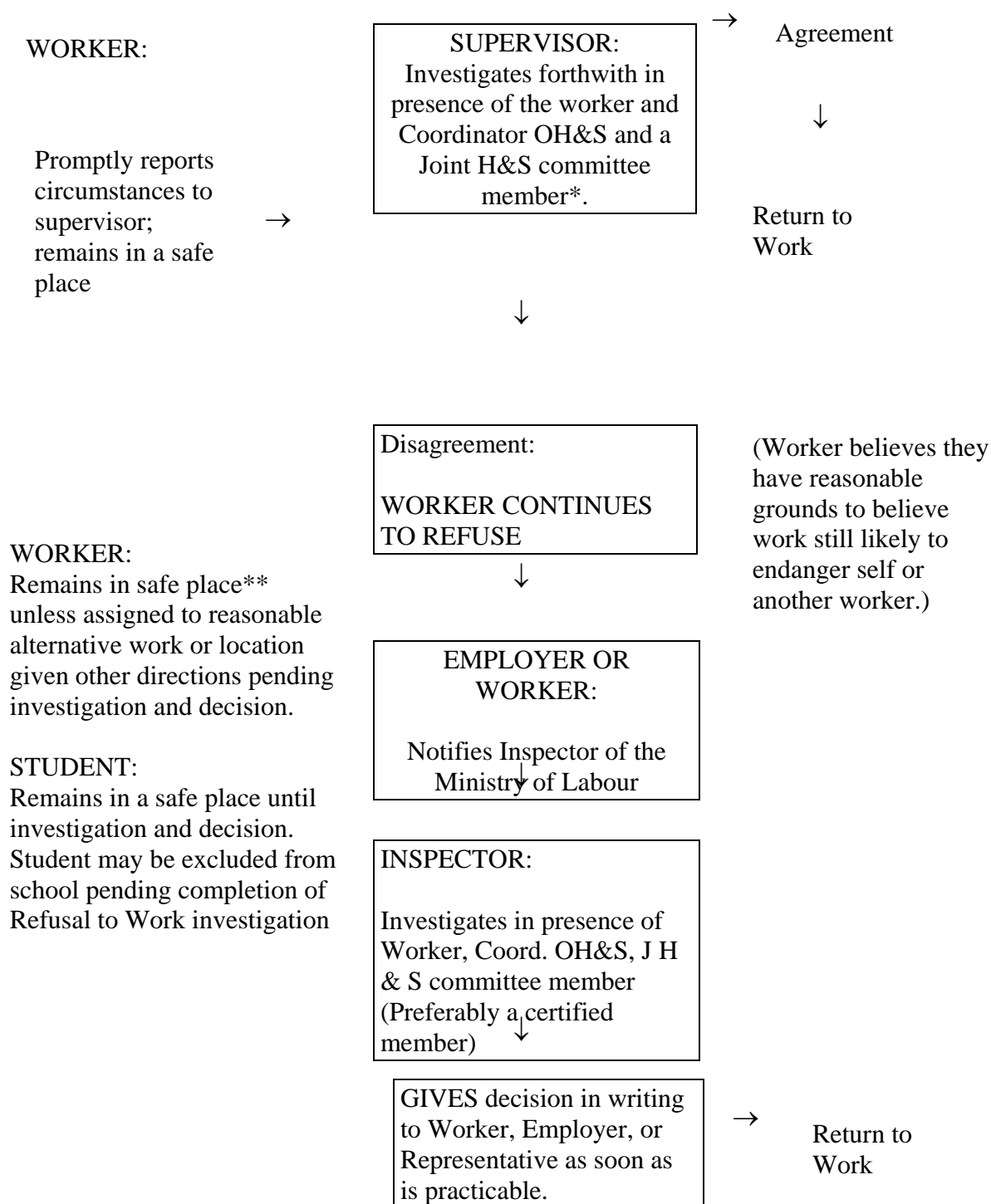


* One of whom must be made available: The representative entitled to pay for time spent here.

** Subject to terms of any collective agreement.

Halton District School Board
Work Refusal involving Behaviourally Challenged Student(s)
WORKER HAS REASON TO BELIEVE WORK LIKELY TO ENDANGER SELF OR
ANOTHER PERSON

This right does not apply to a Teacher where circumstances are such that life, health or safety of another pupil. A teacher should not refuse to work where the health or safety of another person or the public is also in imminent danger.



* One of whom must be made available: The representative entitled to pay for time spent here.

** Subject to terms of any collective agreement.

BILATERAL WORK STOPPAGE PROCEDURE

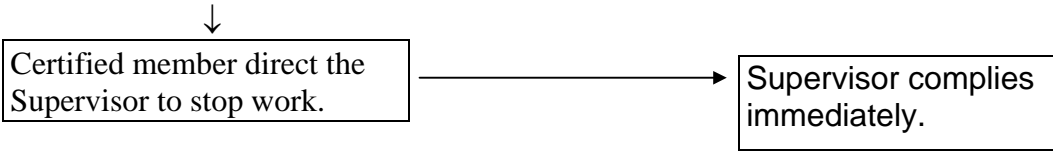
Under Section 46 of the Occupational Health and Safety Act the following shall occur:



If Certified member has reason to believe dangerous circumstances continue:



If both Certified members find dangerous circumstances:



If both Certified members do not agree that a dangerous circumstance exists:



After dangerous circumstances are corrected, Certified member or the Inspector may cancel the stop work directive.

**PROCEDURES FOR IMPLEMENTING RECOMMENDATIONS FROM THE JOINT
HEALTH AND SAFETY COMMITTEE
AND
COORDINATOR OCCUPATIONAL HEALTH AND SAFETY**

- 1.0 The Committee or coordinator's report and/or recommendations shall be provided to the School Administrator and Facility Services Area Field Supervisor. **It is expected that action takes place as soon as practicable to correct deficiencies, even on an interim basis to reduce the risk to health and safety or property.**
- 2.0 School Administrator(s) and Facility Services Area Field Supervisors shall jointly respond in writing (completing the appropriate inspection forms) to safety inspection deficiencies within thirty days (30).
- 3.0 Where there is a dispute between the School Administrator and Facility Services Area Field Supervisor regarding the disposition of an item identified on an inspection report - it will first be referred to the Coordinator Occupational Health and Safety for review. It is expected that interim precautions will be taken while this dispute is being investigated. The Coordinator will communicate in writing recommendations.
- 4.0 Disputes not resolved at Step 3 will be reviewed by the Superintendent of Facility Services and the appropriate Superintendent of School Operations. A decision will be communicated in writing.
- 5.0 Where the Superintendent(s) in Step 4 feels that compliance is not practical or feasible and the matter is not resolved then it will be referred to the Director to determine disposition of the matter.

PROCEDURE WHEN THERE IS IMMINENT DANGER:

- 6.0 When, in the opinion of the Coordinator Occupational Health and Safety, the situation poses imminent danger to the safety or health of an employee, the supervisor may be directed to take immediate action to rectify or remove the hazard or the imminent danger.
- 7.0 ***29**Where "dangerous circumstances" exist they may be investigated by a Certified Member(s) as outlined in Section 11(b) - Bilateral Work Stoppage.

Appendix 8.0 - Problem Solving Health & Safety Concerns

Attached please find a detailed grid outlining concerns and the associated problem-solving stream for health & safety concerns i.e. indoor air quality issues, other issues with multiple jurisdictions.

Below please find a simplified overview of the basic structures for **non-emergency** resolution.

1.0 Cause Known

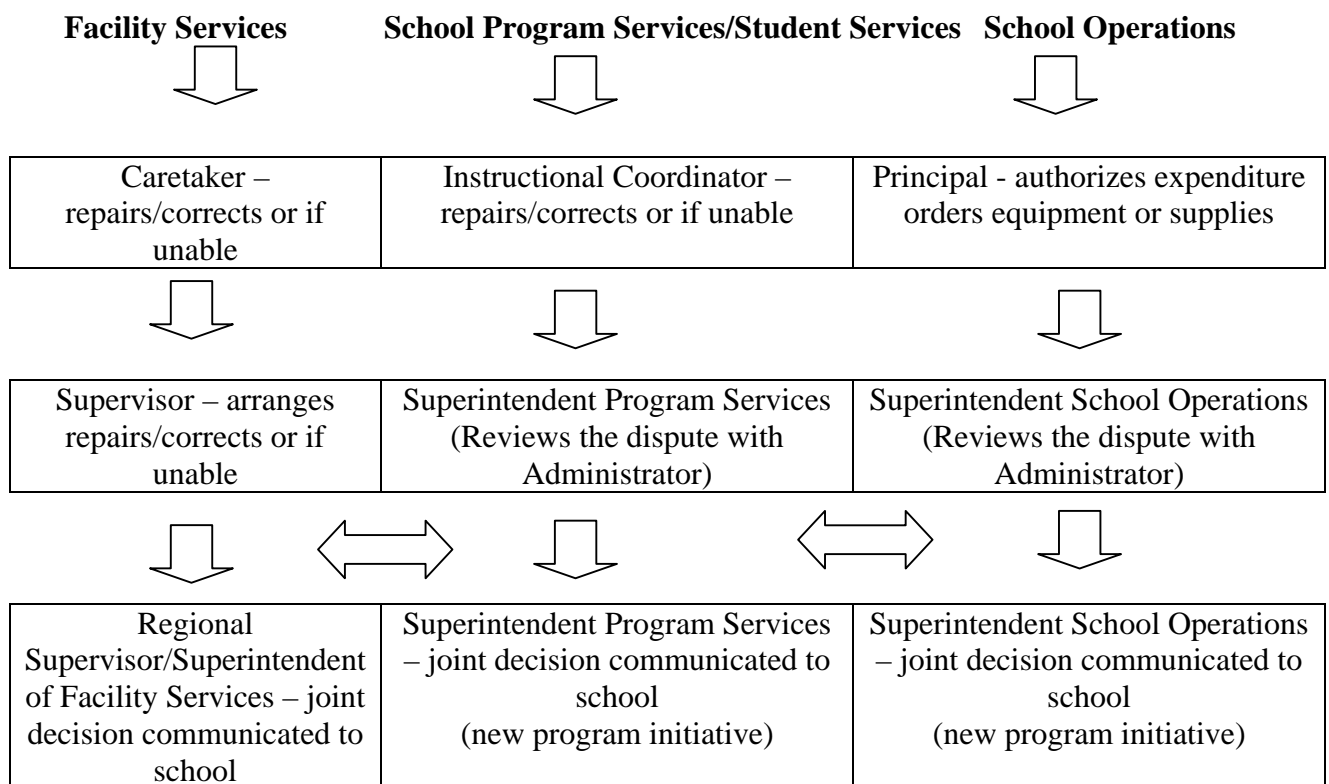
Specific as well as general problems such as heating, cooling and ventilation; workstations or furniture.

E.g. no air movement in a classroom; (kitchen) room with non-functioning exhaust hood – discovered by a teacher.

Principal/ Vice-Principal is ultimately responsible for ensuring problem solving

STEP 1 Teacher – informs Principal / Vice-Principal (determine if it is a Facility or Program related issue)

STEP 2 Principal/Vice-Principal contacts Facility Services or Program Services/Student Services or School Operations.



STEP 3 Corrective actions or referrals are to be communicated, as they occur to the Principal/Vice-Principal – the latter then informs the teacher.

2.0 Cause Unknown

e.g. chemical odour in hallway

Principal / Vice-Principal are ultimately responsible for ensuring problem solving

Process is as above except Principal or Superintendent may contact Health & Safety - JWS, where cause is undetermined

Resolutions

Appendix 8.0 - Problem Solving Health & Safety Concerns (continued from previous page).

Cause is program related

E.g. new program or program expansion has overwhelmed existing facility.

Resolution through school and / or program department / or Board project processes (and may involve resources identified above)

Cause is facility related

E.g. items which are maintained by the Facility Services and are appropriately funded through the Ministry

Resolution is through school and / or Facility Services / or Board project processes (and may involve resources identified above)

Employee Report of a Hazardous Condition, Work Practice, or Contravention of the OHSA - Occupational Health & Safety Act requires an employee to report to the employer or supervisor the:

- Absence of, or defect in, any equipment or protective device of which the worker is aware and which may endanger himself, herself, or another worker; and
- Report to his or her employer or supervisor any contravention of this ACT or the regulations, or the existence of any hazard, which he or she knows of. (Excerpted from the OHSA)

The following internal record is to be kept by the employee, with a copy(s) for the supervisor or contact as listed. It is to be maintained by the In-school/site Safety Committee & available for review by a member of the JOHSC or other staff. This form is a tool, which is to be completed in good faith recognizing that the Board's objective is to achieve safe & healthy conditions for all employees... with the co-operation of all employees.

PROCESS FOR REPORTING HEALTH & SAFETY CONCERNS

SCHOOL: _____

REPORTED BY: _____

ISSUE/HAZARD, DEFECT OR CONTRAVENTION:

Attach supporting information if needed.

The employee should jointly complete the following with their supervisor and a copy maintained the School\Site Safety Binder. **It is not necessary to forward this report if the immediate supervisor resolves the concern.**

DATE	REPORTED TO	RESPONSE/ACTION	DATE(S)
	IMMEDIATE SUPERVISOR Name: _____		
	IMMEDIATE SUPERVISOR Name: _____		

DATE(S) FORWARDED TO

	<u>IN-SCHOOL SAFETY</u> REP.Name: _____		
	<u>BOARD CENTRAL</u> JHSC REP. (Employee Rep) Name: _____		
	Superintendent Student Services - if Special Needs Student		
	Coordinator OHS (Employer Rep.) @JWS		