

# Occupational Health and Safety

## Administrative Procedure

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<b>Topic:</b>	<b>Occupational Health and Safety</b>
<b>Status:</b>	<b>Active</b>
<b>Effective:</b>	January 2012
<b>Revision Date:</b>	June 2024
<b>Review Date:</b>	June 2025
<b>Responsibility:</b>	Superintendent of Human Resources

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### **INTENDED PURPOSE:**

The Halton District School Board believes a commitment to health and safety must form an integral part of its operations and it is incumbent on all employees and all levels of management to consider health and safety in every activity. The Board embraces the concept of the Internal Responsibility System and expects all workplace parties to participate in managing and enhancing health and safety related activities. The Board is committed to ensuring safe and healthy working and learning environments for all employees, students, volunteers, visitors, trustees and contractors performing work on behalf of the Board. The Board recognizes the establishment and maintenance of Joint Health and Safety Committees plays an important role in strengthening the Internal Responsibility System, which is the foundation of health and safety legislation in Ontario.

### **PROCEDURES:**

The Occupational Health and Safety Act defines responsibilities for the employer, being the Board and its agents; the supervisor, being those directing workers or having authority over the workplace; workers, being those conducting the business of the workplace; and site-based Joint Health and Safety Committees. In addition to these legislated responsibilities, the following apply:

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### **1. Employer Responsibilities:**

- 1.1. The Director of Education will assign responsibility for Occupational Health and Safety Halton District School Board Administrative Procedure and will ensure the Board's program is implemented and maintained.
- 1.2. Development of criteria and procedures for the occupational health and safety program and the administration of the procedures will be the responsibility of Human Resources/ Manager of Health and Safety. Procedures and criteria will be guided by the requirements of all relevant federal, provincial and municipal statutes governing Occupational Health and Safety.

### **2. Supervisor Responsibilities:**

- 2.1. Compliance with health and safety policies and procedures at the school/site level is the responsibility of the employee's supervisor. Supervisors are responsible for receiving health and safety concerns, investigating the concerns and responding to findings and appropriate corrective actions.
- 2.2. Supervisors are responsible for ensuring contractors are following legislated and Board health and safety related requirements.

### **3. Worker Responsibilities:**

- 3.1. Every worker has the responsibility for protecting their personal health and safety in the workplace and to contribute to the health and safety of their fellow employees, students, volunteers, and visitors. This shall be accomplished by each person approaching their work in accordance with the legislation and in keeping with the safe work practices, and procedures which have been established by the Board.

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- 3.2. Every employee shall be responsible to bring to the attention of the Board, through their supervisor, the existence of any unsafe work practices and conditions.

#### **4. Joint Health and Safety Committees' Responsibilities:**

- 4.1. The Board maintains site-based Joint Health and Safety Committees (JHSCs) in accordance with applicable legislation.
- 4.2. Responsibilities, as prescribed in the Ontario Occupational Health and Safety Act, and further detailed in the Joint Health and Safety Committees Administrative Procedure.

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**Reference number:** Pending

**Cross-Reference:**

### **Legislation**

Occupational Health and Safety Act

### **Ministry Policy & Program Memoranda**

### **Board Policies, Procedures & Protocols**

Health and Safety Policy

Safe and Accepting Schools Policy

Health and Safety Committee

### **Revision History**

- June 5, 2024: Administrative Procedure Update Report 24072