



Occupational Health and Safety Policy

Date Approved: MARCH 2010

Projected Review Date: MARCH 2013

Purpose:

The purpose is to actively demonstrate the HWDSB commitment to the health and safety of its employees and all other persons [such as students, trustees, visitors, contractors] and the safe condition of its physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in personal injury/illness, property damage, and incidents.

Intended Outcomes:

- Reduction in the number of injury/illness/damage incidents to employees, all other persons [such as students, trustees, visitors, contractors] and Board property.
- Reduction in fines and other costs associated with injury, illness and damage through the implementation of safe work practices and procedures including the purchase of safe supplies and equipment.
- Raise awareness of everyone's accountability and responsibility through the internal responsibility system [IRS] and performance appraisals so that no person is denied access to a safe work/learning environment.

Accountability

- 1.1 The Board of Trustees, all levels of management and all employees will be accountable as prescribed in the *Occupational Health and Safety Act*.
- 1.2 All employees are responsible for and will be held accountable for working safely.
- 1.3 All individuals employed or contracted by the Board shall comply with the safe work practices and procedures established by the Board and with applicable legislation.
- 1.4 Supervisors will ensure that this policy is effectively implemented within their areas of supervision.
- 1.5 Employees will participate in health and safety education and training programs as required by legislation and/or the board.

Central Joint Health and Safety Committee

- 1.6 The Central Joint Health and Safety Committee shall assist in the development, implementation and review of a Board-wide health and safety program in accordance with the *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*.
- 1.7 A School Joint Committee shall be established within each school or administrative building to assist with monthly inspections and support the functions of the Central Joint Health and Safety Committee.
- 1.8 The Central Joint Health and Safety Committee and In School/Facility Joint Health and Safety Committees will operate in accordance with the Guidelines for the Structure and Function of the Central Joint Health and Safety Committee.

Responsibility:

Member of Executive Council responsible for Human Resources
Central Joint Health and Safety Committee (annual review)
Director - annual review- per the Occupational Health & Safety Act, S.25(2)(j)
(Minor changes may be directed to the Policy Working Sub-Committee for further review and/or approval).

Action Required:

- Review and consultation as per the policy development process.
- Review and consultation with the Central Joint Health and Safety Committee as per the “Guidelines for the Structure and Function of the Central Joint Health and Safety Committee”.

References:

- **Occupational Health and Safety Act, Section 25(2) (j)** prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
- Education Act
- Accommodation of Personnel Policy
- Medical Health Supports Policy
- Cancellation of School and Board Administrative Operations Policy
- Community Use of Board Facilities Policy
- Partnership Policy
- Employee Support Program Policy
- Harassment Policy
- Performance Appraisal Policy
- Pre-employment Screening Policy
- Procurement Policy and Directive
- Progressive Discipline Policy
- Safe Schools Policy
- Staff Development Policy
- Student Trip Policy
- Respectful Working and Learning Environments Policy Directive

Progress Indicators:

- Reduction in Lost Time incidents/injuries
- Reduction in Health Care incidents/injuries
- Reduction in First Aid incidents
- Reduction in Near Miss or Record Only incidents
- Reduction in the number of Ministry of Labour compliance orders issued resulting in the protection of the Board’s reputation and integrity as a safe, preferred employer
- Reduction in fines from the Workplace Safety & Insurance Board
- Inclusion of safety requirements in all purchases of service and or/materials/equipment

For annual review: Signed this day of 2 .

Director of Education