



Occupational Health and Safety

Date Approved: 2017

Projected Review Date: 2018

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB), is committed to providing and maintaining a safe and healthy work environment for all employees, students and other authorized occupants of HWDSB sites.

GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.
- Endeavour to eliminate any foreseeable hazards that may result in personal injury/illness, property damage and incidents.
- Value employees by respecting their concerns and responding to their needs.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Identify targets and implement strategies to reduce workplace injuries.
- Raise awareness of all employees' direct responsibility for health and safety as an essential part of his or her job through the Internal Responsibility System.

RESPONSIBILITY:

Director of Education- Annual review- per the *Occupational Health & Safety Act, S. 25(2)(j)*
 Members of Executive Council
 Central Joint Health and Safety Committee (annual review)

TERMINOLOGY:

Central Joint Health and Safety Committee: A forum for employers and employees to work together to improve workplace health and safety.

Internal Responsibility System: Refers to the underlying philosophy of occupational health and safety, based on the foundation that everyone in the workplace, including the employer, supervisors and employees are collectively responsible for creating and maintaining a safe and healthy workplace.

Workplace: Any land, premises, location or thing at, upon, in or near which a worker works.

Supervisor: The person designated by title and practice as the individual having organizational authority to direct the work of employees in a particular area. In the case of school sites, the supervisor shall be the principal or, in the principal's absence, the vice-principal or another designate.



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Worker: Any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- A person who receives training from HWDSB, but who, under the *Ontario Employment Standards Act, 2000*, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.

Such other persons as may be defined as a worker by the *Ontario Occupational Health and Safety Act*.

ACTION REQUIRED:

The Central Joint Health and Safety Committee shall assist in the development, implementation and review of a Board-wide health and safety program, which includes:

- a framework for setting and reviewing health and safety objectives and targets
- health and safety awareness and training programs
- the development of In-School/Facility Joint Committees to assist with monthly inspections and support the functions of the Central Joint Health and Safety Committee
- hazard identification to eliminate any foreseeable hazards that may result in personal injury/illness, property damage and incidents.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals	A review of injury, illness and claim statistics as well as a review of Ministry of Labour compliance orders and fines from the Workplace Safety and Insurance Board.
Implement strategies to reduce workplace injuries.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.



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Intended Outcome	Assessment
Raise awareness of all employees' direct responsibility for health and safety as an essential part of his or her job through the Internal Responsibility System.	Measured through the employee survey.

REFERENCES:

Government Documents

Education Act
Occupational Health and Safety Act

HWDSB Policies

Accommodation of Staff
Inclement Weather and Board Cancellations
Medical Health Supports
Recruitment and Selection
Use of Board Facilities
Workplace Violence and Harassment Prevention