



Occupational Health and Safety

Date Approved: 2018

Projected Review Date: 2019

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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.
- Commit to health and safety being an integral part of the Board's operations.

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)

All Employees

TERMINOLOGY:

Central Joint Health and Safety Committee: A single Joint Health and Safety Committee established to cover multiple workplaces where the committees' structure has received approval by order of the Minister of Labour.

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.



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

Supervisor: The person who has charge of a workplace or authority over a worker. In the case of school sites, the supervisor shall be the principal or, in the principal's absence, the vice-principal or another designate.

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, private career college or other post-secondary institution.
- Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

ACTION REQUIRED:

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

The Central Joint Health and Safety Committee shall assist in identifying situations that may be a source of danger or hazard to workers and make recommendations to the board on matters of occupational health and safety, which includes:

- a framework for setting and reviewing health and safety objectives and targets
- health and safety awareness and training programs
- supporting Site 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.



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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.
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