

AGENDA: 1:00pm

1. Call to Order
2. Approval of the Agenda
3. Policy Reviews (annual reviews before going to Policy Committee)
 - Occupational Health & Safety Policy
 - Workplace Violence Prevention Policy
4. Support Staff Recruitment Update
5. Resolution into Private Session – as per the Education Act, Section 207.2 (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee and (d) decisions in respect of negotiations with employees of the board
6. Meeting resumes in Public Session
7. Next Human Resources Meeting: May 11, 2017

**EXECUTIVE REPORT TO
HUMAN RESOURCES
COMMITTEE**

TO: HUMAN RESOURCES COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: March 2, 2017

PREPARED BY: Stacey Zucker, Executive Superintendent Board Operations and Treasurer
Gytis Grabauskas, Senior Manager of Human Resources
Corey Boyle, Health & Safety Officer

RE: See Attached: Occupational Health and Safety Policy – annual review

Action

Monitoring

Occupational Health and Safety

Date Approved: 2016**Projected Review Date: 2017**

PURPOSE:

Hamilton-Wentworth District School Board's (HWDSB) is committed to the health and safety of its employees and all other persons [such as students, trustees, visitors, contractors] and the safe condition of its properties.

GUIDING PRINCIPLES:

- Provide and maintain 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.
- All employees are responsible for and will be held accountable for working safely.
- 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.

INTENDED OUTCOMES:

- Reduce the number of injury and illness claims/fines by employees and all other persons such as students, trustees, visitors and contractors.
- 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 joint forum for employers and employees working together to improve workplace health and safety.

Internal Responsibility System: The Internal Responsibility System puts in place an employee-employer partnership in ensuring a safe workplace. The Internal Responsibility System establishes responsibility-sharing systems, promotes safety culture, promotes best practice, helps develop self-reliance and ensures compliance.

ACTION REQUIRED:

- Supervisors will ensure that this policy is effectively implemented within their areas of supervision.
- Employees will participate in health and safety education and training programs as required by legislation and/or the board.
- 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*.
- An In-School/Facility 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.
- 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.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Reduction in the number of workplace incidents to employees and all other persons.	A review of injury, illness and claim statistics. A review of Ministry of Labour compliance orders and fines from the Workplace Safety and Insurance Board.
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.	Measure the awareness level of employees' responsibility for health and safety through the employee survey.

REFERENCES:

Government Documents

Education Act
Occupational Health and Safety Act

HWDSB Policies

Accommodation of Staff
Inclement Weather and Board Cancellations
Community Use of Board Facilities
Workplace Violence and Harassment Prevention
Medical Health Supports
Facilities Partnerships
Procurement
Recruitment and Selection
Respectful Working and Learning Environments

Workplace Harassment Procedure Directive
Safe Schools Pillar
Human Resources Pillar
Staff Development

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Gytis Grabauskas, Senior Manager of Human Resources
Corey Boyle, Health & Safety Officer

RE: See Attached: Workplace Violence Prevention Policy – annual review

Action

Monitoring

Workplace Violence and Harassment Prevention

Date Approved: 2017**Projected Review Date: 2018**

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in the prevention of workplace violence and harassment while promoting a safe workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence or harassment is unacceptable conduct. Workplace violence and harassment in any form erodes the mutual trust and confidence that are essential to the well-being of our staff. **This policy shall be posted in all board workplaces on the Health and Safety Bulletin Board.**

GUIDING PRINCIPLES:

- Establish and maintain discrimination free environments.
- Applies to all work activities or workplace social events.
- Applies to all members of the Board community, including but not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors and employees of other organizations who work on or are invited onto Board property.
- Meets the requirements of the Occupational *Health and Safety Act* and *Ontario Human Rights Code*.

INTENDED OUTCOMES:

- **Reduction in the number of incidents to employees and other persons due to workplace violence or harassment.**
- Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.

RESPONSIBILITY:

Director of Education – annual review – per the *Occupational Health and Safety Act, S.32*
Members of Executive Council

TERMINOLOGY:

Workplace Violence: As per the *Occupational Health and Safety Act*, workplace violence is defined as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- c) A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

Workplace Harassment: As per the *Occupational Health and Safety Act*, workplace harassment is defined as: engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or;

Workplace Sexual Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Harassment in Employment (Ontario's Human Rights Code)

Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

ACTION REQUIRED:

- Supervisors will ensure that the policy is implemented within their areas of supervision.
- Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace violence or harassment.
- The board shall implement procedures to operationalize this policy. These procedures shall meet the requirements as prescribed in the Ontario Human Rights Code and Occupational Health and Safety Act.
- The board will inform all employees through information and instruction that discrimination, harassment and workplace violence in any form is unacceptable.

- Management will investigate and deal with all complaints or incidents of workplace harassment or violence in a fair, respectful and timely manner as outlined in board procedures.
- If a worker needs further assistance, he or she may contact their respective Union/Federation, *their representative from the Central JHSC, the Human Rights Legal Support Centre or the board's employee assistance program.*

PROGRESS INDICATORS:

Intended Outcome	Assessment
Reduction in the number of incidents to employees and all other persons due to workplace violence and harassment.	Review of workplace violence and/or harassment incidents.
Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.	Employee survey, measuring the awareness level of employees' responsibility to ensure a violence and harassment free working and learning environment.

REFERENCES:

Government Documents

Occupational Health and Safety Act, Section 32.0.1
Human Rights Code

HWDSB Policies

Occupational Health and Safety
Human Resource Pillar
Safe Schools Pillar
Safe Schools Pillar
Student Behaviour and Discipline
Code of Conduct
Workplace Harassment Procedure Policy Directive

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RE: Support Staff - Staff Update

Action

Monitoring

Background

A Support Staff – Staffing update was provided to the Human Resources Committee in October 2016. This report provides an update of activity since the Fall of 2016 to January 2017.

Office Clerical Technical, OCTU

We have rolling recruitment for specific positions on an as needed basis as vacancies occur. Since the Fall, 16 people from our supply pool have filled permanent vacancies and we have added an additional 41 people to the casual supply list for temporary and casual work.

Canadian Union of Public Employees, CUPE

As with OCTU staff, we recruit on an as needed basis with postings being placed once per month for available vacancies. We have placed 12 people into permanent jobs from our casual list since the Fall of 2016. We are currently in the process of reviewing the number of casual staff available for temporary work and will be adding to our complement. We will be conducting interviews later this month.

Educational Assistants, COPE

We are continually recruiting for qualified Educational Assistant staff. This January, we added 28 people to the supply list and are processing the required paperwork to add an additional 6 staff to the complement. In spite of the additions, we are continuing our recruitment efforts and have screened an additional 120 candidate for interviews. As we typically hire permanent staff from our supply pool, we will need to have the numbers to support our Fall staffing process.

Designated Early Childhood Educators, DECE

The DECE group is a relatively new occupational group within the Board. As a result, there is less activity with respect to retirements and resignations. We recruit for vacancies as they become available from our supply pool of staff. An additional 16 DECE supply staff were added to our temporary pool since the Fall of this school year.

Professional Student Services Personnel (PSSP)

The staffing and recruitment of Professional Student Services Personnel occurs when vacancies occur on an as needed basis by discipline. The group represents our Kinesiologist, Psychologist, Social Workers, Speech/Language Pathologists and Psychoeducational Consultants.