

HWDSB

Policy Committee

Wednesday April 5, 2017

Room 340-D

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

AGENDA: 2:00 pm

1. Call to Order
2. Approval of the Agenda

HUMAN RESOURCES:

3. Occupational Health & Safety - annual review
4. Workplace Violence Prevention and Harassment - annual review

Information:

5. Realignment of Pillar Policies - discussion

Consent Items: (executive summary of any changes made to procedures)

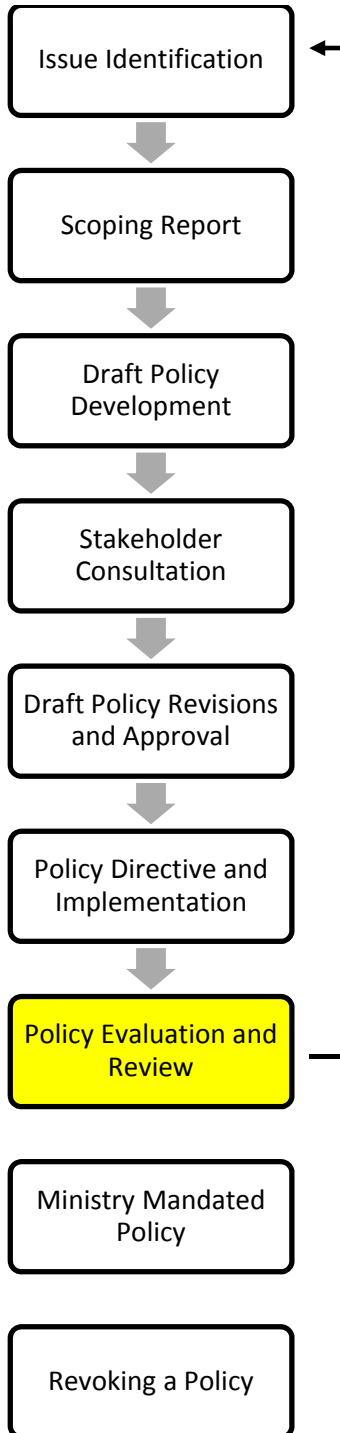
6. Engagement Pillar
7. Finance & Administration Pillar
8. Next Policy Meeting: May 3, 2017
9. Adjournment

POLICY COMMITTEE

Title: Occupational Health & Safety

Pillar Policy: Human Resources

Last Reviewed: 2016 – Annual Review



Recommended Action:

That the Occupational Health and Safety Policy be recommended for approval.

Background:

This policy is up for its annual review.

The Occupational Health and Safety Policy has been reviewed by HWDSB's Central Joint Health and Safety Committee as per section 25, 2 (j) of the Occupational Health and Safety Act.

On June 15th, 2010 amendments to the Occupational Health and Safety Act came into force, which required workplaces in Ontario to develop the necessary policies, programs, measures and procedures with respect to workplace violence and harassment.

The Central Joint Health and Safety Committee recommends that the policy be approved.

The intent of the policy remains intact.



Occupational Health and Safety

Date Approved:

Projected Review Date:

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.

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.
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

Human Resources Pillar

Safe Schools Pillar

Accommodation of Staff

Inclement Weather and Board Cancellations

Medical Health Supports

Recruitment and Selection

Use of Board Facilities

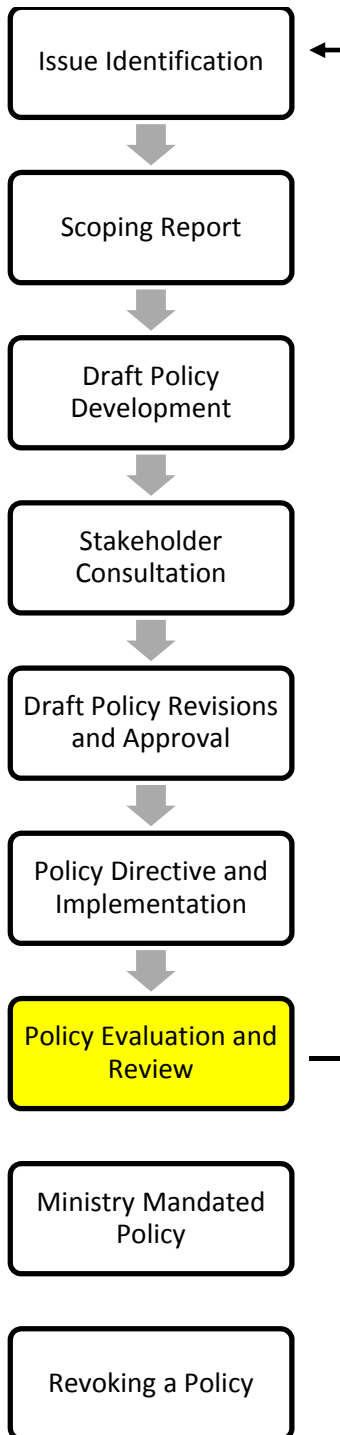
Workplace Violence and Harassment Prevention

POLICY COMMITTEE

Title: Workplace Violence and Harassment Prevention

Pillar Policy: Human Resources

Last Reviewed: 2016 – Annual Review



Recommended Action:

That the Workplace Violence and Harassment Prevention Policy be recommended for approval.

Background:

This policy is up for its annual review.

HWDSB's Central Joint Health and Safety Committee, as per section 32.0.1 (1) (c) of the Occupational Health and Safety Act, has reviewed the Workplace Violence and Harassment Policy.

The Central Joint Health and Safety Committee recommends that the policy be approved.

The intent of the policy remains intact.



Workplace Violence and Harassment Prevention

Date Approved:

Projected Review Date:

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.

GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy work environment, in accordance with the *Occupational Health and Safety Act* and *Ontario Human Rights Code*
- Value employees by respecting their concerns and responding to their needs.
- Foster the development of trustful and respectful relationships in an environment free from discrimination, harassment and workplace violence.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Identify targets and implement strategies to reduce workplace violence and 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:

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 by the *Ontario Occupational Health and Safety Act*.

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

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 behaviour 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 upsetting comments or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome. 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:

Staff will implement and maintain procedures to operationalize this policy under the requirements prescribed in the *Ontario Human Rights Code* and *Occupational Health and Safety Act*.

Through the procedures, staff will ensure:

- The policy is posted in all HWDSB workplaces on the Health and Safety Bulletin Board.
- All employees receive information and instruction annually about discrimination, harassment and violence in the workplace.
- Employees are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace violence or harassment.
- Employees are aware of additional assistance through their respective Union/Federation, the Central JHSC, the Human Rights Legal Support Centre or the board's employee assistance program.
- Management will investigate and act on all complaints or incidents of workplace harassment or violence in a fair, respectful and timely manner.

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 harassment and violence.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.	Measured through the employee survey.

REFERENCES:

Government Documents

Human Rights Code

Occupational Health and Safety Act, Section 32.0.1

HWDSB Policies

Code of Conduct

Human Resource Pillar

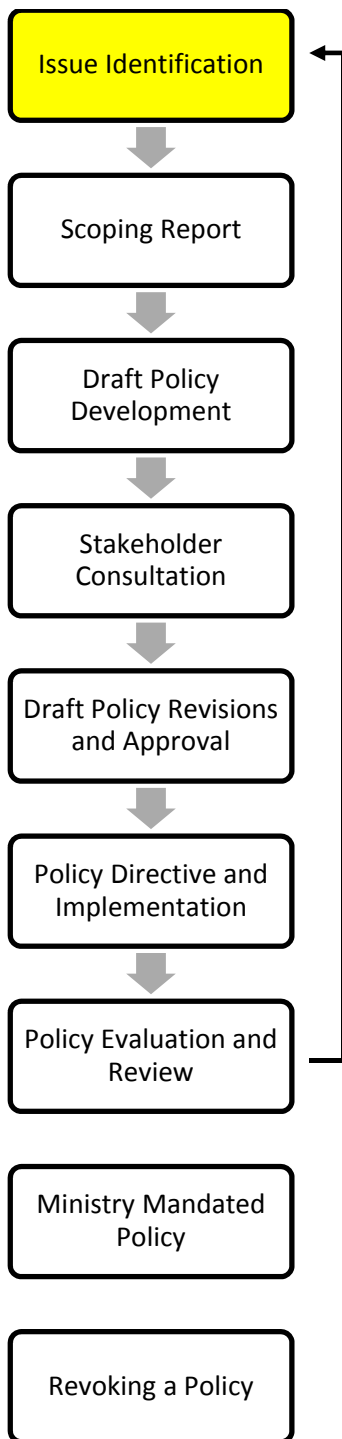
Occupational Health and Safety

Safe Schools Pillar

Student Behaviour and Discipline

POLICY COMMITTEE

Title: Realignment/Renaming of Pillar Policies



Recommended Action:

That the Realignment/Renaming of Pillar Policies be recommended for approval.

Background:

At the October policy meeting, Trustees discussed realigning HWDSB's policies and procedures now that the organization has new Strategic Directions.

The committee directed staff to prepare a draft for consideration.

At the January meeting, the committee gave direction to staff to:

- Consider another name for Parents & Community Relations
- Split Finance and Facilities into two pillars

At the March meeting, the committee recommended further changes to names of the pillar policies and discussed the itemization of the policies.

Before the committee today, is the revised version of the restructuring, incorporating the direction from the committee.

DRAFT Realignment / Renaming of Policies

Communication and Community Engagement

1.0 Communication and Community Engagement Pillar

- 1.1 Barrier-Free Learning Environments
- 1.2 Community Engagement
- 1.3 Integrated Accessibility Standards
- 1.4 Parent Engagement
- 1.5 Privacy and Information Management
- 1.6 Visual Identity
- 1.7 Volunteer

Facilities

2.0 Facilities Pillar

- 2.1 Boundary Review
- 2.2 Inclement Weather and Board Cancellations
- 2.3 Naming of Schools
- 2.4 Property Disposition
- 2.5 Pupil Accommodation Review
- 2.6 Use of Board Facilities

Finance

3.0 Finance Pillar

- 3.1 Advertising Expenditures
- 3.2 Advocacy Expenditures
- 3.3 Educational Development Charges: Alternative Accommodations
- 3.4 Educational Development Charges: School Sites and Operating Budget
- 3.5 Employee Expense
- 3.6 Fundraising
- 3.7 Procurement
- 3.8 Student Fees
- 3.9 Transportation
- 3.10 Trustee Expense

Human Resources

4.0 Human Resources Pillar

- 4.1 Accommodation of Staff
- 4.2 Employee Attendance Support
- 4.3 Occupational Health and Safety
- 4.4 Performance Appraisal
- 4.5 Professional Learning
- 4.6 Recruitment and Selection
- 4.7 Staff Engagement
- 4.8 Staff Progressive Discipline
- 4.9 Workplace Violence and Harassment Prevention

Safety and Well-Being**5.0 Safety and Well-Being Pillar**

- 5.1 Arrivals Check
- 5.2 Bullying Prevention and Intervention
- 5.3 Code of Conduct
- 5.4 Equity and Inclusive Education
- 5.5 Medical Health Supports
- 5.6 Nutrition
- 5.7 Student Behaviour and Discipline

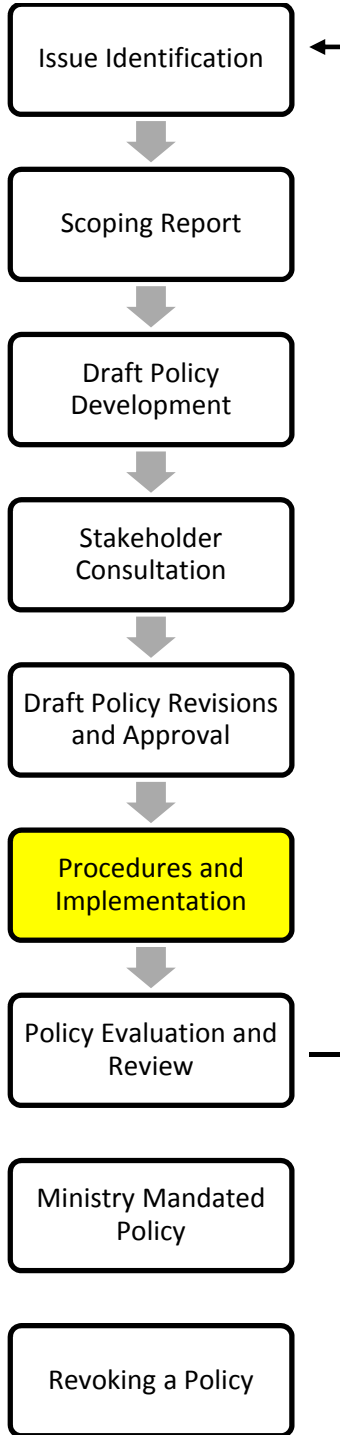
Student Learning and Achievement**6.0 Student Learning and Achievement Pillar**

- 6.1 21st Century Learning and Technology
- 6.2 Assessment, Evaluation and Reporting
- 6.3 Community Involvement Activities
- 6.4 Educational Excursions
- 6.5 Environment
- 6.6 First Nations, Metis and Inuit Education
- 6.7 Political Activity in Schools During Elections Program
- 6.8 Student Engagement

POLICY COMMITTEE

Title: Engagement Procedures

Pillar Policy: Engagement



Consent Agenda Item: Procedures under Engagement.

The following chart updates Trustees on the changes made to the procedures attached to the policies, under the Engagement Pillar policy.

The policies and procedures under this pillar include:

2.1 Community Engagement

- Alcoholic Beverages on Board Premises
- Establishing Working Relationships with Third Party Professionals Paraprofessionals

2.2 Parent Engagement

2.3 Staff Engagement

2.4 Student Engagement

2.5 Use of Board Facilities

2.6 Naming of schools

- Naming of Schools

2.7 Political Activity in Schools During Elections

- Political Activity in Schools During Elections

2.8 Volunteer

- Volunteer

As per the discussion that took place at the September 2016 Policy Committee meeting, the Engagement Pillar is one of the consent agenda items for April.

Consent Agenda: A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the committee allowing anyone to request that a specific item be pulled out for discussion.

Listed below is a summary of the changes to all procedures under the Engagement Pillar, that were made in the last year.

2.1 Community Engagement (policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Alcoholic Beverages on Board Premises	2012	None	N/A
Establishing Working Relationships with Third Party Professionals/Paraprofessionals	2015	None	N/A

2.2 Parent Engagement (policy review date: 2018)

Last reviewed in 2014

2.3 Staff Engagement (policy review date: 2019)

Last reviewed in 2015

2.4 Student Engagement (policy review date: 2019)

Last reviewed in 2015

2.5 Use of Board Facilities (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made	Reason
Facility Partnership and Community Planning	2012	Updating to align with new policy and the Ministry's updates to the 2015 Guidelines.	This procedure is being amended to align with the recently approved Use of Board Facilities Policy.

Procedure Name	Last Amended	Changes Made	Reason
Community Use of Board Facilities	N/A	This is in development as a previous procedure did not exist.	This procedure is being created to align with the recently approved Use of Board Facilities Policy.

2.6 Naming of Schools (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made	Reason
Naming of Schools	2016	None	N/A

2.7 Political Activity in Schools During Elections (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made	Reason
Political Activity in Schools During Elections	2016	None	N/A

2.8 Volunteer (policy review date: 2018)

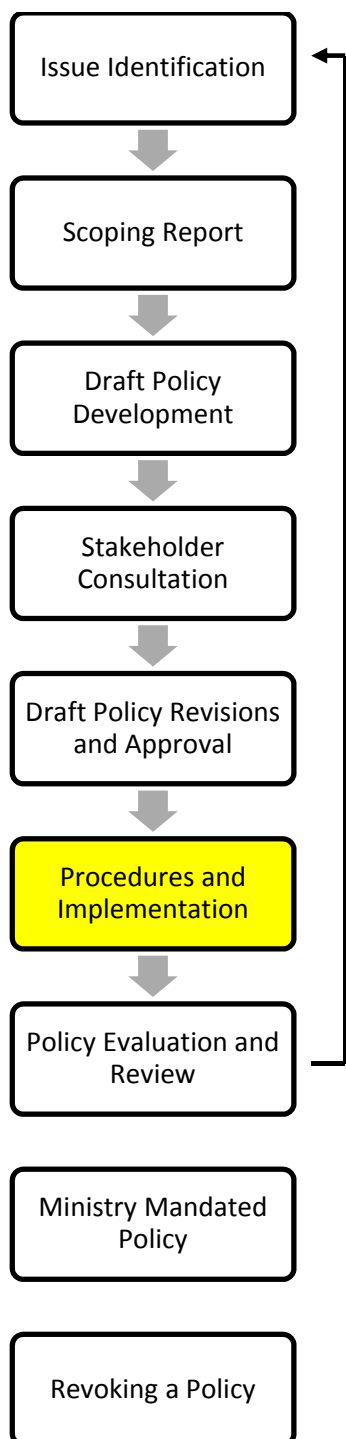
Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Volunteer	2017	None	N/A

POLICY COMMITTEE

Title: Finance & Administration Procedures

Pillar Policy: Finance & Administration



Consent Agenda Item: Procedures under Finance and Administration.

The following chart updates Trustees on the changes made to the procedures attached to the policies, under the Finance and Administration Pillar policy.

The policies and procedures under this pillar include:

3.1 Advertising Expenditures

3.2 Advocacy Expenditures

3.3 Education Development Charges: Alternative Accommodations for School Facilities

- Alternative Accommodations for School Facilities

3.4 Education Development Charges: School Sites and Operating Budget

- School Sites and Operating Budget

3.5 Employee Expense

- Employee Expense

3.6 Fundraising

3.7 Procurement

- Procurement

3.8 Pupil Accommodation Review

- Pupil Accommodation Review

3.9 Transportation

- Transportation

3.10 Trustee Expense

- Trustee Expense

3.11 Visual Identity

- Visual Identity Manual

3.12 Property Disposition

- Property Disposition

3.13 Privacy and Information Management

- Privacy and Information Management
- Canada's Anti-Spam Legislation

3.14 Boundary Review

- Boundary Review

3.15 Inclement Weather and Board Cancellations

- Cancellation of School and Board Administrative Operations

As per the discussion that took place at the September 2016 Policy Committee meeting, the Finance & Administration Pillar is one of the consent agenda items for April.

Consent Agenda: A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the committee allowing anyone to request that a specific item be pulled out for discussion.

Listed below is a summary of the changes to all procedures under the Finance & Administration Pillar, that were made in the last year.

3.1 Advertising Expenditure (policy review date: 2018)

Last reviewed in 2014

3.2 Advocacy Expenditure (policy review date: 2020)

Last reviewed in 2016

3.3 Education Development Charges: Alternate Accommodations for School Facilities (policy review date: 2020)

Last reviewed in 2013

Procedure Name	Last Amended	Changes Made	Reason
Alternate Accommodations for School Facilities	2013	None	N/A

3.4 Education Development Charges: School Sites and Operating Budget (policy review date: 2020)

Last reviewed in 2013

Procedure Name	Last Amended	Changes Made	Reason
School Sites and Operating Budget	2013	None	N/A

3.5 Employee Expense (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made	Reason
Employee Expense	2017	Formatting and minor updates.	To align with the approved policy.

3.6 Fundraising (policy review date: 2020)

Last reviewed in 2016

3.7 Procurement (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made	Reason
Procurement	2016	None	N/A

3.8 Pupil Accommodation Review (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Pupil Accommodation Review	2015	None	N/A

3.9 Transportation (policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Transportation	2015	None	N/A

3.10 Trustee Expense (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made	Reason
Trustee Expense	2017	Formatting and minor updates.	To align with the approved policy.

3.11 Visual Identity (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made	Reason
Visual Identity Manual	2017	Formatting and updates to keep in line with industry standards.	New visual identity through the Reimagine Campaign.

3.12 Property Disposition (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made	Reason
Property Disposition	2016	None	N/A

3.13 Privacy and Information Management (policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Privacy and Information Management	2014	None	N/A
Canada's Anti-Spam Legislation	2014	None	N/A

3.14 Boundary Review (policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Boundary Review	2014	None	N/A

3.15 Inclement Weather and Board Cancellations (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Cancellation of School and Board Administrative Operations	2015	None	N/A