

Virtual Meeting Norms:

- All callers are to place themselves on mute
- Roll call is in place for attendance and for questions

The audio portion of this committee meeting will be made available on our website the day following the meeting.

AGENDA: 5:30 p.m.

1. Call to Order
2. Approval of the Agenda
3. Consent item: updates to procedures under the Communications & Community Engagement and Human Resources policies

Policy Reviews:

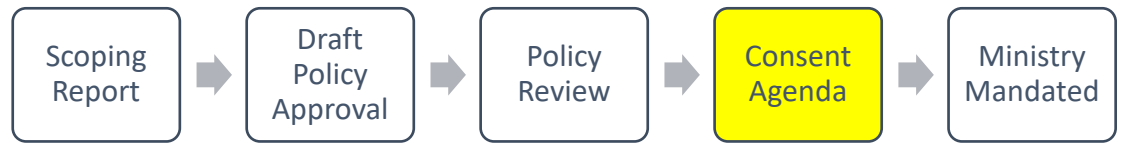
Human Resources

4. Occupational Health & Safety – annual review
5. Workplace Violence & Harassment Prevention – annual review

6. Adjournment

Subject: Communication and Community Engagement Procedures

Executive Council Member Responsible: Peter Sovran
Associate Director, Learning Services



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

The policies and procedures under this pillar include:

1.1 Barrier-Free Learning Environments

- Barrier-Free Learning Environments Procedure

1.2 Community Engagement

- Establishing Working Relationships with Third-Party Professionals/Paraprofessionals Procedure
- Flag Display Procedure

1.3 Copyright Fair Dealing

- Fair Dealings Procedure

1.4 Integrated Accessibility Standards

- Accessibility in Employment Procedure
- Accessibility Plans Procedure
- Accessibility Standards for Information and Communication Procedure
- Accessibility Standards for Student Transportation Procedure
- Monitoring and Feedback on Accessible Customer Service Procedure
- Notification of Disruption of Service Procedure
- Use of Assistive Devices by the General Public Procedure
- Use of Service Animals by the General Public Procedure
- Use of a Support Person by the General Public Procedure

1.5 Parent Engagement

1.6 Privacy and Information Management

- Canada’s Anti-Spam Legislation Procedure
- Privacy Procedure
- Privacy Breach Procedure

1.7 Visual Identity

- Visual Identity Manual

1.8 Volunteer

- Volunteer Procedure

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 Communication and Community Engagement Pillar.

1.1 Barrier-Free Learning Environments (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made
Barrier-Free Learning Environments Procedure	2016	None

1.2 Community Engagement (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Last Amended	Changes Made
Establishing Working Relationships with Third-Party Professionals/Paraprofessionals Procedure	2018	None
Flag Display Procedure	2020	New

1.3 Copyright Fair Dealing (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made
Fair Dealings Procedure	2017	None

1.4 Integrated Accessibility Standards (policy review date: 2021)**Last reviewed in 2017**

Procedure Name	Last Amended	Changes Made
Accessibility in Employment Procedure	2017	None
Accessibility Plans Procedure	2017	None
Accessibility Standards for Information and Communication Procedure	2017	None
Accessibility Standards for Student Transportation Procedure	2017	None
Monitoring and Feedback on Accessible Customer Service Procedure	2017	None
Notification of Disruption of Service Procedure	2017	None
Use of Assistive Devices by the General Public Procedure	2017	None
Use of Service Animals by the General Public Procedure	2019	Updated to align with Ministry Memo PPM 163
Use of a Support Person by the General Public Procedure	2017	None

1.5 Parent Engagement (policy review date: 2022) *currently under review***Last reviewed in 2018**

Procedure Name	Changes Made
No procedure exists for this policy	None

1.6 Privacy and Information Management (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Last Amended	Changes Made
Canada's Anti-Spam Legislation Procedure	2014	None
Privacy Procedure	2014	None
Privacy Breach Procedure	2018	None

1.7 Visual Identity (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made
Visual Identity Manual	2017	None

1.8 Volunteer (Policy review date: 2023)

Last reviewed in 2019

Procedure Name	Last Amended	Changes Made
Volunteer Procedure	2014	None

Subject: Human Resources Procedures

Executive Council Member Responsible: Jamie Nunn
Superintendent, Human Resources



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

The policies and procedures under this pillar include:

4.1 Accommodation of Staff

- Accommodation of Staff Procedure
- Employee Medical Records Management – Employee Support and Wellness Procedure

4.2 Employee Attendance Management

- Employee Support and Attendance Management Procedure

4.3 Occupational Health and Safety

- Promoting Staff Safety Through Behaviour Support Plans and Safe Intervention Plans Procedure

4.4 Performance Appraisal

4.5 Professional Learning

4.6 Recruitment and Selection

- Recruitment and Selection Procedure

4.7 Staff Engagement

4.8 Staff Progressive Discipline

4.9 Workplace Violence and Harassment Prevention

- Workplace Harassment Prevention Procedure
- Workplace Violence Prevention Procedure

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 Human Resources Pillar.

4.1 Accommodation of Staff (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Last Amended	Changes Made
Accommodation of Staff Procedure	2013	None
Employee Medical Records Management – Employee Support and Wellness Procedure	2018	None

4.2 Employee Attendance Management (policy review date: 2023)

Last reviewed in 2019

Procedure Name	Last Amended	Changes Made
Employee Support and Attendance Management Procedure	2019	Updated to reflect changes made to the policy

4.3 Occupational Health and Safety (policy review date: 2020) *policy reviewed annually

Last reviewed in 2019

Procedure Name	Last Amended	Changes Made
Promoting Staff Safety Through Behaviour Support Plans and Safe Intervention Plans Procedure	2019	None

4.4 Performance Appraisal (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made
*no procedure exists for this policy	2016	N/A

4.5 Professional Learning (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made
*no procedure exists for this policy	2016	N/A

4.6 Recruitment and Selection (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Last Amended	Changes Made	Reason
Recruitment and Selection Procedure	2014	None	N/A

4.7 Staff Engagement (policy review date: 2019) *currently under review*

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made
*no procedure exists for this policy	2015	N/A

4.8 Staff Progressive Discipline (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Last Amended	Changes Made
*no procedure exists for this policy	2018	N/A

4.9 Workplace Violence and Harassment Prevention (policy review date: 2020) *policy reviewed annually**Last reviewed in 2019**

Procedure Name	Last Amended	Changes Made
Workplace Harassment Prevention Procedure	2019	None
Workplace Violence Prevention Procedure	2019	None

Subject: Human Resources Policies
Executive Council Member Responsible: Jamie Nunn
Superintendent, Human Resources



BACKGROUND

The following policies are being presented for review:

Policy 4.3 Occupational Health and Safety

Annual – Review

Policy outlining the obligations to providing and maintaining a safe and healthy work environment. Minor changes made to the purpose statement as well as to the intended outcomes (language clarification).

Policy 4.9 Workplace Violence and Harassment Prevention **Annual – Review**

Policy outlining the obligation to the prevention of workplace violence and harassment under legislation. Minor changes made to the guiding principles and intended outcomes as well as language clarification for the assessment section of progress indicators.

RECOMMENDATION(S)

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



Occupational Health and Safety

Date Approved: 20XX

Projected Review Date: 20XX

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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 workers and 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 workers 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.
- Implement strategies to reduce workplace injuries.
- Support the Internal Responsibility System by completing workplace inspections and eliminating hazards.

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 Workers

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 workers are collectively responsible for creating and maintaining a safe and healthy workplace.



Occupational Health and Safety

Date Approved: 20XX

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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.

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

ACTION REQUIRED:

Every worker must protect their 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.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals.	A comparison, year over year, of notifiable accidents, explosion, fire or incident of workplace violence where a person is killed or critically injured, disabled from performing their usual work or requires medical attention.
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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Support the Internal Responsibility System by completing workplace inspections and eliminating hazards.	The successful completion of monthly and annual workplace inspections.
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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



Workplace Violence and Harassment Prevention

Date Approved: 20XX

Projected Review Date: 20XX

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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:

- Value workers 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.
- Fulfill our obligations under the Occupational Health and Safety Act, Employment Standards Act and Ontario Human Rights Code.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Implement strategies to reduce workplace violence and harassment.
- Raise awareness of all workers' 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: Can be defined as

- 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.



Workplace Violence and Harassment Prevention

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- 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.

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: 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.

The Ontario Human Rights Code also protects employees from harassment in employment by the employer, agent of the employer or by another employee because of the following prohibited grounds: Race, Colour, Ancestry, Creed (religion), Place of Origin, Ethnic Origin, Citizenship, Sex (including pregnancy, gender identity), Sexual Orientation, Age, Marital Status, Family Status, and Disability.

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. This could also include 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.

The Ontario Human Rights Code offers protection for workers against harassment because of sex or sexual solicitation by a person in a position to confer benefits. Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by their employer or agent of the employer or by another employee.

Every person has a right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.



Workplace Violence and Harassment Prevention

Date Approved: 20XX

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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*.

Staff will ensure:

- The policy is posted in all HWDSB workplaces on the Health and Safety Bulletin Board.
- All workers receive information and instruction annually about discrimination, harassment and violence in the workplace.
- Workers are not to be penalized or disciplined for in good faith reporting an incident or for participating in an investigation involving workplace violence or harassment
- Workers are aware of additional assistance through the Central Joint Health and Safety Committee (JHSC), the Human Rights Legal Support Centre or the board's Employee Assistance Program (EAP).
- 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 comparison, year over year, of notifiable incidents of workplace violence where a person is killed or critically injured, disabled from performing their usual work or requires medical attention.
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 workers' direct responsibility to ensure a violence and harassment free working and learning environment.	Measured through feedback from online workplace violence and harassment training.

REFERENCES:

Government Documents

Human Rights Code

Occupational Health and Safety Act, Section 32.0.1

Employment Standards Act



Workplace Violence and Harassment Prevention

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HWDSB Policies

Code of Conduct

Occupational Health and Safety

Student Behaviour and Discipline