

**AGENDA: 5:30 p.m.**

1. Call to Order
2. Approval of the Agenda
3. [Consent item: updates to procedures under the Student Achievement and Learning policies](#)

**Policy Review:**

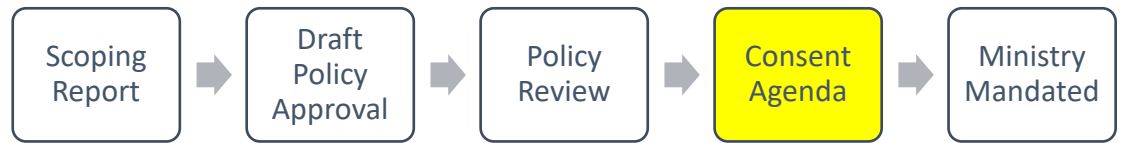
**Human Resources**

4. [Occupational Health & Safety Policy](#)
5. [Workplace Violence and Harassment Prevention](#)

6. Adjournment

Subject: Student Achievement Procedures

Executive Council Member Responsible: Sue Dunlop  
Associate Director, Learning Services



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

The policies and procedures under this pillar include:

**6.1 21<sup>st</sup> Century Learning**

- Identity, Credibility and Positive Participation Procedure
- Ownership and Authorship Procedure
- Responsible Use Procedure
- Selection of Learning Resources Procedure

**6.2 Assessment, Evaluation and Reporting**

- Assessment for Learning and as Learning Procedure
- Communicating and Reporting Student Achievement Procedure
- Determining Report Card Grades Procedure
- Evidence of Learning Procedure
- Interim Early Identification and Intervention Procedure
- Learning For All: Supporting Students with Specific Learning Needs Procedure
- Learning Skills and Work Habits Procedure
- Missing Evidence of Learning Procedure
- Supporting English Language Learners ELLs Procedure

**6.3 Community Involvement Activities**

- Community Involvement Activities Procedure

**6.4 Educational Excursions**

- Educational Excursions Procedure

**6.5 Environment**

**6.6 First Nations, Metis and Inuit Education**

- First Nation, Métis, and Inuit Education Procedure: Voluntary, Confidential First Nation, Métis and Inuit Self-Identification

## **6.7 Political Activity in Schools During Elections**

- Political Activity in Schools During Elections Procedure

## **6.9 Student Engagement**

## **6.10 Student Registration and Admission**

- Out of Catchment Procedure
- French Immersion Procedure
- Elementary Health & Physical Education Exemption 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 Student Learning and Achievement Pillar.

**6.1 21<sup>st</sup> Century Learning (policy review date: 2022)**

**Last reviewed: 2018**

Procedure Name	Changes Made
Identity, Credibility and Positive Participation	None
Ownership and Authorship	None
Responsible Use	None
Selection of Learning Resources	None

**6.2 Assessment, Evaluation and Reporting (policy review date: 2024)**

**Last reviewed: 2020**

Procedure Name	Changes Made
Assessment for Learning and as Learning	None
Communicating and Reporting Student Achievement	None
Determining Report Card Grades	None
Evidence of Learning	None
Interim Early Identification and Intervention	None

Learning for All: Supporting Students with Specific Learning Needs	None
Learning Skills and Work Habits	None
Missing Evidence of Learning Directive	None
Supporting English Language Learners (ELL)	None

### 6.3 Community Involvement Activities (policy review date: 2020)

Last reviewed: 2016

Procedure Name	Changes Made
Community Involvement Activities	None

### 6.4 Educational Excursions (policy review date: 2023)

Last reviewed: 2019

Procedure Name	Changes Made
Educational Excursions	None

### 6.5 Environment (policy review date: 2023)

Last reviewed: 2019

Procedure Name	Changes Made
*No procedure exists for this policy	N/A

**6.6 First Nation, Métis and Inuit Education (policy review date: 2020)****Last reviewed: 2016**

Procedure Name	Changes Made
First Nation, Métis, and Inuit Education Procedure: Voluntary, Confidential First Nation, Métis and Inuit Self-Identification	None

**6.7 Political Activity in Schools During Elections (policy review date: 2022)****Last reviewed: 2018**

Procedure Name	Changes Made
Political Activity in Schools During Elections	N/A

**6.9 Student Engagement (policy review date: 2019)****Last reviewed: 2015**

Procedure Name	Changes Made
*No procedure exists for this policy	N/A

**6.10 Student Registration and Admission (policy review date: 2022)****Last reviewed: 2018**

Procedure Name	Changes Made
Out of Catchment Procedure	N/A
French Immersion Procedure	N/A
Elementary Health & Physical Education Exemption Procedure	N/A

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. No changes were made to the policy following the review by staff.

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

Policy outlining the obligation to the prevention of workplace violence and harassment under legislation. Terminology section was updated to include a definition for the Central Joint Health & Safety Committee.

## 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: XXXX

Projected Review Date: XXXX

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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

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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.

Examples include, but are not limited to:

- Schools, Board offices, properties and facilities, as well as vehicles used in the course of completing work and traveling between work sites.
- School-related activities such as extracurricular activities, co-instructional activities and excursions.
- Conferences, training sessions, workshops and other work-related events or functions.

## 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.



# Occupational Health and Safety

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## 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.
Support the Internal Responsibility System by completing workplace inspections and eliminating hazards.	The successful completion of monthly and annual workplace inspections.

## 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: XXXX

Projected Review Date: XXXX

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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.



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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. This would include any virtual or digital environments.

Examples include, but are not limited to:

- Schools, Board offices, properties, and facilities, as well as vehicles used in the course of completing work and traveling between work sites.
- School-related activities such as extracurricular activities, co-instructional activities and excursions.
- Conferences, training sessions, workshops and other work-related events or functions.
- Under the Ontario Human Rights Code, protection from workplace harassment and workplace sexual harassment also applies where workers are traveling to and from work-related activities.

This policy also applies to telephone, email, social media, or other communications related to work.

*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, Gender Identity, Gender Expressions, Sex (including pregnancy and breastfeeding), Sexual Orientation, Age, Marital Status, Family Status, Disability, and Record of Offences (in employment only). It is important to note that there is potential for more than one protected ground to intersect, where an employee is protected under multiple identified grounds simultaneously. Further, the Ontario Human Rights Code protects employees from discrimination because of association, relationship, or dealings with another person identified by a protected ground.

*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



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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.

## 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:

- A complaint process is developed and all complaints of workplace discrimination and harassment are appropriately investigated.
- The policy is posted in all HWDSB workplaces on the Health and Safety Bulletin Board.
- All workers receive information and instruction upon hire, annually and as needed about this policy and 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).
- Senior leaders and management will create a respectful workplace, model behaviours that are expected of all workers, and address issues that they become aware of, regardless of whether a complaint is made by the worker.
- Management will investigate and act on all complaints or incidents they become aware of which involve of workplace harassment or violence in a fair, respectful and timely manner, following HWDSB's establish process. Staff will ensure managers are held accountable for responding to and resolving complaints of harassment.
- Annually, a report will be compiled for the Leadership Team on the number, types, trends and systemic issues of complaints.



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- Staff will provide for the monitoring and evaluation of the application of the policy, such as the collection and analysis of employee comments, and feedback from investigators and managers to inform the monitoring and review of this policy.

## 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 and complaint summary report.
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

### HWDSB Policies

Code of Conduct  
Occupational Health and Safety  
Student Behaviour and Discipline