



## **Workplace Health and Safety Procedure**

Park West School Division is committed to a school system where individuals learn and work in a positive and safe environment. One of the important aspects of such a system is reflected through the Division's policies on Workplace Safety and Health. Park West School Division, in cooperation with its supervisors and employees, will endeavor to maintain its facilities as safe and healthy places of employment and learning. Every effort will be made to design and operate our facilities and programs in compliance with provincial safety and health regulations. Park West School Division believes that providing a safe working environment is a shared responsibility. Everyone has a responsibility to make safety and health a part of every activity by working together to fulfill our safety and health obligations. People who work for our school division will share the responsibility and the benefits of a safe workplace.

### Definitions:

*Internal Responsibility System:* The Internal Responsibility System (IRS) is all employees and management share in the responsibility for preventing accidents, injuries, and illness to staff and clients.

*Division Managers* - The Chief Executive Officer and the Board shall be considered the Division Management Team for this policy.

*Supervisor* - School principals, teachers in higher safety risk areas, such as science rooms, shops, phys-ed and home economics, foremen, and head custodians are to be considered supervisors for this procedure.

*Workplace Safety and Health Committee* – the committee consisting of Management Representatives and Employee Representatives who meet minimally four times a year to discuss Workplace Safety and Health hazards, issues and program review.

*Workplace Representative* – a workplace with less than 20 employees shall have a Workplace Representative who meets with management to discuss Workplace Safety and Health hazards, issues and program review.

### **Procedure:**

The Division shall create and maintain a Park West School Division Workplace Safety and Health Procedures Manual in conjunction with the school Workplace Safety and Health committees. The Manual shall contain all documents specific to safety hazard identification, training and corrective actions for the Division. Management, Supervisors and Employees all have specific responsibilities under the *Workplace Safety and Health Act (W210) and Regulations (217/2006)*. These responsibilities include:



Division Managers/Supervisor/Employee Responsibilities.

**1. Division Managers Responsibility:**

- a. Provide and maintain the land or premises used as a workplace under The Division control in a manner that does not create a risk to the safety or health of any person, so far as is reasonably practicable;
- b. Establish and maintain an effective safety and health program.
- c. Ensure sufficient resources are in place to provide a safe and healthy workplace.
- d. Ensure all Management and employees are aware of their responsibility to correct unsafe acts under the IRS system within The Division.
- e. Take appropriate action on orders and requirements of government officials;
- f. Cooperate with other organizations on workplace safety and health matters.
- g. Audit the school Workplace Safety and Health Committees to ensure they are meeting at a minimum quarterly.
- h. The Division shall make available and maintain a Park West School Division Safety Procedure Binder in each school, The Division Maintenance Yard and the Division Bus yard. A table of contents for the binder is listed under appendix (b)

**2. Supervisors Responsibility:**

Supervisors are to utilize other recognized safety documents and guidelines such as the support document for Industrial Arts teachers and Safety Guidelines for Physical Activities in Schools as well. They will cooperate with the Workplace Safety & Health committee and/or Representative by identifying hazards, inspecting their work areas, and correcting unsafe acts and conditions. Supervisors shall:

- a. Ensure all employees and students and employees are aware of their responsibility to correct unsafe acts under the IRS system within The Division.
- b. Ensure that employees or students under his/her supervision use identified protective devices, and wears all clothing and personal protective equipment (PPE) designated or provided by the employer or required to be used or worn by The Division.
- c. Advise employees of any actual or potential dangers of the work that the Supervisor is aware of;
- d. Establish written instructions and procedures regarding safe practices and procedures, and ensure that appropriate training is provided;
- e. Ensure that only authorized, adequately trained employees or students operate equipment or devices;
- f. Ensure that any new employees or students receive specific orientation of the workplace.
- g. Monitor their area of authority and take corrective action to eliminate or minimize unsafe work practices or conditions;
- h. Ensure that all reports of unsafe or unhealthy conditions within their area of responsibility are investigated and corrected as appropriate;



- i. Ensure that all accidents/incidents/occupational illnesses of their employees or students are reported, documented, and investigated; and that steps are put in place to prevent a recurrence;
  - j. Ensure that Workplace Safety and Health policies and procedures are communicated and made available to the employees and applicable students, and training is provided as required;
  - k. Ensure that Workplace Safety and Health environmental reports and information concerning their area of responsibility are made available to the employees;
  - l. Comply and cooperate with any other person exercising a duty imposed by *The Workplace Safety and Health Act* and/or the regulations;
  - m. Maintain a level of competency in Workplace Safety and Health through active participation in safety and health training;
  - n. Incorporate and promote Workplace Safety and Health and environmental awareness into the agenda of regular staff meetings; and
  - o. Cooperate with other organizations or employees on Workplace Safety and Health matters.
  - p. Provide input and follow the established procedures as outlined in the Park West School Division Workplace Safety and Health Procedures Manual.
- 3. Employees, Contracted Staff Members, and Students responsibilities:**
- a. Become familiar with and follow safe work policies and procedures established in the Park West School Division Workplace Safety and Health Procedures Manual;
  - b. At all times, when the nature of the work requires, use all devices and wear all articles of clothing and personal protective equipment designated and provided for his/her protection by The Division;
  - c. Consult and cooperate with the school Workplace Safety and Health Committee and/or Representative regarding the duties and matters with which that committee is charged under *The Workplace Safety and Health Act*.
  - d. Verbally report to the Supervisor or designate any unsafe and unhealthy acts or conditions of which the employee is aware, and which may endanger themselves or another employee. If the matter is of a more serious nature the employee may use the formal concern process using the Notice of Workplace Safety and Health Concern form SM 201A;
  - e. Report to the Supervisor or designate the absence of or defect in any equipment or protective device of which the employee is aware, and which may endanger themselves or another employee;
  - f. Refrain from using or operating any equipment, machine, device, or item; or work in a manner that may endanger themselves or any other employee;
  - g. Attend and participate in Workplace Safety and Health training programs as required by The Division;
  - h. Report and document as appropriate all accidents/incidents as soon as they occur to the Supervisor or delegate per Incident Reporting, Disclosure, Investigation, and Management.



- i. Cooperate with other organizations or management on Workplace Safety and Health matters.

Anyone found to be in violation of the above responsibilities may be subjected to disciplinary action.

## **1. Workplace Safety and Health Committees and/or Representative:**

Workplace Safety and Health Committee member and/or Representatives shall:

- 1.1 Make safety and health recommendations to the employer;
- 1.2 Address safety and health concerns brought to them from employees they represent by taking the concern to the Supervisor/Division Manager, or to the next Committee meeting as appropriate;
- 1.3 Participate in developing and promoting safety and health procedures, as well as safety and health education and training programs;
- 1.4 Conduct workplace inspections before the Workplace Safety and Health Committee meeting following procedure;
- 1.5 Participate in serious incident safety and health investigations;
- 1.6 Cooperate with other employees on Workplace Safety and Health matters; and
- 1.7 Assist in updating and reviewing The Division's Workplace Safety and Health program.
- 1.8 A terms of Reference for the Workplace Safety and Health Committee SM 202A shall be located in the Park West School Division Workplace Safety and Health Procedure Manual.

## **Identification and Control of Workplace Hazards**

Under the IRS system all employees and management share in the responsibility for preventing accidents, injuries, and illness to staff and students. Anyone identifying a hazard shall take appropriate action to ensure the hazard is mitigated as much as reasonably practicable. This includes identifying the hazard to the immediate supervisor.

The Supervisor shall either mitigate the hazard or further communicate the hazard to the appropriate Division Management member for action.

Informal Process – The employee will first informally, verbally or in writing, identify the hazard to their supervisor.

Formal Process – The employee shall complete the Notice of Workplace Safety and Health Concern form SM 201A when the employee feels the hazard is significant or when the employee feels the hazard has not been sufficiently dealt with under the informal process.

## **Emergency Response and Facility Plans**

On an annual basis each school will review and submit a copy of their emergency response plan to the Division office. A crisis response team will be identified on a yearly basis. The plan must designate an evacuation site. The schools will ensure that information in the



yearly plan is communicated to the local emergency measures organization or fire department. At minimum the plan shall consist of procedures for:

- dealing with fire
- dealing with chemicals and hazardous materials
- severe weather environmental conditions
- bus accidents
- security concerns
- utility emergencies

### **Safety & Health Program Evaluation**

The Divisional Workplace Safety & Health committee will formally review the Safety & Health program every three years using the Audit tool SM 252A. The Workplace Violence Procedure and the Workplace Harassment programs shall be reviewed annually. A review of any part of the Division workplace safety and health program will commence if there are changes in the workplace that may affect the safety and health of the employees.