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| <b>Procedure Title</b>   | <b>Occupational Health and Safety Program</b>   |                       |                             |
| <b>Date of Issue</b>   | March 10, 1999  | <b>Related Policy</b> | BP 3801-D                   |
| <b>Revision Dates</b>  | August 1, 2008; October 13, 2010; December 16, 2010; October 31, 2012; September 24, 2014; June 24, 2015; June 22, 2016; June 28, 2017; June 13, 2018; May 22, 2019; June 3, 2020; May 5, 2021; June 29, 2022 | <b>Related Forms</b>  | AF 3811; AF 3811-a; AF 3801 |
| <b>Review Date</b>   | June 1, 2023 (annual)   | <b>Originator</b>     | Administrative Council      |
| <b>References</b>  |   |                       |                             |
| Ontario Occupational Health and Safety Act, R.S.O. 1990; BP 7530-D “Progressive Discipline – Employee”; AP 3804-D “Joint Health and Safety Committees” |   |                       |                             |

**1.0 RATIONALE**

- 1.1 Bluewater District School Board is dedicated to providing and maintaining a safe and healthy learning and working environment and will take every reasonable precaution to protect the health and safety of workers, students, volunteers, visitors and those performing contracted work on the Board’s behalf.
- 1.2 The board recognizes and endorses the Internal Responsibility System (IRS) whereby all workplace parties participate in managing health and safety issues (please refer to Appendix A: Internal Responsibility System (IRS)).
- 1.3 Supervisors are responsible and accountable for implementing applicable board safety programs, for complying with the Occupational Health and Safety Act (OHSA) and for ensuring that workplaces under their direct control are kept in a healthy and safe condition. Supervisors will take every precaution reasonable in the circumstances for the protection of their employees.
- 1.4 Employees shall actively participate in meeting the board’s commitment to health and safety through co-operation and shared responsibility as required by the OHSA and through the safety programs of the board. Employees have a common responsibility for their own health and safety and that of others and are required to adhere to safe work practices and report to their supervisor any unsafe or unhealthy conditions or practices.
- 1.5 The board recognizes that Joint Health and Safety Committees (JHSC) play an integral role in the realization of the board’s goal for health and safety therefore it maintains a JHSC at the maintenance building, the board office, the Bluewater Outdoor Education Centre, and at each school.
- 1.6 It is in the best interest of all parties to consider health and safety in every activity. Progressive disciplinary action (in accordance with BP 7530-D “Progressive Discipline – Employee”) will be taken against those persons not adhering to the relevant safety legislation, codes, standards, or practices required in the workplace.

**2.0 AUTHORITY**

- 2.1 This procedure regulates the occupational health and safety requirements to ensure all students, staff, and other facility occupants have a safe environment.
- 2.2 The Ontario Occupational Health and Safety Act R.S.O. 1990.c.O.1 defines the minimum requirements to implement an effective health and safety program.

**3.0 DUTIES AND RESPONSIBILITIES (Internal Responsibility System (IRS))**

This procedure must be posted where it is accessible to all employees, at every location within the board.

**3.1 Trustee Responsibilities**

The Board of Trustees, acting as corporate directors, shall take all reasonable care to ensure that the organization complies with the OHSA, its regulations, orders and directives from the Ministry of Labour, Training, and Skills Development (MOLTSD) inspectors, Directors, or the Minister.

*Refer to the Occupational Health and Safety Act, Section 32.*

**3.2 Employer / Administrative Council Responsibilities**

3.2.1 The Administrative Council (or designate), acting as the employer, shall ensure that measures and procedures prescribed by the OHSA, and its regulations are carried out in the workplace.

3.2.2 The Administrative Council (or designate) shall:

- a) appoint competent supervisors as defined by the OHSA;
- b) take all reasonable precautions to protect the health and safety of workers;
- c) ensure that equipment, materials and protective equipment are maintained in good condition;
- d) provide information, instruction and supervision to protect worker health and safety;
- e) co-operate with the JHSCs;
- f) comply with all regulations made under OHSA;
- g) develop and implement an occupational health and safety program;
- h) ensure that a copy of OHSA is posted in the workplace; and any explanatory material prepared by the MOLTSD in the workplace;
- i) provide to the JHSC (and to the health and safety officer if not already privy to) the results of a report respecting occupational health and safety and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety (e.g., MOLTSD reports, environmental testing/assessment reports, risk assessments etc.); and
- j) advise workers of the results of a report referred to in clause (i) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

*Refer to the Occupational Health and Safety Act, Section 25 (1) – (4) and 26 (1) - (3).*

**3.3 Supervisor / Manager/Administrator Responsibilities**

A supervisor / manager / administrator shall:

- a) ensure that workers:
  - i. work in a manner and with the protective devices, measures and procedures required by the OHSA, its regulations, and board policies and procedures;
  - ii. are aware of hazards associated with their jobs and provides instruction and takes any measures necessary for the safety of the worker;
  - iii. are familiar with regulations and all procedures applicable to their workplace.

*Refer to the Occupational Health and Safety Act and Regulations, Section 27 (1) - (2).*

- b) provide health and safety reports to the health and safety officer and appropriate JHSC (e.g., MOLTSD reports, environmental testing/assessment reports, risk assessments etc.).
- c) maintain a current record of all Workplace Hazardous Materials Information System (WHMIS)/ Global Harmonized System (GHS) controlled products used within their facility.
- d) take every reasonable precaution in the circumstances for the protection of the worker.

**3.4 Employee Responsibilities**

3.4.1 A worker shall:

- a) work in compliance with the provisions of the Occupational Health and Safety Act, its regulations and board policies, procedures, and directives.
- b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
- c) report to their employer and/or supervisor/manager/administrator the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or others.
- d) provide their employer and/or supervisor/manager/administrator and/or appropriate JHSC (where applicable) with any known health and safety reports that they may not already be privy to (e.g., MOLTSD reports, environmental testing/assessment reports, risk assessments etc.).
- e) report to their employer and/or supervisor/manager/administrator any contravention of the OHS Act or the regulations or the existence of any hazard of which they know.

3.4.2 No worker shall:

- a) remove or make ineffective any protective device required by the regulations or by their employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- b) use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or others;
- c) engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

*Refer to the Occupational Health and Safety Act and Regulations, Section 28 (1) - (3).*

**4.0 COMMITTEE STRUCTURE**

The Bluewater District School Board Health and Safety Program includes a three (3) committee structure:

- a) Joint Health and Safety Committees (JHSC's)
- b) The Central Health and Safety Steering Committee (CHSSC)

**4.1 Committee Meetings – Meeting Frequency**

**4.1.1 Joint Health and Safety Committee**

- a) Please refer to AP 3804-D "Joint Health and Safety Committees".

**4.1.2 Central Health and Safety Steering Committee**

- a) The Central Health and Safety Steering Committee shall meet as scheduled by the health and safety officer.

**4.2 Joint Health and Safety Committees (JHSC)**

- 4.2.1 Joint Health and Safety Committees are a requirement under the Occupational Health and Safety Act and assist in the prevention and elimination of workplace hazards and contribute to the overall goal of the continuous improvement of Bluewater District School Board's health and safety program.
- 4.2.2 Administrative procedure AP 3804-D "Joint Health and Safety Committees" defines the roles, responsibilities, and function of Joint Health and Safety Committees within the board.

*Refer to the Occupational Health and Safety Act and Regulations, Section 25 (1) - (4).*

**4.3 Central Health and Safety Steering Committee**

**4.3.1 Purpose**

The Central Health and Safety Steering Committee (CHSSC) is a non-legislated committee, whose primary purpose is to empower the site-based Joint Health and Safety Committees to ensure the board's health and safety program is implemented and effectively working at each worksite.

**4.3.2 Accountability**

The CHSSC shall report to Administrative Council through the director of education or designate.

Agendas will be posted on the CHSSC conference by the recorder prior to the scheduled meeting.

**4.3.3 Composition**

- a) CHSSC members shall be appointed for a one-year term.
- b) The committee includes certified worker representatives from each employee group, as follows:
  - i. one member, Elementary Teacher's Federation of Ontario (elementary teachers);
  - ii. one member, Elementary Teacher's Federation of Ontario (occasional teachers);
  - iii. one member, Ontario Secondary School Teacher's Federation (secondary teachers);
  - iv. one member, Ontario Secondary School Teacher's Federation (occasional teachers);
  - v. one member, Ontario Secondary School Teacher's Federation (OPT);
  - vi. one member, Ontario Secondary School Teacher's Federation (ESP);
  - vii. one member, Ontario Secondary School Teacher's Federation (PSSP);
  - viii. one member, Canadian Union of Public Employees;
  - ix. two supervisor/managers, one being from plant services;
  - x. one member, elementary school principal/vice principal;
  - xi. one member, secondary school principal/vice principal;
  - xii. one member, Administrative Council;
  - xiii. two trustees;
  - xiv. the health and safety officer; and
  - xv. the health and safety assistant shall act as a recorder for the committee.

The CHSSC will be co-chaired (alternating) by the health and safety officer and a worker representative who is selected annually by the committee from its membership.

**4.3.4 Roles and Responsibilities**

- a) The CHSSC may review the following as it relates to occupational health and safety:
  - i. the Occupational Health and Safety Act;

- ii. board health and safety and related procedures;
  - iii. employee health and safety training;
  - iv. local and provincial health and safety trends;
  - v. local trends related to workplace accidents, workplace violence and other related issues;
  - vi. safety performance; and
  - vii. safety culture.
- b) CHSSC members shall:
- i. attend CHSSC meetings;
  - ii. participate in health and safety certification training; and
  - iii. maintain confidentiality regarding any personal and/or proprietary information to any employee, consultant or third party.

**Annually Reviewed by Administrative Council on: *June 22, 2016; June 28, 2017; June 13, 2018; May 22, 2019; June 3, 2020; May 5, 2021; June 29, 2022***

APPENDIX A: Internal Responsibility System (IRS)

**HEALTH AND SAFETY CONCERN IDENTIFIED**

