

OCCUPATIONAL HEALTH AND SAFETY

Statement of Policy

The Peel District School Board is committed to providing and maintaining safe and healthy environments conducive to learning and working for all. To improve student success and achievement, we must ensure that students and staff continue to feel safe, nurtured, welcomed, respected and included.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy (Policy 51), the Equity and Inclusive Education policy (Policy 54) and the Safe Schools policy (Policy 48) to provide an environment free of negative factors including violence and harassment. At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

The Board will take every reasonable precaution to prevent workplace violence and harassment of any kind. This shall be accomplished both by proactive staff training and by investigating reported incidents of workplace violence and harassment in an objective and timely manner, taking necessary action and providing appropriate support for all affected individuals.

The Board will also 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. This shall be accomplished by ensuring that equipment, materials and protective equipment are maintained in good condition and by providing information, instruction and supervision to protect health and safety.

The Occupational Health and Safety Policy and related policies and procedures reflect the Board's philosophies and framework, as outlined in the *Plan for Student Success*.

Guiding Principles

- Commitment to the maintenance of an Occupational Health and Safety Program that complies with the Ontario *Occupational Health and Safety Act* (OH&SA) and applicable regulations.
- Compliance with the applicable environmental, health and safety legislation that governs the operations of the Board and the development and continuous improvement of plans, practices and procedures relating to occupational health and safety.

Responsibilities:

The Board recognizes and endorses the Internal Responsibility System philosophy whereby all workplace parties participate in managing environmental, health and safety issues. The OH&SA defines responsibilities for the employer, being the Board and its agents; the supervisor, being those directing workers; workers, being those conducting the business of the workplace and the Multi-Workplace Joint Health and Safety Committee.

Employer Responsibilities

- (1) The Director of Education will assign responsibility for Occupational Health and Safety and will ensure that the Board's program is implemented and maintained.
- (2) Human Resources Support Services will be responsible for the inclusion of occupational health and safety in the performance evaluation at all levels of supervision.
- (3) Development of criteria and procedures for occupational health and safety matters as well as the administration of the procedures will be the responsibility of the Manager of Health, Wellness and Safety. The Administrative Health and Safety Committee will provide input to this process. Procedures and criteria will be guided by the requirements of all relevant Federal, Provincial and Municipal Statutes governing Occupational Health and Safety.
- (4) Annual review of the Occupational Health and Safety Policy to ensure that the program is maintained and implemented.

Supervisor Responsibilities

Compliance with health and safety policies and procedures at the site level is the responsibility of the supervisor. Supervisors are responsible for receiving health and safety concerns, investigating the concerns and responding to findings and appropriate corrective actions.

Worker Responsibilities

Every worker has the responsibility for protecting their personal health and safety in the workplace and to contribute to the health and safety of their fellow employees. This shall be accomplished by each person approaching their work in accordance with the legislation and in keeping with the safe work practices, which have been established by the Board. Every employee shall be responsible to bring to the attention of the Board, through their Supervisor, the existence of any unsafe work practices and conditions.

Joint Health and Safety Committee Responsibilities

The Peel District School Board recognizes that the establishment and maintenance of a Joint Health and Safety Committees (JH&SC) plays an integral role in the realization of the goal to eliminate occupational illness and injuries. The Peel District School Board maintains a Multi-Workplace Joint Health and Safety Committee (MJHSC) under a multi-site agreement with the Ontario Ministry of Labour. The MJHSC has responsibilities under the OH & S Act which are detailed in its Terms of Reference.

Approved September 11, 1990

Revised April 27, 1993

Revised July 25, 1995

Revised January 1, 1998 *(to reflect change in Board name)*

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Approved June 8, 2010 *(replaces former Policy #56 – Environmental Health & Safety)*

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