

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

WORKPLACE HEALTH AND SAFETY	PROCEDURE
EFFECTIVE: 2000 12 01 / 2003 06 24 / 2005 03 30 / 2008 02 27 / 2015 04 28	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Director of Education will ensure that a health and safety program is maintained, communicated and implemented in accordance with the provisions of the applicable legislation and regulations, and that employees will actively participate in the program.
- 1.2 The Director of Education will review the Workplace Health and Safety Policy annually and have it clearly posted in each workplace.
- 1.3 The Director of Education, or designate will maintain and support a Joint Health and Safety Committee which operates under the "Terms of Reference for the Joint Health and Safety Committee."
- 1.4 The Safety and Disability Administrator will provide direction and support for the health and safety programs within the Board.
- 1.5 Where health, safety, environmental and other related legislation and regulations have been proclaimed by the Province of Ontario, the Director of Education, or designate, will institute the necessary programs, including but not exclusive of the following:
 - a) Training and supervision to protect the health and safety of the worker and acquaint workers with workplace hazards;
 - b) Health programs to disseminate the latest developments in health and safety and disease prevention;
 - c) A reporting system whereby injury trends can be recognized and analyzed for preventive measures;
 - d) An inventory of chemicals and other hazardous materials that exist in Board buildings and a process for safe storage;
 - e) Health and safety committees as required, so that health and safety and environmental issues can be addressed or directed to the appropriate agency;
 - f) Emergency procedures for dealing with such sudden unexpected situations as fires, explosions, major releases of hazardous materials, violent occurrences or natural hazards;
 - g) A schedule and process for regular inspections of the workplace to assess and control hazards.

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- 1.6 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 to report to their supervisor any unsafe or unhealthy conditions or practices.

2.0 Expectations

- 2.1 The Board will model and promote efforts that lead to a safe and healthy environment. Supervisory officers, principals, managers, and all other supervisory staff are accountable for implementing applicable Board safety programs, for complying with the Ontario Occupational Health and Safety Act, and for ensuring that workplaces under their direct control are kept in a healthy and safe condition.
- 2.2 Every supervisor who has charge of a workplace or workers will be familiar with the Board's Health and Safety Program and will maintain and implement the program in the workplace.
- 2.3 Employees will actively participate in meeting the Board's commitment to health and safety through cooperation and shared responsibility as required by the Ontario Occupational Health and Safety Act and through the safety programs of the Board.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.
- 3.2 The Ontario Occupational Health and Safety Act can be viewed at the following link: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm