

7.0. Safe Schools

7.0. WORKPLACE SAFETY & HEALTH

Reviewed by Committee: October 30, 2012, April 25, 2017

Policy Reference: EL-1.2

General Statement

Lakeshore School Division is committed to providing all employees, students, contractors, and visitors to its facilities a safe and healthy environment in which to work and to learn. The Superintendent/CEO recognizes the rights, roles, and responsibilities of all employees with respect to workplace safety and health; and accepts an overall responsibility to maintain a comprehensive workplace safety and health program. Lakeshore School Division is committed to the prevention of occupational injuries, illnesses and violence within the workplace, to the promotion of safety and health awareness, and to the ongoing education of all employees with respect to relevant provincial legislation. Safety and health is “everyone’s responsibility” therefore Lakeshore School Division requires that all employees contribute to a safe and healthy workplace.

Hazard Identification and Control

Lakeshore School Division shall give priority to ensuring a safe work environment when planning, budgeting, directing, and implementing activities.

Lakeshore School Division shall develop and maintain programs to identify, eliminate, minimize and/or control hazards; including safe work procedures for all equipment, chemical and biological hazards as well as procedures to follow in the event of an emergency.

Lakeshore School Division shall inform workers of known hazards and of how to minimize risk to employees.

Emergency Procedures

Lakeshore School Division shall ensure emergency procedures are developed and reviewed as per division policy including the practice of fire drills, lockdowns, failure of services, and weather related emergencies.

Workplace Safety & Health Committees

Lakeshore School Division shall maintain Workplace Safety & Health Committees comprised of representatives from administration and employee workgroups at each facility where 20 or more workers are regularly employed. In all workplaces that have

less than 20 workers, a worker representative shall be maintained as per the WSH W210 Act.

The Superintendent/CEO, or designate, shall appoint representatives to the Committees for the administration.

Employee groups shall appoint their representatives in accordance with the Workplace Safety and Health Act and their respective by-laws.

Responsibilities

The Superintendent/CEO shall be responsible for the administration of this regulation and procedure.

The Superintendent/CEO or designate, principals and supervisors shall be responsible for the implementation of this policy, for ensuring the appropriate supervision of activities and the regular inspection and repair of equipment and buildings.

The division supervisors are required to provide orientation training and ensure that employees under their supervision follow safe work procedures.

The division's Safety Officer shall facilitate training for to all division employees, the development of safe work procedures and safety orientation training to new supervisors and others as required.

The Workplace Safety & Health Committees shall participate in conducting incident investigations, facility inspections; and will recommend appropriate improvements, policies, training, and/or programs based on their reviews.

All employees, students, and volunteers shall be responsible for adhering to this policy, for using personal protective equipment, for immediately reporting any accident, injury, violent or unsafe condition or dangerous occurrence to their supervisor and for following safe work procedures.

Contractors and self-employed persons working on division property shall be required to adhere to the Workplace Safety and Health Act & Regulations.

Lakeshore School Division recognizes *Certificate of Recognition* (COR) is an integral part of a safe work environment; contractors and self-employed persons working on school division property should be registered or certified with (COR). General contractors on large projects must be at a minimum COR registered.

“The Certificate of Recognition Program (COR™) is an occupational safety and health accreditation program that verifies a fully implemented safety & health program which meets national standards.”

Communication

The Workplace Safety & Health Committee agendas, minutes and procedures for submitting concerns shall be posted in each facility on a designated bulletin board and shared with the president of each bargaining unit.

The Workplace Safety & Health Policy shall be provided to all employee groups and be included in safety orientation training of new employees, training sessions will be part of the ongoing orientation.

All employees have the right to submit concerns confidentially.

Training

Lakeshore School Division shall assess training needs and ensure that all employees receive required training to meet the safety requirements as set out in the Workplace Safety & Health, Act & Regulations.

Workplace Safety & Health Committee members are entitled to take educational leave equivalent to two working days per year for the purpose of attending Workplace Safety & Health Committee training programs, seminars, or courses as agreed to by the Workplace Safety and Health Committee. (e.g. Committee Basics, Workplace Inspections, Investigating Workplace Incidents, etc.)

Worker Involvement Strategy

When requested, employees shall, participate in; incident in the workplace, violence in the workplace, dangerous occurrences, and refusal to work investigations; as well as building inspections.

Employees shall be involved in the development of safe work procedures.

Program Evaluation

A comprehensive review of the Workplace Safety & Health Program shall be conducted at intervals not less than three years. A review may be done sooner if circumstances change in a way that poses risk to the safety and health of division employees.