

ADMINISTRATIVE PROCEDURE 402	
SECTION: Personnel & Employee Relations	
Adopted/Original Date of Issue	January 2004
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	September 2021
Next Review Date	September 2022
Contact	Health & Safety

Occupational Health and Safety

PURPOSE

1. The Director of Education has developed this administrative procedure to ensure safe working conditions for all staff members. The Director, system administrators and school principals are committed to overseeing that the equipment and facility under their supervision is in a safe condition and shall adhere to their responsibilities under the *Occupational Health and Safety Act* (referred to in this administrative procedure as “the Act”).

1.1 This administrative procedure is established to support the district in taking every reasonable precaution to prevent personal injury/illness and to ensure that every member of the staff meets the requirements of the Occupational Health and Safety Act in the performance of his or her duties.

2. BACKGROUND

2.1 The district subscribes to the Internal Responsibility System, whereby each employee (worker and supervisor) has responsibility for health and safety as an essential part of his or her job:

2.1.1 every employee must show up for work “fit for duty”;

2.1.2 every employee must work to prevent injury and illness;

2.1.3 every employee must reduce risk and eliminate hazards in the workplace;

2.1.4 every employee must clearly understand his or her level of skill, ability and limitations and develop capacity to fulfill responsibilities in a safe manner;

2.1.5 every employee must follow safety guidelines, wear protective equipment and use proper tools for the job;

2.1.6 every employee must be prepared to account for how he or she is ensuring a safe and healthy working environment;

2.1.7 every employee must work collaboratively to address health and safety concerns.

3. HEALTH AND SAFETY TRAINING

3.1 The Director shall ensure that health and safety training sessions are provided for newly appointed site supervisors as soon as is practicable after appointment.

3.2 Staff members shall receive training in their specific work tasks to protect their health and safety. This training will be determined by the site supervisor in accordance with section 42 (1) of the *Act*.

Site Joint Health and Safety Committees

3.3 The district has established at each site a Joint Health and Safety Committee as required by the *Act*. As a minimum, the committee consists of a management representative and a worker representative.

3.4 In accordance with the *Act*, the district provides certification training for the designated worker and management representative.

3.5 The business of the Joint Health and Safety Committee shall be conducted under the guidance and supervision of co-chairs representing management and workers. In a school, the management co-chair will normally be the principal; at other sites, the site supervisor will be the management co-chair. The worker co-chair will be selected by worker members of the committee or by other workers at the site if the committee has the minimum representation described in subsection 4.1.

3.6 The Joint Health and Safety Committee shall meet four times a year as required by the *Act*. Unscheduled or emergency meetings may be called at any time at the discretion of the co-chairs.

4. DUTIES AND RESPONSIBILITIES OF SITE JOINT HEALTH AND SAFETY COMMITTEES

4.1 The Joint Committee shall:

4.1.1 inspect the physical conditions of the workplace at least once per month;

4.1.2 identify conditions that may be a source of danger or hazard to staff members, and make recommendations to the employer;

4.1.3 post the names of the committee members in a conspicuous place or places where they will come to the attention of all staff members;

4.1.4 maintain records of the proceedings of the Joint Committees and make them available for inspection by the Ministry of Labour and/or Renfrew County District School Board;

4.1.5 obtain information from the district respecting the identification of potential or existing hazards of materials, processes and equipment, and about health and safety experiences, work practices and standards in similar or other workplaces; 4.1.6 perform other duties as required by the *Occupational Health and Safety Act*.

4.2 As site supervisor under the *Act*, the principal has a particular duty and responsibility to take action to ensure that concerns are dealt with in an expedient and safe manner.

4.3 Further guidance regarding the operation of the Joint Health and Safety Committee can be found in Appendix A - Terms of Reference for Site Joint Health and Safety Committee.

5. REPORTING A HEALTH AND SAFETY CONCERN

5.1 In accordance with the *Act*, workers have a duty to report health and safety concerns to the site supervisor. Workers may also inform members of the Joint Health and Safety Committee.

5.2 Should resolution of the concern not be achieved through efforts of the site supervisor and/or the Joint Health and Safety Committee, the concern shall be reported to the Health and Safety Assistant Manager.

5.3 Should concerns remain after intervention by the Health and Safety Assistant Manager, the concern shall be brought to the attention of the superintendent responsible.

5.4 In the circumstance where the worker continues to have concern despite measures taken, the district and/or the worker may contact the Ministry of Labour.

6. Authority of the Health and Safety Officer

6.1 The Health and Safety Officer or designate shall have the authority to issue directions and/or orders to any person under the jurisdiction of the district, including constructors hired by, or acting on behalf of the district when the Health and Safety Officer or designate finds an unsafe condition, process, or that a provision of the *Occupational Health and Safety Act* or regulations is being contravened.

6.2 The order shall be given orally or in writing to a staff member, principal or constructor whom he or she believes is in charge of the workplace, or the person he or she believes is the contravener, to comply with the provision. The Health and Safety Officer or designate may require the order to be carried out forthwith, or within such period of time as the Health and Safety Officer or designate specifies. Where an order is given orally, a written order shall be issued before the Health and Safety Officer or designate leaves the workplace.

6.3 The order shall be given when the Health and Safety Officer or designate finds an unsafe condition, process, or a contravention of the *Occupational Health and Safety Act* or regulations that is a danger or hazard to the health and safety of a staff member, student or user of a district facility. He or she may order that any place, equipment, machine, device, article, thing or any process or material shall not be used until there is compliance with the order.

6.4 The order may indicate that the area of the workplace where the contravention exists be cleared of people and/or isolated by fencing, barricades, tagged, locked out or closed off by any other means to prevent access until the danger or hazard to the health and safety of a worker, student or user of a district facility is removed.

6.5 An order, once given, may only be lifted by the Health and Safety Assistant Manager after the workplace has been inspected by the Health and Safety Assistant Manager.

LEGAL REFERENCES

- Occupational Health and Safety Act 1990
- Education Act, s. 265; s. 283; s. 286
- Ontario Regulation 298, s. 11

RENFREW COUNTY AND DISTRICT SCHOOL BOARD REFERENCES

- [AP 461 - Equipment Lock-Out Procedures](#)
- [AP 495 - Refusing Unsafe Work](#)
- [AP 402 Appendix A: Terms of Reference for School Joint Health & Safety Committees](#)

Procedure History

Approved:	Jun 2006; Apr 2008; Oct 2012; Jul 2015; Feb 2017; May 2019; Apr 2020; Mar 2021; Nov 2021
Reviewed:	Jan 2018; Feb 2018; Nov 2018; Feb 2021; Sep 2021
Revised:	Jun 2006; Apr 2008; Oct 2012; Jul 2015; Feb 2017; Feb 2021