



Administrative Procedure: Occupational Health And Safety

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1.0. Practices

- 1.1. The Board will develop and maintain written Occupational Health and Safety procedures which will conform to the best of current practices and be in keeping with the highest standards. Furthermore, the Board endorses the OSBIE “Risk Management & Safety Guidelines for Ontario School Boards” as a system-wide reference manual.

2.0. Accident Prevention

- 2.1. Accident prevention is an operational responsibility that demands the direction and control of supervisors. All employees are expected to be vigilant and assume responsibility for accident prevention.

3.0. Consequences

- 3.1. Disciplinary action, up to and including dismissal, may be taken against those persons not adhering to the prescribed policy and safety procedures of the Board.

4.0. Guidelines

- 4.1. In order to prevent injury or illness associated with the work environment, all employees of the Board will:
 - 4.1.1. Comply with all current Occupational Health and Safety and Environmental legislation and any related Codes or Regulations.
 - 4.1.2. Follow currently accepted safety standards and practices.
 - 4.1.3. Complete the Employee Health and Safety Orientation Checklist within one month of start of employment (Appendix B).
 - 4.1.4. Demonstrate by attitude and example that safety is an integral part of every function undertaken.

5.0. Responsibilities

- 5.1. All employees, including supervisors, managers, principals/vice-principals and senior management are responsible for the implementation and maintenance of the Board’s Occupational Health and Safety Procedures.

5.2. All employees are responsible to:

- 5.2.1. Follow safe work procedures.
- 5.2.2. Know and comply with all Board safety practices.
- 5.2.3. Report any work related injury or illness immediately to their supervisor.
- 5.2.4. Submit the work related injury or illness electronically as soon as possible.
- 5.2.5. Identify and report immediately any potentially hazardous practices or conditions.
- 5.2.6. Cooperate with and participate in joint health and safety committees as required.
- 5.2.7. Use and maintain personal protective equipment as required.

5.3. All supervisory and management staff are responsible to:

- 5.3.1. Promote safety awareness in workers.
- 5.3.2. Provide training for employees.
- 5.3.3. Correct potentially hazardous practices and conditions.
- 5.3.4. Report and investigate all accidents or incidents.
- 5.3.5. Evaluate health and safety performance for all employees.
- 5.3.6. Ensure that employees have available personal protective equipment, as required.
- 5.3.7. Participate in certification programs provided by the employer.

5.4. All Trustees and Board senior administrative staff have the responsibility to:

- 5.4.1. Provide a safe and healthy workplace.
- 5.4.2. Provide access to medical and first aid services.
- 5.4.3. Monitor the Health & Safety performance of staff.

6.0. Programs and Practices

- 6.1. The Board's Occupational Health and Safety Policy and Administrative Procedures shall be maintained and evaluated by the following current programs and practices, but shall not be limited to these:
 - 6.1.1. The Joint Health & Safety Committee shall operate as outlined in the Terms of Reference, approved by the Ministry of Labour.
 - 6.1.2. The Board will, as appropriate, lay out specifications in detail concerning requirements related to workplace Health and Safety on an as-needed basis in such areas as Personal Protective Equipment (PPE) and First Aid/CPR training.

7.0. Personal Protective Equipment

- 7.1. Personal Protective Equipment (PPE) comprises a range of clothing and equipment worn by employees, contractors or visitors, as appropriate, to protect or shield their bodies from workplace hazards.
- 7.2. **Part III, Section 25 of the Ontario Occupational Health and Safety Act states (in part):**
 - 7.2.1. An employer shall ensure that,
 - 7.2.2. The equipment, materials and protective devices as prescribed are provided;
 - 7.2.3. The equipment, materials and protective devices provided by the employer are maintained in good condition;
 - 7.2.4. The measures and procedures prescribed are carried out in the workplace;
 - 7.2.5. The equipment, materials and protective devices provided by the employer are used as prescribed."
 - 7.2.6. The Ontario Occupational Health and Safety Act, R.R.O. 1990, Regulation 851, provides guidance on the selection, provision and use of Personal Protective Equipment. In addition, it provides Personal Protective Equipment requirements for specific hazards.
- 7.3. **The following are acronyms used in this policy and administrative procedure:**
 - 7.3.1. NIOSH – National Institute of Occupational Safety and Health
 - 7.3.2. ULC – Underwriters Laboratories
 - 7.3.3. CSA – Canadian Standards Association

7.4. Personal Protective Equipment must:

- 7.4.1. Meet all applicable federal and provincial regulations;
- 7.4.2. Be approved by NIOSH, ANSI, CSA, ULC, where applicable; and
- 7.4.3. Be approved under the direction of the Superior North Catholic District School Board (SNCDSB).

7.5. The types of Personal Protective Equipment can be classified in the following categories, based on the type of protection afforded by the equipment:

- 7.5.1. Respiratory Protection (e.g. disposable, cartridge, air line, half or full face)
- 7.5.2. Eye Protection (e.g. spectacles/goggles, shields, visors)
- 7.5.3. Hearing Protection (e.g. ear muffs, and/or plugs)
- 7.5.4. Hand Protection (e.g. gloves and barrier creams)
- 7.5.5. Foot Protection (e.g. shoes/boots)
- 7.5.6. Head Protection (e.g. helmets, caps, hoods, hats)
- 7.5.7. Protection – Break From Falls (e.g. harness and fall arrest devices)
- 7.5.8. Skin Protection (e.g. hats, sun block, long sleeved clothes)
- 7.5.9. Other Personal Protective Equipment (e.g. protective clothing, safety vests, masks)

8.0. Responsibilities

8.1. Management must ensure that:

- 8.1.1. Professional advice will be obtained, when necessary, to identify the most suitable types of Personal Protective Equipment for the task required.
- 8.1.2. Training will be provided to supervisors and employees to ensure the proper selection, fit, use, cleaning and maintenance of their Personal Protective Equipment.
- 8.1.3. The Personal Protective Equipment procedure is supervised and enforced.
- 8.1.4. Evaluation of the effectiveness of the Personal Protective Equipment program will be carried on an ongoing basis and whenever there are process changes.

8.1.5. Suitable Personal Protective Equipment is provided to visitors who may be exposed to hazards in the workplace.

8.1.6. Contractors are responsible for their own Personal Protective Equipment and should be stamped or labeled with a CSA compliance marking.

8.2. Employees must ensure that:

8.2.1. He/she must use the protective clothing or equipment in a manner in which he or she has been properly instructed to use it;

8.2.2. He/she must not misuse or damage the clothing or equipment; and

8.2.3. He/she must, as soon as practicable after becoming aware of any damage to, malfunction of, or need to clean or sterilize the clothing or equipment, notify the person providing the clothing or equipment.

8.3. The Manager/Supervisor must sign Appendix A indicating that they have been informed, trained and provided the appropriate Personal Protective Equipment to the employee. The employee is responsible to ask for any clarification if required. The signed form is to be returned to the Human Resources Department within one (1) week of the date of receiving the Personal Protective Equipment.

9.0. First Aid/CPR Training

9.1. The Board has responsibilities to:

9.1.1. Ensure that any person at school or participating in a school activity who is in need of emergency First Aid treatment will receive such treatment promptly and efficiently, preferably by a qualified person.

9.1.2. Ensure that schools operated by the Superior North Catholic District School Board supply and maintain First Aid kits/stations and has workers who are qualified and trained in First Aid procedures in the school at all times, as required under the Workplace Safety and Insurance Board (WSIB) Regulation 1101 First Aid Regulations.

9.2. In this administrative procedure, ' First Aid ' means treatment provided by a trained staff member in response to an incident:

9.2.1. For illnesses or accidents during school or work hours, the Principal or Designate will ensure that First Aid is administered as may be required.

- 9.2.2.** If a student is involved, the parents or guardians of the student will be notified as soon as possible. If a staff person is involved, the next of kin, if known, or other family member, will be informed.
- 9.2.3.** All staff accidents will be reported immediately to the school Principal or Designate.
- 9.2.4.** Schools will comply with WSIB Regulation 1101 with respect to First Aid Kits/Station requirements.

Appendix A

Personal Protective Equipment (PPE) Record for Staff

Staff Name: _____

Location: _____

Date: _____

List Personal Protective Equipment Provided:

Reason for PPE Usage:

Training in the use of the Personal Protective Equipment provided.

Yes

No

Additional information provided:

Principal Signature:

Date: _____

Appendix B

Employee Health and Safety Orientation Checklist

Please check the box to acknowledge that the employee has received orientation on the points listed below.

Employee Name: _____

Employee Hire Date: _____

School/Site Administrator Training

I have been advised that the SNCDSD has a Joint Occupational Health and Safety Committee and I have been advised of the names and members.

I have been advised that each school has a Health and Safety Representative that I can approach regarding with any health or safety concerns I may have.

I have been advised that each school has a Health and Safety bulletin board, the location, and contents of the bulletin board.

I know where to find the MSDS binders in each school and I will review them when handling a WHMIS controlled substance.

I have been advised that each school location has emergency procedures (ie. first aid stations, evacuation plans) and have been advised to familiarize myself with these procedures and fire exit plans, when assigned to a school for the first time.

I will ask questions if I do not completely understand how to do a job or if I have safety concerns.

I will wear PPE (gloves, goggles, masks, hearing protection) as required.

Supervisor's Signature:

Date: _____

Date Returned to HR: _____

***Return to Human Resources Department by deadline of one month after hire date**