

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Health and Safety

SECTION/CODE:

School Operations D – 18

APPROVAL DATE:

September 10, 2018

SUPERSEDES:

March 19, 2007

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POLICY STATEMENT

It is the policy of the Protestant Separate School Board of the Town of Penetanguishene to provide direction in respect of the occupational health and safety of all Board employees.

GENERAL

1. Unless otherwise noted, the phrase “the *Act*” shall mean the current Ontario *Occupational Health and Safety Act*.
2. It is the policy of The Protestant Separate School Board of the Town of Penetanguishene to adhere to the responsibilities placed upon it by the *Act*, and specifically to:
 - 2.1 Take every reasonable precaution to prevent personal injury, and to provide and maintain a safe, healthy working environment for all of its staff;
 - 2.2 ensure organization is given to safety and health in all of its organizational activities;
 - 2.3 comply with all applicable health and safety legislation;
 - 2.4 ensure every member of staff meets the requirements of the *Act* in the performance of his/her duties on behalf of the Board;
 - 2.5 where the *Act* applies, institute a Safety and Health Program together with the necessary checks to verify the effectiveness of the Program on an ongoing basis; and
 - 2.6 demonstrate, in every way possible, the Board’s commitment to achieve the objectives of this policy.
3. Every staff member, regardless of level or function, must accept a measure of responsibility in order that this policy can be attained. Therefore, where relevant, the attitude and performance demonstrated toward health and safety will form an important part of the criteria in the job evaluation process.

If a staff member observes an un-safe condition or act, they may complete a Health & Safety Concern Form (Appendix B) and submit it to the Health & Safety Committee.

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HEALTH AND SAFETY COMMITTEE

COMPOSITION

1. The Joint Health and Safety Committee (hereinafter referred to as the JHSC) shall be composed of three four members selected from the employee groups as shown at Appendix A.
2. At least one member representative from Management and one member representing Workers must be certified.
3. Positions referred to shall be appointed within and by the JHSC annually in September.

QUORUM

Three members shall constitute a quorum.

ORGANIZATION

1. The JHSC shall be permanent and on-going.
2. Resource persons, advisors, consultants and/or observers may be invited to participate in the meetings of the JHSC by the JHSC.

CO-CHAIRS

The business of the JHSC shall be conducted under the guidance and supervision of the co-chairs. The co-chairs shall be selected annually by the members of the JHSC at the first official meeting for that year-one member selected by workers and one member selected by managerial staff.

MEETINGS

1. The JHSC calendar shall begin September 1, and end August 31, of each year. Regular meetings shall be held from September through June inclusive at a time and place designated by the JHSC, no less than once every three months. Unscheduled or emergency meetings may be called at any time at the discretion of the co-chairs.

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MEETINGS (Continued)

2. Members of the JHSC shall be required to attend all regular and/or official meetings and to perform all other duties in accordance with the *Act*. Any member who fails to attend a meeting on three consecutive occasions without committee approval shall be deemed to have relinquished his/her position on the committee.
3. Minutes of all joint health and safety committee meetings must be recorded and available for review by an inspector from the Ministry of Labour. The employer should provide facilities and materials for the making and keeping of minutes. These minutes should contain details of all matters discussed, along with a full description of problems and their resolution or any further action deemed necessary. It is suggested that the minutes be signed by a worker and management representative and that a copy of the entire document be posted in the workplace within one week of completion of the meeting. A copy of the minutes shall also be provided to the Board office.

AUTHORITY

The Joint Health and Safety Committee shall report to the Board. It shall be empowered in accordance with the current *Occupational Health and Safety Act*.

DUTIES/RESPONSIBILITIES

1. The JHSC shall:
 - 1.1 Assist in identifying situations within the Protestant Separate School Board of the Town of Penetanguishene which may be hazardous to its staff;
 - 1.2 make recommendations to the Board and to employee groups for improving the health and safety of all staff;
 - 1.3 monitor the scheduling of all workplace inspections within the Board's jurisdiction;
 - 1.4 designate a person to investigate cases of fatalities and/or serious injury in accordance with the *Act*, reporting said findings to a Ministry of Labour Director, the JHSC and to the Board;

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DUTIES AND RESPONSIBILITIES (Continued)

- 1.5 obtain the health and safety experience of other school systems and similar organizations;
- 1.6 ensure that the names of all members of the JHSC are posted in a conspicuous place and/or otherwise available to any/all staff.
- 1.7 maintain suitable and appropriate records of the JHSC proceedings and make them available for inspection, by the Ministry of Labour, the Board and/or members of the JHSC as required;
- 1.8 perform other duties as required by the *Act*;
- 1.9 promote interest in health and safety among staff and students; and
- 1.10 maintain a high degree of confidentiality in accordance with the requirements of the *Act*.

ASSESSMENTS

An Assessment is an on-site survey to determine whether a worker is exposed to a hazard in the performance of his/her duties. An assessment may not be limited in its scope or range except by the knowledge and/or experience of the conducting persons. Assessment orders may originate from the the JHSC; or, from the Ontario Ministry of Labour. Assessments will normally be undertaken with the participation and support of the Joint Committee.

The Act requires that a workplace be fully inspected within each calendar year, but may be accomplished through monthly inspections of sections of that workplace.

ASSESSMENT TEAM

The assessment team may include:

- 1. Member (s) of the JHSC, (where possible, a JHSC member representing the individual or group being assessed)
- 2. Any other person whose assistance may be required by the JHSC. Included must be the Chair of the Board Health & Safety committee and the Manager of Finance and Treasurer.

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PREPARATION FOR AN ASSESSMENT

Plans and scheduling for an assessment shall be arranged as far in advance as practically possible. Assessment teams will be provided information indicating:

1. The time and place where the assessment is to be carried out;
2. a list of assessment team participants;
3. a brief summary of the task to be performed;
4. a means for recording the assessment; and
5. any other items of information which may assist in the survey.

LIAISON WITH RESPONSIBILITY CENTRES

1. The Co-ordinator of Safety, Health and Security shall liaise with the Principal of the School or his/her designate, to ensure that the following information is exchanged:
 - 1.1 origin and reason for the assessment;
 - 1.2 process and form of the assessment;

LIAISON WITH RESPONSIBILITY CENTRES (Continued)

- 1.3 anticipated disruption to schedules and/or routines;
 - 1.4 date and time, mutually acceptable;
 - 1.5 requirement of release time, where applicable;
 - 1.6 list of participants; and
 - 1.7 any other pertinent information.
2. The Principal of the School is encouraged to co-ordinate any local activities pertaining to the assessment with the Workplace Representatives.

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THE SURVEY

An on-site briefing session shall be held immediately prior to the actual survey to ensure that all members of the assessment team understand their respective duties. Team members shall record their observations (using notes, sketches, drawings, etc.) during the assessment process to assist in compiling a report of findings. Following the survey, the team shall hold a meeting to exchange findings and to determine the need for any immediate intervention or control for the process and/or material under assessment. Individual members shall submit a written report within three (3) working days of the assessment. The agreed upon assessment co-ordinator shall then compose a draft composite report from the individual reports and within three (3) working days forward a copy to each member of the assessment team. Respondents will be given three (3) days in which to make editorial amendments, after which a final report shall be compiled for submission to the JHSC and the Supervisory Officer.

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JOINT HEALTH AND SAFETY COMMITTEE

APPENDIX A

REPRESENTATIVE ALLOCATION

GROUP NAME	LOCATION	NO. OF REP.	LEVEL OF REPRESENTATION	METHOD OF SELECTION
Support Staff	School	1	Custodian/Administrative Assistant/EA/DECE	Selected by Non- Teaching Staff
Teaching Staff	School	1	Teachers	Selected by Teaching Staff
Management Representative	School	1	Management Staff	Selected by Management Staff

1. A fourth member from anyone of the above groups must be selected to fulfill the requirements as prescribed in the Occupational Health and Safety Act.
2. Additional members may be selected by any of the above groups.
3. At least half of the members of a committee shall be workers employed at the workplace who do not exercise managerial functions.

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APPENDIX B
BURKEVALE SCHOOL
HEALTH & SAFETY CONCERN FORM

NAME: _____ DATE: _____

UNSAFE ACT: _____ UNSAFE CONDITION: _____

LOCATION: _____

HAZARD OBSERVED: _____

NEEDS IMMEDIATE ATTENTION: YES ____ NO ____

JHSC MEMBER: _____

COMMITTEE REVIEWED: YES ____ NO ____ DATE _____

RECOMMENDATIONS: _____

FOLLOW UP: _____

JHSC MEMBER: _____ DATE: _____