

**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:

June 12, 2023

SUPERSEDES:

September 10, 2018

NUMBER OF PAGES:

Page 1 of 7

REVIEW DATE:

June 2027

POLICY STATEMENT

It is the policy of the Protestant Separate School Board of the Town of Penetanguishene (PSSBP) to adhere to the responsibilities required under the Ontario Occupational Health and Safety Act (OHSA).

PURPOSE STATEMENT

To provide direction in respect of the occupational health and safety of all employees of the PSSBP.

ADMINISTRATIVE GUIDELINES

GENERAL RESPONSIBILITIES

A)

1. Take reasonable precautions to prevent personal injury, and to provide and maintain a safe, healthy working environment for all of its staff;
2. Ensure priorities are is given to health and safety and in all organizational activities;
3. Comply with all applicable health and safety legislation;
4. Ensure every member of staff meets the requirements of the *Act* in the performance of his/her duties on behalf of the Board;
5. Where the *Act* applies, institute a Safety and Health Program based on Section 32.0.6 of the Occupational Health and Safety Act (Program, Harassment) together with the necessary checks to verify the effectiveness of the Program on an ongoing basis; and
6. Demonstrate, the Board's commitment to achieve the objectives of this policy. Accept a measure of responsibility in order that this policy can be attained.

B)

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

**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:

June 12, 2023

SUPERSEDES:

September 10, 2018

NUMBER OF PAGES:

Page 2 of 7

REVIEW DATE:

June 2027

JOINT HEALTH AND SAFETY COMMITTEE

COMPOSITION

1. The Joint Health and Safety Committee (JHSC) shall be composed of a minimum of 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. Chair Positions shall be appointed within and by the JHSC annually in September.

QUORUM

Three members of the JHSC shall constitute a quorum for a meeting.

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 will be 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.

**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:

June 12, 2023

SUPERSEDES:

September 10, 2018

NUMBER OF PAGES:

Page 3 of 7

REVIEW DATE:

June 2027

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 JHSC 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 issues 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 JHSC 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 which may be hazardous to 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
 - 1.4 immediately report cases of fatalities and/or serious injury in accordance with the *Occupational Health and Safety Act*, to the Board who will immediately report to the JHSC, the applicable union, and to a Ministry of Labour Inspector
 - 1.5 ensure that the names of all members of the JHSC are posted in a conspicuous place and/or otherwise available to any/all staff.

**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:

June 12, 2023

SUPERSEDES:

September 10, 2018

NUMBER OF PAGES:

Page 4 of 7

REVIEW DATE:

June 2027

- 1.6 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;
- 1.7 perform other duties as required by the *Act*;
- 1.8 promote interest in health and safety among staff and students;
- 1.9 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 JHSC; or, from the Ontario Ministry of Labour. Assessments will normally be undertaken by an experienced third party with expertise in the area of concern, with the potential 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.

Other individuals may be asked to assist on the Assessment as required by the Third Party or the JHSC. This may include a Board level representative.

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 from the third party regarding the process.

NOTIFICATION OF ASSESSMENT

The Board representative shall liaise with the Principal of the School or his/her designate and the Chair of the JHSC, to ensure that necessary and appropriate information regarding the process is exchanged.

A completed report will be provided to the Board, Principal and the JHSC and reviewed at a meeting to determine next steps.

**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:

June 12, 2023

SUPERSEDES:

September 10, 2018

NUMBER OF PAGES:

Page 5 of 7

REVIEW DATE:

June 2027

**APPENDIX A
JOINT HEALTH AND SAFETY COMMITTEE**

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 any of the above groups must be selected to fulfill the membership 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 management responsibilities.

**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:

June 12, 2023

SUPERSEDES:

September 10, 2018

NUMBER OF PAGES:

Page 6 of 7

REVIEW DATE:

June 2027

**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: _____

**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:

June 12, 2023

SUPERSEDES:

September 10, 2018

NUMBER OF PAGES:

Page 7 of 7

REVIEW DATE:

June 2027

**APPENDIX C
YEARLY HEALTH AND SAFETY INSPECTIONS**

LIST OF INSPECTIONS AND REQUIRED FREQUENCY

Inspection Type	What month does it usually occur?
First Aid Kits	Ongoing
Defibrillator Inspection	Ongoing
Pest Control	October/April
Asbestos Reassessment	March
Huronia Alarms (fire extinguishers, alarm system, etc.)	March
Playground Inspection	May
Fire Department Inspection	May-June