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**PERSONNEL AND EMPLOYEE RELATIONS****7000**

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**HEALTH AND SAFETY PROCEDURES****7080**

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**1. Policy**

1.1 It is the policy of Lakehead District School Board to:

1.1.1 provide a safe and healthy environment;

1.1.2 provide training necessary to meet or exceed standards of the Occupational Health & Safety Act (OHSA) and Regulations; and

1.1.3 eliminate or reduce injuries, accidents, illnesses, and near misses.

1.2 The Board will develop and maintain written health and safety practices which will conform to the best of current practices and meet or exceed standards as outlined under the OHSA and Regulations.

1.3 Health and safety concerns will take precedence over expedience.

1.4 Accident prevention is an operational responsibility and it demands executive direction and control.

1.5 All employees and non-Board personnel must assume responsibility for accident prevention.

**2. Categories**

All health and safety concerns are categorized in the following seven ways:

2.1 serious accidents/critical injury;

2.2 environmental concerns;

2.3 work refusals;

2.4 inspection items;

2.5 worker concerns;

2.6 regulatory inspections; and

2.7 workplace supervisor.

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#### 3. Definitions

- 3.1 Serious Accident/Critical Injury - any accident which causes injury to a person at a workplace whereby he/she is disabled from performing his/her usual work or requires medical attention, or as defined by Ontario Regulation 834 (Critical Injury). Medical attention refers to those injuries requiring the attention of a physician. To be consistent with the Workplace Safety and Insurance Board (WSIB), disabled will be defined as total or partial disability of the worker restricting him/her from performing his/her usual work beyond the day of injury.
- 3.2 Environmental Concern - any situation in which health and safety problems may arise as a result of a change in the working environment; i.e., Indoor Air Quality (IAQ), mould.
- 3.3 Work Refusal - any situation in which the worker refuses to work because he/she believes he/she is likely to endanger himself/herself or other workers.
- 3.4 Inspection Item - any item which the inspection team has placed on the Inspection Recording Form.
- 3.5 Worker Concern - any item which is an obvious health and safety concern and can be corrected immediately at the building level, or any item which is not clearly definable as a health and safety concern but the worker has reason to suspect might be.
- 3.6 Regulatory Inspection - any visit by a Ministry of Labour inspector, Ministry of Environment inspector, fire inspection, Health Inspection Department (Health Unit) for purposes of a health and safety inspection.
- 3.7 Workplace Supervisor - refers to the individual in charge of the building. The following is a list of locations and Workplace Supervisor titles at each:
- schools - principal or designate;
  - shops - supervisor or designate; and
  - Education Centre – department manager/supervisor or designate.
- 3.8 Workplace Joint Health and Safety Worker Representative - the individual appointed by the workers of the workplace to act as a contact person for all health and safety matters and to coordinate workplace inspections. This representative will investigate serious accidents, work refusal, and accompany Minister of Labour during inspections.

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#### 4. Reporting Procedures

4.1 If an issue surfaces which cannot be resolved through the following reporting procedures, or confusion exists as to how the matter should be resolved, contact the Board health and safety officer and/or the appropriate Joint Health and Safety Committee co-chair representing workers.

#### 4.2 Serious Accidents/Critical Injury

4.2.1 Contact the workplace supervisor.

4.2.2 The workplace supervisor will contact the Board's health and safety officer and Joint Health and Safety Committee worker representative.

4.2.3 The Board's health and safety officer will contact appropriate administration.

4.2.4 Where the Joint Health and Safety Committee worker representative deems an investigation necessary, the appropriate administration will arrange for such, as soon as possible. Reports will be filed as per Sections 25 and 26 of the Act and Sections 5 and 6 of the Regulations for Industrial Establishments.

#### 4.3 Environmental Concern

4.3.1 Contact the workplace supervisor.

4.3.2 The workplace supervisor will contact the Board's health and safety officer and Joint Health and Safety Committee worker representative.

4.3.3 The Board's health and safety officer will contact appropriate administration.

4.3.4 Based on an immediate assessment of the situation, a plan of action will be developed which may include an inspection and further investigation.

4.3.5 The Board's health and safety officer will implement and monitor the plan of action.

4.3.6 Upon completion of the plan of action, the Board's health and safety officer will give a report to the:

- workplace supervisor;
- workplace health and safety representative;
- superintendent in charge of the workplace; and
- Joint Health and Safety Committee.

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- 4.3.7 The Board's health and safety officer will contact the workplace supervisor and the workplace health and safety representative of the workplace involved three months after the completion of the plan of action to determine if any additional follow-up is necessary.
- 4.4 Work Refusal
- 4.4.1 Contact the workplace supervisor.
- 4.4.2 The workplace supervisor will contact the Board's health and safety officer, and the appropriate Joint Health and Safety Committee worker representative.
- 4.4.3 The workplace supervisor, the Board's health and safety officer and the Joint Health and Safety Committee worker representative will investigate in the presence of the worker and decide what action must be taken.
- 4.4.4 If the issue is not resolved to the satisfaction of the worker, the Ministry of Labour will be called to investigate as per Section 43 (Part v) of the Occupational Health and Safety Act (OHSA).
- 4.5 Inspection Items
- 4.5.1 The inspection team will place all inspection items on the inspection recording form and bring them to the attention of the workplace supervisor.
- 4.5.2 Copies of the inspection recording form will be left with the workplace supervisor and the workplace Joint Health and Safety Committee representative and a copy forwarded to the Board's health and safety officer.
- 4.5.3 Follow-up to ensure the action items are completed will be the responsibility of the workplace Joint Health and Safety Committee representative.
- 4.6 Worker Concerns
- 4.6.1 Contact the workplace supervisor and the workplace Joint Health and Safety Committee representative who will take the appropriate action.
- 4.6.2 If the issue is unresolved after 15 working days, the workplace Joint Health and Safety representative will notify the Board's health and safety officer for a decision.
- 4.6.3 If after five working days the issue is still not resolved, the workplace Joint Health and Safety Committee representative will contact the area superintendent responsible for the decision.

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4.7 Regulatory Inspections

4.7.1 The workplace supervisor will report all regulatory inspections immediately to the Board's health and safety officer who will take the appropriate action.

5. Programs/Practices

5.1 The Board's health and safety program shall be implemented through programs and practices which are subject to review and revision from time to time. These programs and practices may include, but are not limited to:

5.1.1 Joint Health and Safety Committee guidelines and workplace inspections;

5.1.2 *Programs:* Asbestos Management, Chemical Disposal, Employee Assistance, First Aid/CPR Training, Health Management, Hepatitis B Immunization, Infection Control, Silica Control, Workplace Safety and Insurance Board (WSIB) Management, Workplace Hazardous Materials Information System (WHMIS);

5.1.3 *Practices:* Confined Space, Due Diligence, Emergency Response Guide, Ergonomics, Fall Protection and Prevention, First Aid Stations, Health and Safety Reporting, Indoor Air Quality, Lock Out – Tag Out, PCB Management, Safe Lifting, Sand and Water Table, Transportation of Dangerous Goods;

5.1.4 *Safety Manuals:* New Employee Orientation, Employee Handbook, Physical Education, Science Safety, Technical Safety; and

5.1.5 *Requirements:* Health and Safety Certification (WSIB), Workplace Inspection, new employee orientation, Violence in the Workplace.

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6. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Policy 7080 "Health and Safety"	June 24, 2003	Occupational Health and Safety Act, RSO 1990
Policy 7040 "Violence in the Workplace"	<u>Date Revised</u> April 26, 2011	Safe Drinking Water Act 2002
Policy 7030 "Harassment and Human Rights"	April 25, 2017	Environmental Protection Act

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