



HEALTH AND SAFETY OF STUDENTS AND STAFF

Background

The Division is committed to providing a physically and psychologically healthy and safe learning and work environment for students, staff members, volunteers and the general public. All staff have the right to know about workplace hazards, the right to report unsafe conditions, and the right to refuse unsafe work where there is imminent danger. The division recognizes that all staff have a shared responsibility to promote the principles of mutual respect, confidentiality, and cooperation, as outlined in this procedure.

Definitions

Hazard: a situation, condition or thing that may be dangerous to health and safety.

Hazard Assessment: a process that identifies and documents potential hazards, relative risk rating, and methods to eliminate or control them.

Health and Safety: includes physical, psychological, and social well-being.

Health and Safety Program: a coordinated system of procedures, processes and other measures designed to be implemented by organizations in order to promote continuous improvement in occupational health and safety.

Imminent Danger: any danger that isn't normal for a job, or any dangerous conditions under which workers wouldn't normally carry out their work.

Psychological Health: a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community.

Psychologically Healthy and Safe Workplace: a workplace that promotes workers' psychological well-being and actively works to prevent harm to workers' psychological health due to negligent, reckless, or intentional acts.

Harassment: any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person that may/will cause offence or humiliation to a worker, or adversely affect the worker's health and safety, including:

- (i) conduct, comments, bullying or action related to race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and



- (ii) a sexual solicitation or advance that may include, but is not limited to, unwanted or inappropriate physical contact, unwelcome or inappropriate remarks or compromising invitations, verbal abuse, display of sexually suggestive pictures, leering, whistling, innuendoes or jokes, gestures of a sexual nature, or demands for sexual favours.

Workplace Violence: threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. Examples of workplace violence include the following:

- (i) threatening behaviour such as shaking fists, destroying property, or throwing objects;
- (ii) verbal or written threats (any expression of intent to cause harm); and
- (iii) physical attacks such as hitting, shoving, pushing, or kicking.

Roles and Responsibilities

1. The Superintendent and Senior Leadership Team:

- 1.1 are accountable and responsible, as far as it is reasonably practicable, for the Division's health, safety, and welfare program;
- 1.2 shall establish a joint work site health and safety committee to create and maintain an active interest in health and safety and encourage awareness of safety issues;
- 1.3 develop health and safety policy and administrative procedures;
- 1.4 set goals and objectives to continually improve health and safety management and ensure it is integrated into Division operations and planning;
- 1.5 provide training, support, and resources to allow employees to fulfil their roles and responsibilities;
- 1.6 communicate to employees the Division's commitment to health and safety;
- 1.7 ensure that every reported incident of psychological or physical harm is investigated in an objective and timely manner, and potential areas for improvement are identified;
- 1.8 advise employees to consult a health professional if they report psychological or physical injuries or adverse symptoms from psychological harm;



- 1.9 maintain confidentiality of individuals concerned, except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation to the alleged complaint (if discipline is being imposed);
 - 1.10 provide appropriate support for affected workers; and
 - 1.11 set a positive example of health and safety practices.
2. Principals:
- 2.1 are accountable and responsible for implementation and monitoring of the division's health, safety and welfare program at their school;
 - 2.2 are familiar with their specific health and safety responsibilities covered by legislation and division administrative procedures;
 - 2.3 ensure general and site specific health and safety orientation and training is completed for all employees;
 - 2.4 ensure employees are involved in health and safety discussions, including participation in health and safety committees;
 - 2.5 ensure workplace hazard assessments are communicated to employees and employees participate in the hazard assessment process;
 - 2.6 ensure identified hazards and unsafe conditions are eliminated or controlled;
 - 2.7 plan and participate in inspections of the working and learning environment;
 - 2.8 ensure incidents and work related injuries, illnesses, and near misses are promptly reported, investigated, documented and corrective action is taken;
 - 2.9 ensure employee work refusals due to imminent danger or unsafe working conditions are investigated and documented and employees are protected from any form of reprisal from exercising this right;
 - 2.10 ensure site emergency plans are prepared, implemented, and updated annually;
 - 2.11 set a positive example of health and safety practices.
3. Employees:
- 3.1 are required to be familiar with and follow the procedures that are in place to protect their physical, psychological, and social well-being;



- 3.2 are to participate in the instruction on psychological and physical hazards;
 - 3.3 are to refrain from causing or participating in harassment or violence;
 - 3.4 have responsibility to treat each other with respect;
 - 3.5 are required to immediately report all violations of this procedure;
 - 3.6 are responsible to co-operate in the investigation of complaints;
 - 3.7 are to report to the employer a concern about an unsafe or harmful work site act that has occurred or an unsafe or harmful work site condition that exists or has existed;
 - 3.8 are responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control associated hazards;
 - 3.9 are to participate in health and safety committees or as health and safety representatives.
4. No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.
 5. Reasonable actions by principals to help manage, guide, or direct workers or the workplace are not harassment.
 6. Appropriate worker performance reviews, counselling, or discipline by a principal is not harassment.

Procedures

1. Under the Occupational Health and Safety Act and its regulations, all staff members have the responsibility to ensure the health and safety of students, themselves, and their colleagues. The Division is responsible for the establishment and the provision of information, programs, and resources to maintain compliance with relevant statutes and agencies. The personal safety of each student, employee, and visitor will be considered fundamental to the design of all facilities and programs.
 - 1.1 All Division administrators, staff, and contractors shall comply with Health and Safety legislation.
 - 1.2 All Division personnel and contractors shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
 - 1.3 All Division personnel and contractors who, as a part of their duties, either use or may be exposed to hazardous chemicals, shall participate in WHMIS and TDG training.



- 1.4 All Division personnel have the right to know the hazards of their jobs, the right to refuse unsafe work on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes an imminent danger to the worker's health and safety, and the right to participate in training.
2. A joint work site health and safety committee shall be established pursuant to Part 3 of the *OHS Act* to provide guidance and assistance in the following:
 - 2.1 the receipt, consideration, and disposition of concerns and complaints respecting the health and safety of workers;
 - 2.2 participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site;
 - 2.3 the development and promotion of measures to protect the health and safety of person at the work site and checking the effectiveness of such measures;
 - 2.4 cooperation with an officer exercising duties under this Act, the regulations, and the OHS code;
 - 2.5 the development and promotion of programs for education and information concerning health and safety;
 - 2.6 the making of recommendations to the employer, prime contractor, or owner respecting the health and safety of workers;
 - 2.7 the inspection of the work site at regular intervals;
 - 2.8 the participation in investigations of serious injuries and incidents at the work site in accordance with section 40 of the *OHS Act*;
 - 2.9 the maintenance of records in connection with the receipt and the disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
 - 2.10 such other duties as may be specified in the *OHS Act*, the regulations and the OHS code.
3. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff.
 - 3.1 Each Principal shall develop procedures and guidelines that prescribe the rules of safe operation of all laboratories within the school. Such procedures shall address:
 - 3.1.1 Safe and secure storage, annual checking and disposal, where needed, of chemicals;
 - 3.1.2 WHMIS labelling of all chemicals;



- 3.1.3 Safe and secure storage and use of laboratory equipment;
 - 3.1.4 Safe use of natural gas and security when gas is not in use;
 - 3.1.5 Appropriate teacher supervision of students in all laboratory activities;
 - 3.1.6 The training of staff in the use and maintenance of safety equipment and the use and hazards of any equipment or chemicals they may use as well as the safety requirements of any procedure or activity they may undertake;
 - 3.1.7 The training of students in any safety procedures relevant to the work they are doing; and
 - 3.1.8 Any other measures required to ensure the safety of students and staff in any school laboratory. All students in laboratory courses shall participate in a safety training session.
4. The development and implementation of safety and accident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety.
5. The provision of instruction and training to students and staff is essential in order to encourage safe working practices and to ensure appropriate response in the event of an accident.
- 5.1 In order to ensure that there are staff members proficient in administering First Aid, the Division encourages staff members to participate in a standard First Aid course.
 - 5.2 Upon approval and the successful completion of a standard First Aid Course, the school/site will reimburse the staff member's registration fee.
 - 5.3 Any staff member covered by Workers' Compensation who is injured while carrying out his/her duties to the Division shall, within the specified time, fill out any forms required under Workers' Compensation.
 - 5.4 Any staff member not covered under Workers' Compensation shall submit to their immediate supervisor a Staff Accident Report Form (found on division portal) regarding any injury caused by an accident while carrying out their duties to the Division.
 - 5.5 The application of universal precautions, meaning the application of strategies for isolation precautions to prevent the spread of blood-borne infections by applying blood and body fluid precautions universally to all persons regardless of their presumed infection status, is mandatory for all staff members.
 - 5.6 Universal precautions in a school setting shall apply to isolation of all moist and potentially infectious body substances (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all persons, regardless of their presumed infection status, through the use of protective gloves.



- 5.7 Staff members shall put on clean protective gloves immediately before any contact with mucous membranes or non-intact skin and for anticipated contact with moist body substances. Protective gloves are to be removed promptly after use before handling non-contaminated items or environmental surfaces. Hands are to be washed immediately to avoid transfer of micro-organisms to other individuals or environments.
- 5.8 The Principal or Division Office administrator shall ensure that an adequate supply of protective gloves is available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves.
- 5.9 Principals shall ensure that procedures are developed for the application of universal precautions in the school environment.

Reference: Section 33, 52, 53, 196, 197, 222 Education Act
Occupational Health and Safety Act
Worker's Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Act Regulation
Occupational Health