

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 409
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POLICY TITLE: OCCUPATIONAL HEALTH & SAFETY

SECTION A

1. PURPOSE

The York Catholic District School Board values learning and working environments that are safe, nurturing, positive and respectful. The purpose of this policy is to promote for all employees a healthy and safe working environment that is consistent with the requirements of the Occupational Health and Safety Act, its attendant Regulations and any other applicable legislation.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that every effort shall be made to provide and maintain a healthy and safe work environment for all employees.

3. PARAMETERS

- 3.1.** A multisite Joint Health and Safety Committee shall operate with representation from both workers and management.
- 3.2.** All Board workers and management share the responsibility for occupational health and safety through the internal responsibility system. It is in the firm belief that through joint education programs, joint investigations of problems and joint resolution of those problems, working conditions will be enhanced for all, and the workplace will be made safe and healthy for all employees.
- 3.3.** The Joint Health and Safety Committee shall make recommendations to the Director of Education for the improvement of health and safety in the workplace, maintenance and monitoring of programs, measures and procedures.

- 3.4. The Joint Health and Safety Committee will, in conjunction with staff, provide a procedure for scheduling, conducting and following up on workplace inspections in all YCDSB facilities.

4. RESPONSIBILITIES

4.1. Director of Education

- 4.1.1. To oversee compliance with the Board's Occupational Health & Safety policy, programs and procedures.
- 4.1.2. To promote workplace health and safety as a joint responsibility of both the Board and its employees.
- 4.1.3. To establish procedures that ensures ongoing communication between the Board and workers on health and safety matters.

4.2. Principals or Managers

- 4.2.1. To ensure that employees carry out their responsibilities in compliance with established health and safety programs and procedures.
- 4.2.2. To take every reasonable precaution in the circumstances for the protection of an employee by informing them of any hazard(s) in the workplace and taking prompt corrective action to rectify any identified hazard.
- 4.2.3. To provide appropriate training to all employees under their supervision concerning personal health and safety, and that of their co-workers.

4.3. Employees

- 4.3.1. To work in compliance with the provisions of the *Occupational Health and Safety Act* and in keeping with the programs and procedures established by the Board.
- 4.3.2. To take responsibility for protecting their personal health and safety in the workplace and that of their co-workers.
- 4.3.3. To immediately bring to the attention of Administration, through their supervisor, the existence of any unsafe work practices and/or hazardous condition(s).

4.4. Joint Health & Safety Committee

- 4.4.1. To carry out responsibilities as identified in the Occupational Health & Safety Act.
- 4.4.2. To identify and make recommendations to the Board on improvements to workplace health and safety.

4.5. Designated Workers

- 4.5.1. To conduct health and safety inspections of his/her workplace on a monthly basis.
- 4.5.2. To assume all legislated responsibilities of a Designated Worker in the event of a work refusal.

5. CROSS REFERENCES

YCDSB Policy 425 Workplace Harassment
YCDSB Policy 427 Workplace Violence
Joint Health and Safety Committee, YCDSB Terms of Reference March 2017
Occupational Health and Safety Act

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