



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – 318

Occupational Health and Safety

Area: Human Resources
Source: Superintendent of Human Resources

Approved: February 27, 2006
Revised: June 15, 2015; January 11, 2021
Reviewed: Annually

1. Introduction

The Durham Catholic District School Board (the “Board”) is committed to safeguarding the health and safety of its employees. To this end, the Board lives out this commitment consistent with the teachings of the Catholic Church. As such, the Board makes every effort to provide a healthy and safe working environment for all its employees.

2. Definitions

~~Employee – a “worker” as defined in the Occupational Health and Safety Act and does not include a Trustee of the Board.~~

Employee (*Employment Standards Act*) – a person, including an officer of a corporation, who performs work for an employer for wages; a person who supplies services to an employer for wages; a person who receives training from a person who is an employer, as set out in subsection (2); or a person who is a homemaker; and includes a person who was an employee.

~~Employer – the School Board.~~

Employer (*Occupational Health and Safety Act*) – a person who employs or contracts for the services of one or more workers.

Internal Responsibility System – includes the employer, employee and the supervisor working together and sharing the responsibility of maintaining a safe and healthy workplace.

Supervisor (*Occupational Health and Safety Act*) – a person who has charge of a workplace or authority over a worker.

3. Purpose

The purpose of this policy is to promote a healthy and safe working environment for all employees that is consistent with the requirements of the Occupational Health and Safety Act, its attendant Regulations and any other applicable legislation.

4. Application / Scope

This policy applies to all employees, trustees, volunteers, contractors, lessees/lessors, community of school users on all premises under the jurisdiction of the Board.

5. Principles

5.1 The Board of Trustees believes that:

5.1.1 workplace health and safety is a joint responsibility of the Board and all of its employees;

5.1.2 it has a responsibility to act in compliance with any legislation supporting this policy;

5.1.3 the effective implementation of this policy requires the cooperation of all Board employees;

5.1.4 the Joint Occupational Health and Safety Committee of the Board has a mandate to promote exemplary health and safety practices across the system.

6. Requirements

6.1 The Director of Education, **or designate**, shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.

6.2 The Board shall:

6.2.1 take every precaution reasonable in the circumstances for the protection of a worker;

6.2.1 maintain a Joint Occupational Health and Safety Committee;

6.2.2 implement programs and procedures to support the requirements of all health and safety legislation;

6.2.3 inform all Board employees of their individual rights and responsibilities as identified in the health and safety legislation;

- 6.2.4 in consultation with the Joint Occupational Health and Safety Committee, will provide information, develop procedures and provide training to all supervisory staff and other employees as required;
 - 6.2.5 ensure that there are ~~the appropriate~~ at least the minimum number of “certified” members of the Joint Occupational Health and Safety Committee as required by the attendant legislation;
 - 6.2.6 establish appropriate health and safety inspection programs and reporting procedures;
 - 6.2.7 promote an awareness of health and safety issues and the need for the prevention of personal injury in the workplace by providing ongoing information on safe work practices;
 - 6.2.8 promote cooperation among all employees in the implementation of programs and procedures;
 - 6.2.9 promote the maintenance of safe working environments and effective prevention practices in all workplaces;
 - 6.2.10 provide direction to all employees responsible or take appropriate action in the event of incidents in the workplace;
 - 6.2.11 establish appropriate monitoring and annual review of procedures to assess the effectiveness of this Occupational Health and Safety policy and the program designed to implement it.
- 6.3 Supervisors shall:
- 6.3.1 take every precaution reasonable in the given circumstances for the protection of a worker;
 - 6.3.2 ensure that a worker complies with the Occupational Health and Safety Act and its attendant Regulations;
 - 6.3.3 ensure that any equipment, protective devices or clothing required by the employer is used or worn by the worker;
 - 6.3.4 advise a worker of any potential or actual health and safety dangers known by the Supervisor;
 - 6.3.5 take prompt corrective action when hazards are identified and/or arise in the workplace;
 - 6.3.6 ensure that a Health and Safety board is situated prominently in a location accessible to all employees, for premises under their jurisdiction;

- 6.3.7 ensure that this Health and Safety policy be posted on the Health and Safety board on premises under their jurisdiction.
- 6.4 Employees shall:
 - 6.4.1 work in compliance with the Occupational Health and Safety Act, its attendant Regulations, other applicable legislation, policies and administrative procedures;
 - 6.4.2 use or wear any equipment, protective devices or clothing required by the employer;
 - 6.4.3 report to the employer or supervisor any known missing or protective device that may be dangerous;
 - 6.4.4 report any workplace hazard to the employer or supervisor;
 - 6.4.5 report any known contravention of the Occupational Health and Safety Act or regulations to the employer or supervisor.
- 6.5 Contravention of the Occupational Health and Safety Act, its attendant Regulations and/or policy and its attendant administrative procedures may result in sanctions including, but not limited to, disciplinary action.

7. Sources

- 7.1 Occupational Health and Safety Act, RSO 1990, c.01
- 7.2 Workplace Safety and Insurance Act, SO 1997, c.16, Schedule A

8. Related Policies and Administrative Procedures

- 8.1 Hearing Protection Administrative Procedure (AP318-1)
- 8.2 Scented Personal Products Administrative Procedure (AP318-2)
- 8.3 Protective Footwear Administrative Procedure (AP318-3)
- 8.4 Automated External Defibrillators (AED) Administrative Procedure (AP318-4)
- 8.5 Lockout/Tagout Administrative Procedure (AP318-5)
- 8.6 Drone Safety Administrative Procedure (AP318-6)
- 8.7 Indoor Environmental Quality Administrative Procedure (AP318-7)