



POLICY:

REGULATION: EB – WORKPLACE SAFETY & HEALTH PROCEDURES

EXHIBIT:

A. COMMITTEE STRUCTURE

- a. The WS&H Committee is comprised of representatives appointed from each employee group:

M.G.E.U. Custodial and Maintenance (1)
M.G.E.U. Secretarial & Library Employees (1)
M.G.E.U. Educational Assistants (1)
Bus Driver Representative (1)
Seine River Teachers' Association (2)
Administration (2)

B. MEETINGS

- a. Regular meetings will be held a minimum of six times each school year (from September to June) during regular school hours.
- b. There will be two (2) Co-Chairs – one representing administration and one from the employee group.
- c. The Co-Chairs will alternate running the meetings.
- d. Minutes of all meetings will be forwarded within ten days to:
- I. The Board of Trustees
 - II. Provincial Workplace Safety and Health
 - III. WS&H Committee Representatives
 - IV. Site-Based Representatives
 - V. School Principals
 - VI. Custodians
 - VII. Schools for posting to WS&H bulletin boards

C. SITE-BASED REPRESENTATIVES

- a. Each workplace must select a full-time employee as a Site-Based Representative. However, the Site-Based Representative cannot be a School Principal or Caretaker as they have other WS&H responsibilities.

D. EDUCATION

- a. The School Division is required to provide and the committee members and site-based representatives are required to take a minimum of two days of professional development per year relating to workplace safety and health.

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- b. WS&H Committee members wishing to take professional development must submit a request in writing to the administration co-chair. The administration co-chair will coordinate and approve professional development based on criteria to include immediate need and knowledge base of the committee.

E. RESPONSIBILITIES OF WS&H TEAM

- a. Site-Based Representatives:
 - I. Participate in scheduled inspection(s) of school.
 - II. Handle local concerns and complaints.
 - III. Liaise with WS&H Committee.
 - IV. Site-representative for all safety and health concerns.
 - V. Maintain information on WS&H bulletin board.
- b. WS&H Committee:
 - I. Receipt and review of concerns respecting safety and health issues.
 - II. Recommending how safety and health concerns may be resolved. The committee is not responsible for unsafe or unhealthy situations in the workplace.
 - III. Assist in the identification of safety and health concerns which may affect workers and others in the workplace.
 - IV. Assisting with the development and promotion of measures to protect the safety and health of persons in the workplace.
 - V. Reviewing hazard identification and control reports, inspection reports, emergency procedures and accident investigation reports.
 - VI. Recommending the development and promotion of programs for education and information regarding safety and health in the workplace.
 - VII. Conduct accident investigations (minimum two member team).
- c. School Principal:
 - I. Develop and maintain emergency response preparedness.
 - II. Facilitate resolution of safety concerns and hazards.
 - III. Provide WS&H bulletin board.
 - IV. Attend on-site inspection of school.
- d. Committee Administration:
 - I. Meeting minutes.
 - II. Records maintenance (WHMIS training, Material Safety Data Sheets, inventories and hearing conservation).
 - III. Member of accident investigation team.
 - IV. Technical support (noise, mold, asbestos, etc.)

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F. PROCEDURES FOR DEALING WITH CONCERNS (see – Exh EBAA - Reporting of WS&H Concerns)

Definition: A concern is a situation brought about by a hazard or condition at the physical location or any equipment or tools an employee utilizes to fulfill their job responsibilities which is, or potentially may, endanger the safety and health of employees working in, or persons attending a Division building.

- a. When a concern arises which an employee believes is of a safety or health nature, the employee should report the concern to the School Principal.
- b. If the concern is not resolved as a result of the action taken in ‘a’, the employee may report the concern to the Site-Based Representative in the building. The Site-Based Representative will attempt to resolve the concern with the School Principal.
- c. If the concern is not resolved as a result of the action taken in ‘b’, the Site-Based Representative will bring the concern forward to one of the Co-chairs of the WS&H Committee for resolution.
- d. Under emergency conditions, the time frames for resolution will be escalated as appropriate and feasible.

G. PROCEDURES FOR DEALING WITH DANGEROUS WORK

Definition: Dangerous work generally means work involving safety and health risks that are not *normal* for the job.

- a. When an employee believes they have been assigned dangerous work, the employee must report immediately to the School Principal, or the person in charge at the workplace indicating their reason for refusing to work. Both the employee and the person in charge must attempt to resolve the concern to the employee’s satisfaction for the work to proceed.
- b. If the concern is not resolved as a result of the action taken in “a” the employee must report immediately to the Site-Based Representative in the building indicating their reason for refusing work. The Site-Based Representative will participate in the inspection of the workplace and achieving a satisfactory resolution.
- c. If the concern is not resolved as a result of the action taken in “b”, the Site-Based Representative will bring the concern forward to the worker co-chair of the WS&H Committee for the purpose of inspecting the workplace and facilitating a resolution.
- d. If the concern is not resolved as a result of the action taken in “c”, any person involved, preferably the worker co-chair, will notify a safety and health officer of the refusal to work and the reasons for it. The officer will investigate and render a decision.

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H. SCHEDULED INSPECTIONS

- a. The WS&H Committee will notify each School Principal of inspection date about two weeks in advance.
- b. The School Principal will arrange an adequate meeting space for the WS&H Committee.
- c. There will be six inspections conducted over the school year, with half the schools being inspected each year. NOTE: A school complex will be counted as one school.
- d. WS&H Committee members should obtain a ½ day substitute (if required).
- e. Your facility's inspection team consists of:
 - I. Site-Based Representative
 - II. School Principal
 - III. School Custodian
 - IV. WS&H Committee
- f. Inspections shall identify unsafe conditions, unsafe habits, health hazards and compliance with safety rules/procedures and government regulations. The inspection team will use the SRSD Workplace Safety and Health Inspection Check List (Exh EBA) as a reference.
- g. Upon completion of an inspection, a completed inspection checklist/report will be attached to the WS&H minutes identifying the appropriate action to be taken, time frame and by whom.
- h. The Maintenance Supervisor will review the inspection report with the School Principal and provide a copy for reference.
- i. The minutes will be prepared and distributed within seven working days.

I. PERSONS WORKING ALONE

- a. Provincial Legislation requires where a worker is working alone, the Division shall provide and implement a plan as a means of insuring, so far as is reasonably practicable, the safety, health and welfare of that worker from risks arising out of, or in connection with, activities in the workplace.
- b. In most cases, the type of work that is performed by the employees of Seine River School Division is considered "low risk".
- c. The Division has created a "buddy" system that requires all employees who are in a work alone situation to contact their "buddy". Contact should be maintained at a minimum two hour interval, unless the risk of the situation warrants more frequent contact.
- d. Please refer to Exh EBAC to process the SRSD work alone guidelines.

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