



## POLICY

HR4

### Health and Safety

**Board Received:** September 28, 2015

**Review Date:** October 2019

#### **Policy Statement:**

It is the policy of the Grand Erie District School Board to be committed to the protection of its employees from injury, and its property from damage caused by accidents.

#### **Accountability:**

1. Frequency of Reports – Annual/Monthly
2. Criteria for Success –
  - Enhanced safety in workplace
  - Elimination of unsafe work practices and procedures
  - Reduction in near misses
  - Reduction in accidents of all kinds up to and including lost time
  - Enhanced co-operation with employee groups
  - The policy is reviewed by the Joint Occupational Health and Safety Committee annually

#### **Background:**

The Grand Erie District School Board is committed to preventing occupational illness and injury to students and staff by implementing and maintaining a safe and healthy working and learning environment. It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Grand Erie District School Board. The Grand Erie District School Board will make every reasonable effort to provide and maintain a safe and healthy work environment. The Grand Erie District School Board's staff must all be committed to reducing the risk of injury in the workplace.

All staff are required to meet or exceed all statutory requirements concerning the health and safety of workers, as well as all safe work policies and procedures established by the Grand Erie District School Board, staff will be held accountable when they fail to do so. Staff are required to work safely and report any unsafe condition to their supervisor immediately. The Grand Erie District School Board's supervisors are responsible for ensuring that staff work in a safe manner and employees receive adequate training in their specific work tasks to protect their health and safety. The Grand Erie District School Board and its supervisors must also take every precaution reasonable in the circumstances for the protection of the worker.

This Health and Safety Policy is implemented through the Grand Erie District School Board Health and Safety Program, developed and amended yearly, through consultation with the Joint Health and Safety Committee.

The Joint Health and Safety Committee shall review the Policy and Program annually and make recommendations, to ensure that all legislative requirements and practices are maintained and the Policy and Program remain relevant and appropriate.

**Procedures:**

1. In fulfilling this commitment, the Board will provide and maintain a safe workplace and healthy environment, as indicated by accepted safety practices and in compliance with legislative requirements of the Acts, Regulations, and Codes.
2. The Board will strive to eliminate foreseeable hazards that could result in fires, loss of security, damage to property, and which could cause personal injuries or illness.
3. Lost employee time due to accident or injury can be controlled through effective management in combination with active involvement of all employees. Prevention of accidents is the direct responsibility of all managers and employees alike.
4. Those in supervisory positions will comply with the Board's health and safety requirements to prevent accidents and lost time. These requirements apply to the design, operation, and maintenance of facilities and equipment.
5. All employees will perform their tasks properly in accordance with established procedures and operating philosophy.
6. The Board is committed to the highest degree of safety and acknowledges that this can be achieved by co-operation with the Joint Health and Safety Committee and other groups.
7. See Appendix 'A' for Guidelines for the Structure and Function of the Joint Occupational Health and Safety Committee.

**Guidelines for the  
Structure and Function  
of the Joint Occupational Health and Safety  
Committee**

**As Agreed Between  
The Grand Erie District School Board  
and**

**Ontario Secondary School Teachers' Federation, District 23  
Grand Erie Elementary Teachers' Federation  
Canadian Union of Public Employees, Local 5100**

**GRAND ERIE DISTRICT SCHOOL BOARD**

**HEALTH & SAFETY GUIDELINES**

**Preamble**

The Occupational Health and Safety Act requires the Board to establish a policy which encourages the active participation of all employees in the prevention of accidents and in the promotion of health and safety in the workplace. It is our firm belief that, through joint education programs, joint investigations of problems, and joint resolution of those problems, the workplace will be made safe and healthy for all employees.

The Board and the unions/federations agree to the establishment of a Joint Occupational Health and Safety Committee with a group of members exercising all functions of a Joint Health and Safety Committee as prescribed in the Occupational Health and Safety Act and in individual schools/facilities, a Health and Safety Team exercising the duties as assigned in this document.

Here within, the Joint Occupational Health and Safety Committee shall be referred to as the Joint Committee and the Health and Safety Team shall be referred to as the Workplace Team.

The parties acknowledge that the diversity of workplaces in the educational sector requires reference to many Acts, Regulations, Codes, Standards and Guidelines to set the minimum standard to ensure the health and safety of workers. In addition, workplace policies and guidelines, along with Collective Agreements, may extend those standards.

The parties acknowledge that the proper functioning of the Joint Committee can only be carried out where the representatives of the employer and of the workers are committed to these responsibilities. To effect this, the undersigned undertake to make decisions that will be carried out by their respective organizations.

The parties agree to accept other employee group(s) as members of the Joint Committee, based upon a request by other employee group(s) and the mutual consent of the Board and each of the unions who are a party to this agreement.

The parties hereto adopt these guidelines in good faith and agree to promote and assist the Joint Committee whenever and wherever possible.

The terms of reference for the operation of the Joint Committee shall be reviewed on a yearly basis.

Signed at \_\_\_\_\_ (location)

This \_\_\_\_\_ day of \_\_\_\_\_, 2015

For the Employer

For the Workers

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
OSSTF

\_\_\_\_\_  
Director of Education

\_\_\_\_\_  
ETFO

\_\_\_\_\_  
CUPE

**1.1 Structure of the Joint Occupational Health and Safety Committee**

- 1.2** The **Joint Occupational Health and Safety Committee** (referred to hereafter as “the Joint Committee”) shall consist of fifteen (15) members elected/appointed yearly by their respective groups as follows: Employer representatives (5) and Worker representatives (10) .

One management member from each of the following:

Business Services  
Elementary School Administration  
Facility Services  
Human Resources  
Secondary School Administration

And one worker member from each of the following:

CUPE - Educational Assistants  
CUPE - Facility Services  
CUPE - Office/Clerical/Technical  
GEETF - Grand Erie Elementary Teachers’ Federation  
GEETF - Occasional Teachers  
ETFO - Designated Early Childhood Educator  
Non-Union -  
OSSTF - Occasional Teachers  
OSSTF - Professional Student Services Personnel  
OSSTF - Secondary Teachers

- 1.3** Alternates will be allowed to the Joint Committee. Each party will supply a list of alternates. One alternate may be brought to any JOHSC meeting, additional alternates must notify the co-chairs of their interest in attending a meeting in advance.

- 1.4**
- a) Each school/facility shall establish a Workplace Health and Safety Team.
  - b) The Workplace Team should consist of representatives from management and one (1) representative from each bargaining unit represented at the Workplace. Worker Representatives shall be selected by their respective union/federation. The Worker Representative should be chosen in each location before September of each school year.
  - c) The number of employer representatives should not be greater than the number of employee representatives.

- 1.5
  - a) Two (2) of the Joint Committee members shall be Co-chairpersons, one (1) of whom shall be selected from the employer members and one (1) of whom shall be selected from the worker members.
  - b) The selection of the Co-chairpersons will occur in September and be for a definite period of twelve (12) months. The Co-chairpersons will alternate the chair of the meetings.
  - c) The Co-Chairs as of June will set the agenda for the upcoming September meeting.
- 1.6 A Co-chairperson may, with the consent of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.
- 1.7 The Board's occupational Health and Safety Officer shall attend meetings as a resource to the committee, but shall not be considered a "member" under 1.1.
- 1.8 The employer shall ensure that all Worker members of the Joint Committee are trained under the certification process as per Occupational Health and Safety Act R.S.O. 1990, c.0.1 as amended by S.O. 1992, c. 14, s.2. At least two (2) Management Representatives shall be certified. The certification program shall be agreed to by the Joint Committee members.
- 1.9 Anyone who receives certification training would endeavor to be available to serve as a Workplace Representative at whichever Workplace they are located for three years.

## **2.1 Functions of the Joint Committee**

- 2.2 The Joint Committee shall meet on a regularly established schedule as follows: monthly except July and August with the time and place to be determined by the Committee.
- 2.3 To attain the spirit of the Occupational Health and Safety Act R.S.O. 1990, c.0.1 as amended by S.O. 1992, c. 14, s.2 and its regulations, the functions of the Joint Committee shall be:
  - 2.3.1 To identify, evaluate and recommend a resolution of all matters pertaining to health and safety in the workplace to appropriate management.
  - 2.3.2 To facilitate adequate education and training programs in order that all employees are thoroughly knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
  - 2.3.3 To address matters related to Hazardous/Designated Substance Regulations and WHMIS where applicable.
  - 2.3.4 To review accident reports and workplace inspection reports.

- 2.3.5** To obtain information from management respecting:
- i) the identification of potential or existing hazards of materials, processes or equipment, and;
  - ii) health and safety experience, and work practices and standards in similar school boards of which the employer has knowledge, and;
  - iii) timely results of workplace testing, and;
  - iv) any other data pertinent to health and safety;
- 2.3.6** To provide the appropriate information to Workplace Team members.
- 2.3.7** To schedule inspections by the Joint Committee. The schedule shall be completed by the end of May for the following academic year and may be adjusted by the Joint Committee at any time.
- 2.3.8** To ensure a certified Joint Committee member is readily available to attend any Health and Safety matter at any Workplace.
- 2.3.9** To deal with any health and safety matter within the workplace that the Joint Committee deems appropriate.
- 2.4** Members of the Joint Committee shall conduct an inspection of each school/facility within the district.
- 2.4.1** Once per year for elementary schools, administrative buildings and satellite locations (here within this article referred to as Workplace).
- Small to mid-sized Workplaces should be inspected within half a day. Large Workplaces should be inspected within one day.
- 2.4.2** Twice per year for secondary schools (here within this article referred to as Workplaces).
- High-risk areas shall be inspected during both inspections, and low-risk areas shall be divided over both inspections. Secondary schools should be inspected within one day.
- High-risk areas **include:** science labs and preparation rooms, design and technology classrooms, art classrooms, boiler rooms, slop sink areas, mechanical/fan rooms, storage rooms/areas, and Family Studies Rooms.
- 2.4.3** A Joint Committee inspection shall coincide with the monthly inspection by the Workplace Team.
- 2.4.4** The inspections shall be carried out by a certified Joint Committee Worker member, certified Workplace Team representatives and the Workplace Supervisor.



- 2.4.5** Certification training is to be completed within 6 months of appointment for all Joint Committee members. Prior to completing training committee worker members who perform inspections will have received inspection training through the Health and Safety Office and the Joint Committee. Worker members shall receive certification training in the year that they join the Joint Committee.
- 2.4.6** Worker Representatives at the site involved in conducting workplace inspections shall receive level one training by December 31 of the school year. However, the lack of training will not prevent a Worker Representative from participating in a workplace inspection.
- 2.5** All health and safety concerns raised during the physical inspection will be recorded on an appropriate workplace audit form and signed by all members of the inspection team. The Workplace Supervisor will take appropriate actions on hazards that require immediate attention.
- 2.6** The workplace audit form will be forwarded to the Joint Committee within five days of the workplace inspection. The workplace supervisor will inform the Committee of the status of the outstanding items, outlining the details of who is responsible for resolving the matter along with a time frame in which the matter will be resolved, by the next Committee meeting.
- 2.7** The Director or the Superintendent, responsible for Health and Safety, will communicate in writing within twenty-one (21) days directly to the Co-chairpersons with regard to minuted recommendations of the Committee by giving their assessment of the problem and outlining the details of who is responsible for resolving the matter along with a time frame in which the matter will be resolved.
- 2.8** Members of the Workplace Team shall:

  - 2.8.1** Conduct monthly inspections of the high-risk areas within the actively used facilities.
  - 2.8.2** Conduct an inspection of the non-high-risk areas at least once a year, with at least part of the non-high-risk areas being conducted monthly.
  - 2.8.3** Be afforded the opportunity to participate in the Joint Committee inspection of the school.
  - 2.8.4** Be provided with health and safety training through the Safety Office, as approved by the Joint Committee and until certification training is completed by November 1, 2006, for Workplace Worker Representatives.

**2.8.5** Be provided with certification training through the Health and Safety Office as approved by the Joint Committee by November 1, 2006 if they are a worker representative. Thereafter, Worker Representatives will receive certification training in the year that they join the Workplace team.

**2.8.6** Attend Joint meetings at the request of the Joint Committee Co-chairpersons.

**2.8.7** Make recommendations to be forwarded to the Joint Committee.

**High-risk areas include:** science labs and preparation rooms, design and technology classrooms, art classrooms, boiler rooms, slop sink areas, mechanical/fan rooms, storage rooms/areas, and Family Studies Rooms.

**2.9** The Joint Committee shall review all non-critical accident reports for the school.

**2.10** The Workplace Supervisor shall immediately advise the Health and Safety Office of all critical injuries(involving all persons including employees, students or visitors), safety related work refusals and work stoppages resulting from safety issues. The Health and Safety Office shall, without delay, notify the appropriate certified Worker member of the Joint Committee.

**2.11 a)** It is the responsibility of the Workplace Supervisor to maintain the Health and Safety Bulletin Board and Safety Program Binder. The following information is to be posted on the bulletin board.

- i. names and locations of the members of the Workplace Team;
- ii. names and locations of the members of the Joint Committee;
- iii. Workplace Safety and Insurance Board poster regarding “In All Cases of Injury”;
- iv. Ministry of Labour Inspection Reports and Notice of Compliance forms;
- v. a copy of Regulation 1101 and the names and locations of qualified first aiders.
- vi. a copy of the current Occupational Health and Safety Act and Regulation 851 for Industrial Establishments;
- vii. The Grand Erie District School Board Health and Safety Policy;
- viii. a copy of “Guidelines for the Structure and Function of the Joint Health and Safety Committee”;
- ix. a copy of the most recent workplace inspection report;
- x. a copy of the most recent Joint Committee meeting minutes;
- xi. a copy of all Annual Board Health and Safety Reports;
- xii. WHMIS symbol poster;
- xiii. copy of results of workplace testing;
- xiv. the Asbestos Inventory and colored floor plan of the school/facility; and/or information on how to access E-base Works
- xv. all other items required by the Occupational Health and Safety Act and Regulations.

- b) The Workplace Supervisor shall ensure that the M.S.D.S. binders are current and they are located in appropriate locations.
- 2.12** a) The Workplace Supervisor shall inspect all first aid boxes at least quarterly and maintain adequate supplies as outlined in Regulation 1101.
- b) The Workplace Supervisor shall establish a procedure for the release of qualified first aiders in case of an accident.
- 2.13** Unresolved Workplace Team concerns regarding occupational health and safety issues shall be documented on the Health and Safety Concern form and submitted to the Joint Committee and the Health and Safety Office.
- 2.14** The Workplace Team, through the Workplace Supervisor, is responsible for ensuring that a copy of all Ministry of Labour reports are forwarded to the Health and Safety Office.
- 2.15** The Workplace Supervisor shall endeavor to inform the Workplace Team prior to the commencement of maintenance work by board employees or outside contractors pertaining to the use, removal or disturbance of designated substances or any other toxic substances which may be used during the course of the work.
- 2.16** A Workplace Team worker representative shall be entitled to be present at the beginning of testing conducted with respect to specific industrial hygiene issues at a school or facility. Where the industrial hygiene issue involves general indoor air testing, a Workplace Team Worker/Representative at the school or facility shall be entitled to be present at the beginning of general indoor air quality testing.
- 2.17** The inspections conducted by the Workplace Team shall be scheduled by the Workplace Team members and shall coincide with any monthly inspection by the Joint Committee.
- 2.18** a) All health and safety concerns raised during the physical inspections will be recorded on an appropriate workplace inspection form and signed by the Worker Representative and the Workplace Supervisor. A copy of these inspection reports will be forwarded to the Health and Safety Office within five(5) working days and received on behalf of the Joint Committee. A copy of the inspection form will be posted prominently in the Workplace for one (1) month.
- b) Follow-up to the items noted during the inspection should be initiated or where possible completed within twenty-one (21) days and a signed copy of the inspection report forwarded by the Workplace Supervisor to the Health and Safety Office.

- c) If it is expected that the actions to be implemented will take longer than twenty-one (21) days or they do take longer than twenty-one (21) days, then the employer will provide a written response that shall outline in a timely fashion the proposed actions including details, time lines and who will be responsible for such action.
- 2.19** a) The members of the Joint Committee representing workers shall designate a certified Worker member to investigate and report upon work refusals.
- b) In addition to the regular Joint Committee member responsibilities, the certified members have the authority to direct work stoppages where they have reason to believe that “dangerous circumstances” exist in the Workplace
- 2.20** The Joint Committee shall designate certified Joint Committee Worker Representative members representing their appropriate union/federation who shall be made available as soon as possible to investigate critical injuries, fatalities, emergency closures for health and safety purposes and be available for specific industrial hygiene issues. Where applicable, the investigating team shall be responsible for monitoring that the requirements prescribed in section 51 and 52 of the Occupational Health and Safety Act and sections 5 and 6 of the Regulations for Industrial Establishments are carried out.
- 2.21** A certified Joint Committee Worker member shall be made available, as soon as possible, to represent their respective workers involved in a critical injury, fatality or work refusal.
- 2.22** A certified Joint Committee Worker member and a certified management representative will be made available, as soon as possible, to participate in the investigation of work stoppage.
- 2.23** A certified Workplace Team Worker Representative shall be entitled to be present at the beginning of testing conducted with respect to specific industrial hygiene issues at a school or facility. Where the Industrial hygiene issue involves general indoor air quality testing, the Joint Committee Worker member shall be advised of the testing and a Workplace Team Worker Representative at the workplace shall be entitled to be present at the beginning of general indoor air quality testing.
- 2.24** A certified Worker member from the Joint Committee or the on-site health and safety worker representative (if certified) will be made available to accompany a Ministry of Labour Official on inspection tours in the respective school/facility.
- 2.25** The Joint Committee agrees that should the designated member of the appropriate federation/union be delayed, the Certified Worker-member closest to the school of the safety emergency shall attend the safety emergency. This decision shall be made by the Worker Co-chairperson in consultation with the first Worker representative called. The Worker Co-chairperson shall notify the Health and Safety Office.

**2.26** Recommendations of the Joint Committee will be sent to the Office of the Director and the Superintendent, responsible for Health and Safety. The employer shall respond within twenty-one (21) days with regard to written recommendations made by the Joint Committee. The written response shall indicate the employer's assessment of the Joint Committee's recommendation and specify what action will, or will not (with explanations) be implemented as a result of the recommendations. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

### **3.1 Agenda and Minutes of Joint Occupational Health and Safety Meetings**

**3.2** The Board will provide for a secretary to finalize and distribute the agenda with attachments, where or when one is available, one (1) week in advance of the meeting. The secretary will also be responsible for taking the minutes and having the minutes typed, circulated and filed within ten (10) working days of the meeting. The minutes of meetings will contain a summary of all matters discussed. Minutes shall be reviewed and approved by the Co-chairpersons prior to distribution. Agenda items will be identified by a reference number, and be readily available in a proper filing system. Names of Committee members will not be used in the minutes except to record attendance. Copies should be circulated to all Joint Committee members, each Workplace Team, each employee group Union office and a copy forwarded to Executive Council.

**3.3** The Co-chairpersons shall draft an agenda and forward a copy to the secretary two (2) weeks in advance of the meeting. The secretary shall distribute the final copy of the agenda to all Joint Committee members one (1) week in advance of the meeting. Co-chairpersons will be notified in advance of the invited Resource person, where feasible.

**3.4** The Joint Committee may accept any item as proper for discussion and resolution pertaining to Workplace Health and Safety, except to violate any terms of the prevailing collective agreements. All items raised from the agenda in the meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.

**3.5** All items that are resolved or not will be reported in the minutes. Items unresolved by the Joint Committee members will be placed on the agenda for next meeting.

**3.6** Where an item raises policy issues, the Joint Committee shall recommend changes/policy to the Board.

### **4.1 Quorum for Joint Occupational Health and Safety Meetings**

**4.2** The Joint Committee shall have a quorum of six (6) members present in order to conduct business. One Co-chairperson must be present in order to conduct business. The number of employer members shall not be greater than the number of employee members.

**4.3** Where the requirements outlined in Article 4.1 are not met, the meeting shall be considered an information session only.

**5.1 Payment for Attendance at Joint Occupational Health and Safety Meetings and Work Site Inspections**

- 5.2** Committee meetings, inspections and other functions undertaken by the Joint Committee members will be scheduled during normal working hours except in extraordinary circumstances. When performing duties as listed in these guidelines, Joint Committee Worker Representatives shall be replaced by casual/occasional workers and the Joint Committee member will receive the member's current rate of pay.
- 5.3** Time spent as a Workplace Representative performing Workplace inspections, and other duties as listed, will be paid for at the member's current rate of pay for performing work and the time spent will not interfere with the worker's preparation time, breaks, lunch time or personal time.
- 5.4** In accordance with the Occupational Health and Safety Act, a Joint Committee Worker member, who is called out to perform such legal responsibilities (work refusal, critical injury, Ministry of Labour summons) outside normal working hours shall be paid at the employee's regular or premium rate as may be proper. If there is any disagreement as to the rate or amount of compensation, it shall be resolved through the Grievance Procedure in the appropriate Collective Agreement.
- 5.5** Travel allowance, at the current Board rate, shall be paid for attendance at Joint Committee meetings, work refusals and required business of the committee.

**6.1 General**

- 6.2** In accordance with section 28(1)(c) of the Occupational Health and Safety Act, all employees must discuss health and safety concerns with their Workplace Supervisor before bringing it to the attention of the Committee.
- 6.3** During the physical inspection, if a health and safety concern is raised requiring immediate attention, the inspection team shall immediately bring the concern to the principal or their designate. The Workplace Supervisor shall take the appropriate steps to ensure the safety of the staff.
- 6.4** Joint Committee members and Workplace Team representatives will keep all matters and personal information confidential as designated and as required by legislation.
- 6.5** Where a dispute arises as to the application of the Occupational Health and Safety Act and Regulations, or the compliance, or purported compliance therewith by the employer, the dispute shall be decided by the Ministry of Labour after consulting the employer and the workers or trade union or trade unions representing the workers.
- 6.6** A Ministry of Labour, Occupational Health and Safety Inspector may attend Joint Committee meetings. Copies of minutes of previous meetings and/or written correspondence will be supplied to the inspector upon request.

- 6.7 a)** Any amendments, deletions or additions to these Guidelines must have the consensus of the Committee. After approval by the Board and the Union/Federations, they shall be set out in writing and attached as an Appendix to these Guidelines.
- b)** Signed amendments to this agreement will be sent to the Ministry of Labour

Signed at \_\_\_\_\_ (location)

This \_\_\_\_\_ day of \_\_\_\_\_, 2015

Joint Committee Members

For the Board	For the Workers
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____