



# PROCEDURE

# HS-001

<b>HEALTH AND SAFETY</b>	
<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2020/01/27
<b>Last Updated:</b> 2023/06/09	<b>Next Review Date:</b> 2026/12/01

**Purpose:**

To provide guidelines to ensure safe and healthy working and learning environments, and to prevent occupational illness and injury to students and employees.

**Guiding Principles:**

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

Health and Safety processes will be implemented through Grand Erie's Health and Safety Program, reviewed and amended annually through consultation with the Joint Occupational Health and Safety Committee.

**1.0 Health and Safety Processes:**

- 1.1. In fulfilling this commitment, Grand Erie 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.
- 1.2. Grand Erie 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.
- 1.3. Lost time due to accident or injury can be controlled through effective management in combination with active involvement of the employee(s). Prevention of accidents is the direct responsibility of the Administrator(s)/immediate Supervisor(s) and employee(s) alike.
- 1.4. Administrator(s)/immediate Supervisor(s) will comply with Grand Erie's health and safety requirements to prevent accidents and lost time. Additionally, these requirements apply to the design, operation, and maintenance of facilities and equipment.
- 1.5. Employee(s) will perform their tasks properly in accordance with established procedures and processes.
- 1.6. Grand Erie is committed to the highest degree of safety and acknowledges that this can be achieved by co-operation with the Joint Occupational Health and Safety Committee and other groups.
- 1.7. See Appendix titled "Terms of Reference for the Structure and Function of the Joint Occupational Health and Safety Committee.

**Reference(s):**

- Health and Safety Policy (HS-01)
- [Occupational Health and Safety Act](#)
- Terms of Reference for the Joint Occupational Health and Safety Committee