



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## **ADMINISTRATIVE PROCEDURES**

### **HEALTH AND SAFETY (Policy Statement: Health and Safety)**

#### **Purpose**

The purpose of the Algonquin and Lakeshore Catholic District School Board administrative procedures for Health and Safety are to establish criteria and procedures for all staff while performing duties on behalf of the Board.

#### **References**

*Education Act*

*Occupational Health and Safety Act*

*Workplace Safety and Insurance Act*

*Algonquin and Lakeshore Catholic District School Board Health and Safety Policy and Procedure Manual*

#### **Procedures**

##### **1. Administration**

The Board, through its Director, Superintendents and Management Team, has the overall responsibility for health and safety in the organization. The establishment and day-to-day maintenance of a safe and healthy school environment is delegated to the site supervisors. These supervisors are responsible to advise their staff of potential hazards in their place of employment; to take corrective action to control hazards of which they are aware; to investigate accidents; to take steps to prevent their recurrence; to ensure that safe working practices are developed, communicated and followed, complying with health and safety regulations.

##### **2. Multi-Workplace Joint Occupational Health and Safety Committee:**

The Board has established and supports a Multi-Workplace Joint Occupational Health and Safety Committee with membership from the system's bargaining groups and management. The Committee's role and function is detailed and governed by the Multi-Workplace Joint Occupational Health and Safety Committee Terms of Reference dated June 2017. The Committee makes recommendations on safety and health issues. The Committee oversees the regular inspection of all the physical facilities of the Board with a focus on employee safety considerations. The committee offers recommendations for the development of

safe job procedures, promotes training and awareness programs and proposes reporting procedures to identify, assess and correct potentially hazardous situations.

**3. Local Sub-Committees:**

- 3.1 The Board has also established and maintains local Safety Sub-Committees to further enhance the Board's Health and Safety Program. The Safety Sub-Committees play an important role in identifying and resolving local health and safety concerns. The Safety Sub-Committees are the primary tool through which the worksite inspections are completed and have delegated responsibilities to deal with local school/worksite safety issues.
- 3.2 An appropriately updated procedural manual, outlining duties and responsibilities of all Board employees as well as operational procedures for the Committee, is provided for each work site and is posted on the Board's OHS Employee Portal. This manual is known as the Algonquin and Lakeshore Catholic District School Board Health and Safety Policy and Procedure Manual.
- 3.3 The local Sub-Committee will provide input and information through their monthly workplace inspections and responses to local inquiries, as a resource service, to support the local site supervisor in developing and maintaining a safe and healthy environment in which to work and learn.
- 3.4 The local Sub-Committees are an important component in maintaining a safe environment and report to the Director of Education or designate through the Co-Chairs of the Multi-Workplace Joint Occupational Health and Safety Committee.

**4. Employees of the Board:**

The specific duties of the Multi-Workplace Joint Occupational Health and Safety Committee notwithstanding, all members of the Board staff have a duty to take positive action to identify, report or control hazards through their immediate supervisor.

**5. Director of Education:**

The Director of Education, on behalf of the Board will issue a yearly Health and Safety Statement, indicating the Board's commitment to maintaining a safe and healthy school and work environment.

**6. Monitoring and Reporting:**

- 6.1 On an annual basis a Health and Safety Status Report will be provided to Trustees by Board Administration.
- 6.2 Monitoring of the Health and Safety programs will be completed on an annual basis and will include statistics on key indicators to facilitate the assessment of the effectiveness of the programs.

Appendices

Forms

Approved: March 26, 2013

Revised: February 13, 2018

Administrative Procedures: HEALTH AND SAFETY ADMINISTRATIVE PROCEDURES A-2018-02-1