

The Division is committed to providing a safe and healthy working environment for students, employees, volunteers and the public. Safe working procedures and conditions, accident prevention and the preservation of health are responsibilities that require the combined efforts of the provincial government and administrators, staff, students, parents, volunteers and contractors in the Division.

Procedures

1. The Division administrators, managers, supervisors, and staff will comply with safety and health legislation as set out in the *Occupational Health and Safety Act*, its Regulations, and the *Occupational Health and Safety Code*.
2. The goals of implementing the safety and accident prevention program are to meet or exceed Occupational Health and Safety (OHS) legislation and eliminate or minimize hazards, w h i c h cause accidents or injuries.
3. The OH &S Coordinator is responsible for coordinating and monitoring health and safety matters at the school system level and for:
 - 3.1 formulating appropriate safety procedures in consultation with appropriate staff; facilitating the implementation of safety procedures of a healthy, safe environment;
 - 3.2 ensuring that the requirements of agencies and codes such as Occupational Health and Safety, the fire commissioner and building standards are met in ECACS facilities;
 - 3.3 establishing a system to monitor the effectiveness of safety policies and practices in the Division;
 - 3.4 ensuring regular safety inspections are conducted;
 - 3.5 initiating corrective safety inspections are conducted;
 - 3.6 Establishing a system-wide health and safety committee consisting of to coordinate workplace safety.
4. The school jurisdiction shall:
 - 4.1 Support the Coordinator and provide resources to meet its obligations in maintaining a healthy and safe workplace environment.
 - 4.2 Ensure that principals and staff work with the Coordinator to do everything reasonably possible to protect the health and safety of personnel on site.

- 4.3 Cooperate within the Division in creating a safe work, harassment free environment and ensure that all personnel take reasonable care to protect themselves and others in the workplace.
- 5. Principals and managers must do everything reasonably possible to protect everyone's health and safety at worksites. They shall:
 - 5.1 Know and comply with all OHS regulations;
 - 5.2 Ensure that all personnel are aware of their responsibilities and duties under the *Occupational Health and Safety Act*, Regulation and Code;
 - 5.3 Identify possible hazards in the work location and take steps to eliminate or control them;
 - 5.4 Inform workers of any dangers and ensure that they are aware of and follow safe work procedures;
 - 5.5 Monitor the school or worksite to ensure that employees are complying with the legislation and working in a safe and healthy manner;
 - 5.6 Ensure that contractors comply with the legislation;
 - 5.7 Maintain accurate records of accidents and the treatment provided;
 - 5.8 Investigate serious accidents and report accidents to the Superintendent and the Worker's Compensation Board as required; and
 - 5.9 Investigate incidents that have the potential of causing serious injury;
 - 5.10 Provide direction to all personnel regarding student safety, supervision and/or violations;
 - 5.11 Conduct regular emergency simulation drills;
 - 5.12 Ensure that employees are educated in the handling and use of controlled (chemical) products;
 - 5.13 Ensure the correct use of appropriate personal protective equipment;
 - 5.14 Ensure equipment is in safe working order;
 - 5.15 Ensure that employees are properly trained and competent to perform their tasks if the work can endanger themselves or others;
 - 5.16 Stop any work they perceive to be presenting imminent danger.
 - 5.17 Ensure that the students we serve, our staff, our contractors, visitors and volunteers have a harassment free environment to work and learn in.

6. All personnel must take reasonable care to protect themselves and others in workplace and cooperate with the Division in creating a safe work environment. They shall:
 - 6.1 Follow safe work procedures established by the Division;
 - 6.2 Know and comply with all occupational health and safety regulations;
 - 6.3 Have knowledge of hazards of their particular job;
 - 6.4 Identify and report any hazardous or potentially hazardous situations to their supervisor;
 - 6.5 Report any injuries or occupation illness immediately to their supervisor;
 - 6.6 Report all incidents that have the potential of causing serious injury;
 - 6.7 Report to supervisor any equipment that is unsafe and/or not functioning properly;
 - 6.8 Participate in health and safety training;
 - 6.9 Wear the required personal protective equipment;
 - 6.10 Ensure all equipment, including personal protective equipment, is in proper working order;
 - 6.11 Know the location, type and, if so designated, the operations of emergency equipment;
 - 6.12 Know and understand the emergency response protocol;
 - 6.13 Ask questions if they do not know the proper safe work procedure;
 - 6.14 Refuse to perform work that would cause imminent danger to themselves or other employees;
 - 6.15 Teachers must exemplify safe behaviour in teaching practices and procedures;
 - 6.15.1 Accept as a professional obligation the responsibility of providing and emphasizing safety education in the classroom;
 - 6.15.2 Evaluate safety education efforts, monitoring student behaviour and initiate corrective action as required.
 - 6.15.3 Implement documented safety education programs in accordance with Board policy and the regulations and standards of other regulating bodies.

7. Students have the responsibility to conduct themselves in accordance with safe practices and procedures. This requires students to:
 - 7.1 Be knowledgeable of both environmental safety factors and safe behavioural practices;
 - 7.2 Conduct themselves in accordance with established safety practices and rules such as appropriate dress and protective clothing;
 - 7.3 Identify unsafe practices or environmental conditions and report these to school staff; and
 - 7.4 Inform a school staff of possible health concerns relevant to their personal safety and protection.
8. Parents have the responsibility to:
 - 8.1 Inform the school about relevant student medical problems, and
 - 8.2 Inform the school if they wish their child to be excluded from particular course activities that may be potentially hazardous.

Reviewed/Revised: December 2011, March 2014, September 2018 April 2020

Reference: *Occupational Health and Safety Act 2009*
 The Education Act