



Limestone District School Board is committed to the health and safety of all staff and students and will take every reasonable precaution to implement and maintain a safe and healthy working and learning environment with the goal of preventing occupational illness and injury and fostering a workplace that is free from threats, intimidation and/or violence. Staff, students, volunteers, and contractors working on behalf of the Board can therefore expect to work in an environment that is respectful, secure and safe.

To this end, Limestone District School Board upholds the Internal Responsibility System (IRS) whereby everyone, as an essential component of their job, has direct responsibility for the health and safety of those in the workplace. Each person is expected to take initiative on health and safety issues and proactively work to solve problems and make improvements on an on-going basis.

All individuals in the workplace, at all levels and functions, must accept the responsibilities involved in achieving the spirit and intent of this procedure.

1. Duties of the Director

- 1.1. The Director of Education has been designated by the Board to have overall responsibility for health and safety in the organization. This responsibility has been named specifically in Board Policy No. 4 - Delegation of Authority.
- 1.2. The district, in accordance with legislation, shall form site-based Joint Health and Safety Committees.

2. Duties of Joint Health and Safety Committees

- 2.1. Limestone District School Board recognizes the implementation of site-based Joint Health and Safety Committees, which are guided by the Occupational Health and Safety Act.
- 2.2. Joint Health and Safety Committees may recommend to the Director and



appropriate staff members the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of the staff.

2.3. Joint Health and Safety Committees shall obtain information from the Director, or designate(s), on the following topics:

- Existing or potential hazards in the workplace
- The health and safety experience and workplace practices and standards in other workplaces of which the Director or designate is aware; and
- Any workplace testing that is being carried out for occupational health and safety purposes.

2.4. The site-based Joint Health and Safety Committee has the right to be consulted about workplace testing and to have a Joint Health and Safety Committee member present, representing staff members at the beginning of testing to validate the procedures and/or results.

2.5. The Joint Health and Safety Committee may make recommendations to the Director or designate, as it sees fit, regarding the following:

- Initiatives to improve workplace health and safety;
- Investigation of work refusals; and,
- Investigation of serious accidents.

2.6. The Joint Health and Safety Committee shall obtain information annually from the Workplace Safety and Insurance Board regarding claims from Limestone District School Board, including:

- Number of fatalities;
- Number of lost-time injuries;



- Number of injuries requiring medical aid but that did not involve lost workdays;
- Incidents of occupational illness; and,
- Number of occupational injuries.

3. Duties of Supervisors

- 3.1. Everyone in a supervisory capacity (including those identified as a supervisor defined under the OHSA) are accountable for ensuring that each and every employee assigned is properly trained to perform their job safely and that the job is completed safely. Supervisors will correct any failure to comply with the safe working procedures and applicable regulations.
- 3.2. Supervisors have the responsibility to ensure that safe and healthy work conditions are maintained in their assigned work areas.

4. Site-Based Joint Health and Safety Committees

- 4.1. Each workplace in Limestone District School Board shall have a Joint Health and Safety Committee consisting of the supervisor or designate and a worker member nominated by the applicable Unions represented in the workplace.
 - 4.1.1. The membership of the Committee shall be posted on the Health and Safety Bulletin Board at each respective site.

5. Duties of Site-Based Joint Health and Safety Committees

- 5.1. Each Committee shall conduct monthly inspections of the workplace in that location and submit the report electronically to the Health and Safety Coordinator. The report must also be posted on the worksite Health and Safety Bulletin Board, as well as posted electronically to the Joint Health and Safety Committee (JHSC) internal Conference Area.



- 5.2. Any information about a serious incident shall be immediately shared with the Joint Health and Safety Committee by the Principal or one of the representatives.
- 5.3. In the event that there is no resolution by the Committee and in good faith a concern(s) remains outstanding, that concern may be submitted through the 21-day recommendation process.
- 5.4. The Committee has the right to investigate any serious health and safety incident that can be discussed at the Joint Health & Safety committee meeting.
- 5.5. The Committee shall ensure that the Joint Health and Safety Committee Meeting Minutes and information on health and safety issues are posted on the designated Health and Safety Bulletin Board located in a prominent and appropriate location at the site.

6. Duties of the Employee and Workplace Occupational Health and Safety Coordinator

- 6.1. The Occupational Health and Safety Coordinator shall provide guidance and assistance to support the site manager, the site-based Joint Occupational Health and Safety Committee, and staff in providing a safe and healthful environment in which to work and learn.

7. Duties of Staff Members

- 7.1. All workers understand they play a role in providing and maintaining a safe workplace.
- 7.2. The workers' responsibilities are to work in accordance with legislative standards and the employers' safe working procedures and practices.
- 7.3. Every worker is required to know and understand the regulations and procedures that are applicable to their job. Employees are expected to correct any unsafe or hazardous conditions that they are able to and to report unsafe and hazardous



conditions that they are not able to correct to their Supervisor.

8. Health and Safety Orientation

- 8.1. The Director or designate(s) shall provide health and safety orientation sessions as described in sections 7.2.0 and 7.3.0 for newly appointed supervisors, as required.
- 8.2. All newly appointed supervisors (superintendents, principals, managers, supervisors, office managers, shift lead hands) shall attend a health and safety orientation session as soon as is practicable.
- 8.3. All site-based Joint Health and Safety Committees shall nominate one worker member to become the certified worker representative. The worker shall attend JHSC Certification Training as soon as is practicable.

Legal References:

The Occupational Health and Safety Act
Ontario Regulation 298 S. 11(3) (l) Duties of Principals: Inspect Premises