



Windsor-Essex Catholic District School Board

Section: Human Resources

Policy: **Health & Safety of Employees**

H:06

POLICY

1. The Windsor-Essex Catholic District School Board encourages personal and professional growth of its staff members and recognizes its responsibilities to promote and foster the health and safety of all personnel in its employ.
2. The Board undertakes to provide a healthy and safe work environment for all its employees and to make every effort to achieve this objective. To this end, all staff must be mindful of the necessity to reduce the risk of injury in the workplace.
3. The Board, as employer, shall be ultimately responsible for the health and safety of its employees. It is only through the continued co-operation of all employees and the exercise of their respective responsibilities that good health and safety practices will be achieved and maintained.
4. Supervisors shall be held accountable for the health and safety of the employees who are under their care and supervision. This includes the responsibility for ensuring that machinery and equipment are safe and that the employees under their supervision will carry out their duties and responsibilities in compliance with established safe work practices/procedures and that the appropriate accident report form be completed with accurate information in the case of an accident. The training of all employees in their particular task must be such that it ensures their personal health and safety.
5. Every individual shall have the responsibility for protecting his or her personal health and safety in the workplace. This can be accomplished by each person approaching his/her work in accordance with the legislation and in keeping with the safe work practices and procedures that have been established by the Board. Every employee shall be responsible to bring to the attention of their supervisor, the existence of any unsafe work conditions or practices.
6. The Board shall be committed to making health and safety an integral part of its day-to-day operation and to making every effort to provide a safe, healthy work environment for all employees.

REGULATIONS

Occupational Health and Safety Act
Education Act

PROCEDURES

1. Director of Education
The Director of Education shall ensure that all schools/departments within the Board's jurisdiction comply with the necessary federal and provincial safety statutes and corresponding regulations.
2. Superintendent of Schools
Superintendents of Schools shall:
 1. Ensure that each school/department is provided with the Board's Health and Safety Policy and Program Manual;
 2. Provide opportunities for in-servicing and training of staff on health and safety matters during the school year; and
 3. Ensure that all requirements of the Occupational Health and Safety Act are being met in their respective schools/departments.
3. Principals/Supervisors
Principals/Supervisors shall ensure that their respective employees are familiar with the requirements and practices of the Board's Health and Safety Policy and Program as they apply to their school/department/special areas of instruction, work areas, student transportation, school sports. Principal/Supervisors shall report to their Superintendent any health or safety hazard that is beyond their power to control.
4. Teachers
Teachers shall
 - A. Take every possible precaution to protect themselves from accident, injury, or health hazards;
 - B. Undertake health and safety instruction as may be appropriate and necessary for their welfare; and
 - C. Report to their principal any health or safety hazard that is beyond their power to control.
5. Other Employees
Other employees shall
 - A. Adhere to recommended safety practices as they pertain to school plant/other board facilities/work areas;
 - B. Undertake health and safety instruction as may be appropriate for their particular work area; and
 - C. Report to their supervisor any health or safety hazard that is beyond their power to control.
 - D. In keeping with the requirements of the Occupational Health and Safety Act, there shall be a Joint Occupational Health and Safety Committee comprised of Board workers (non-supervisory employees) and management (supervisory employees).
 - E. Guidelines for the operation of the joint committee shall be established and distributed to each member of the committee.
 - F. A Health and Safety Procedures Manual shall be developed, reviewed yearly and placed in every Board location.

G. The joint committee shall report to the Board and each June, submit an Annual Report to the Board.

Amended by the Board: June 2005

Approved by the Board: August 25, 1998

Related Policy:

Related Board Committee: Joint Occupational Health & Safety Committee

Policy Review Date: 2010