



EDGE SCHOOL

HEALTH AND SAFETY

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TITLE: Health and Safety

BOARD APPROVAL: December 21, 2012

POLICY:

Edge School will comply with all applicable Federal, Provincial and Municipal legislation with respect to health and safety. Legislated standards in health and safety are accepted by the School as minimum standards, and the School reserves the right to establish and enforce more stringent standards as may be considered appropriate, such policies being considered as binding upon all students, staff and faculty.

RATIONALE:

Edge School recognizes its legal and moral responsibilities in health and safety for the School community by ensuring sound and safe conditions in all its activities. In addition, the School strives to foster the development of a safety consciousness in all members of the School community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities.

PRINCIPLES:

- a. The CEO, Superintendent, Principal, Directors, Teachers and any persons responsible for directing the work of others are responsible for ensuring that safe and healthy work conditions are maintained in their assigned areas.
- b. Faculty, staff and students are responsible for complying with all applicable safety requirements, including legislated requirements and all School policies and procedures related to Health and Safety
- c. The School will develop, implement and enforce health and safety policies and procedures under the authority of the School Health and Safety Policy, and through the structure of the Safety Committee.

ROLES AND RESPONSIBILITIES OF THE SCHOOL:

- a. Having regard for the protection of employees, without limiting the requirements imposed by the Occupational Health and Safety Act ("OH&S Act") the School shall:
 - i. Provide equipment, materials and protective devices, and shall maintain them in good condition and ensure that they are used as prescribed under the OH&S Act.
 - ii. Ensure the measures and procedures prescribed are carried out in the workplace.
 - iii. Provide information, instruction, and supervision to employees to protect their health and their safety.
 - iv. Ensure that when appointing directors and supervisors, they are competent with respect to their responsibilities under the OH&S Act.
 - v. Afford assistance and co-operation to any Safety Committee appointed by the Principal and/or CEO, in discharging their responsibilities under the OH&S Act or its regulations.
 - vi. Provide the Safety Committee with the results of reports prepared respecting occupational health and safety.
 - vii. Advise workers of the results of occupational health and safety reports.
 - viii. Safeguard workers from undue exposure to biological, chemical or physical agents as prescribed under the OH&S Act.

- ix. Provide workers with written instructions as to the measures and procedures to be taken for the protection of employees, where prescribed in the OH&S Act.
- x. Carry out training programs for employees, supervisors and committee members as may be prescribed under the OH&S Act.

ROLES AND RESPONSIBILITIES OF SUPERVISORS:

a. In the application of the School's responsibilities stated above, the responsibility for health and safety in faculties and services lies with the Supervisors who must show due diligence in the application of health and safety measures in general and who must ensure that those under their authority are diligent in the application of their responsibilities; in particular, they must also:

- i. Keep informed of the health and safety needs of employees under their authority.
- ii. Initiate necessary preventive measures to control health and safety hazards associated with activities under their authority.
- iii. Incorporate preventive measures in all functions and activities in which there may be some incident or accident with health-related consequences.
- iv. Ensure that their supervisory personnel are aware of their health and safety responsibilities and that they provide proper information and instructions to individuals under their supervision.
- v. Provide safety training opportunities for all their personnel.
- vi. Report accidents and incidents

ROLES AND RESPONSIBILITIES OF EMPLOYEES:

a. The responsibility for health and safety lies with all School personnel in the performance of their duties. In addition, the following particular requirements must be adhered to by all School employees:

- i. Work in compliance with the provisions of the OH&S Act and all health and safety procedures and instructions.
- ii. Use or wear the equipment, protective devices or clothing that the School requires to be used or worn and report to their supervisors the absence of or defect in any equipment or protective device of which they are aware and which may endanger themselves or other employees.
- iii. Report to the appropriate supervisory staff all known health and safety hazards or any violation of the OH&S Act or its regulations.
- iv. Not use or operate any equipment, machine, device or thing or work in a manner that endangers themselves or other employees.
- v. Not remove or make ineffective any protective device required by the regulation or by the School, without providing an adequate temporary protective device; when the need for removing the protective device has ceased, the original protective device shall be reinstalled immediately.
- vi. Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct or otherwise endanger their co-workers or themselves.
- vii. Report accidents and incidents according to Reporting and Investigation of Incidents and Accidents a) and b) of this policy and investigate such reports and further actions according to c) of this policy.

TRAINING:

- a. The School must ensure that workplace-specific and mandatory training is provided to employees to conduct their activities safely.
- b. Employees are required to attend mandatory training sessions related to their work environment.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS):

- a. All employees exposed to or likely to be exposed to, a hazardous material or to a hazardous physical agent must receive and participate in instruction and training regarding the use, storage, handling and disposal of these materials.
- b. Principal and Supervisors are responsible for ensuring that all legally required systems and procedures are in place with respect to WHMIS. In particular, they must ensure:
 - i. That material safety data sheets are available and up-to-date, for consultation by all employees exposed to or likely to be exposed to hazardous materials or who must handle such materials;
 - ii. That all hazardous materials in the workplace are identified in the prescribed manner.
- c. If material safety data sheets are accessible on a computer terminal at a workplace, Principal and Director of Technology shall:
 - i. Take all reasonable steps necessary to keep the terminal in working order.
 - ii. Give a worker a copy of the material safety data sheet upon request.
 - iii. Teach committee members and employees who work with or close to hazardous materials how to retrieve the material safety data sheet on the computer terminal.
- d. Employees who are exposed to or likely to be exposed to, a hazardous material or agent have the responsibility of consulting material safety data sheets for these materials.

REPORTING AND INVESTIGATION OF INCIDENTS AND ACCIDENTS:

- a. The immediate supervisor must advise the Principal immediately after a serious or critical injury or fatality, or after accidents and incidents involving chemicals, biological or radioactive substances and physical agents, including accidental spills and emissions both inside and outside the workplace. The Principal must notify the Ministry of Labour immediately after a critical injury or a fatality and must send a written report to the Ministry of Labour within 48 hours of its occurrence.
- b. All accidents, fires, and other potentially serious incidents (e.g. spills, emissions) must be entered on an Accident, Incident or Occupational Disease Report, and the Principal must submit the report to the Occupational Health, Disability and Leave Sector within 24 hours of the occurrence.
- c. Responsibility for investigating and for taking appropriate actions against recurrences lies primarily with the Supervisor concerned. The Occupational Health and Safety Committee may assist when necessary and will make appropriate recommendations for corrective actions to the CEO. In cases of critical injury or death, the Occupational Health and Safety committee may investigate and inspect the workplace where the accident occurred.

COMMUNICATIONS IN CASES OF EMERGENCY:

- a. In accordance with First Aid Requirements, the School must provide immediate first-aid assistance to an injured worker, and students. To ensure this, appropriate means of communications must be in place to reach Emergency Services or designated first-aiders for the area.
- b. The Principal will ensure that telephones for emergency are installed in School laboratories with increased risk due to the presence or use of hazardous materials in quantities capable of causing injury, or where the type of activity performed is at a level where risks of injury can occur, or if the room is isolated from public areas and there is limited access to a telephone.

DISCIPLINARY MEASURES:

- a. Employees who contravene this policy are subject to disciplinary measures in accordance with the employment contract and collective agreements governing their work conditions.

REPRISAL PROHIBITED:

- a. No employee can be disciplined, penalized, coerced, dismissed, intimidated or suspended for complying with this policy or the OH&S Act and its regulations.

EXTERNAL CONTRACTS:

- a. Contracting officers of the School must ensure that external contracts include a requirement for adherence to the OH&S Act and its regulations.

EXCEPTION:

- a. No exception may be made to this policy without the written consent of the Principal and consent of the CEO on behalf of the Board of Directors.

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