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## **Workplace Safety and Health**

The St. James-Assiniboia School Division affirms its commitment to provide all staff, students, contractors, volunteers, summer students, and visitors to its facilities a safe and healthy environment in which to work and to learn. Senior administration recognizes the rights, roles, and responsibilities of all employees with respect to workplace safety and health; and accepts an overall responsibility to maintain a comprehensive workplace safety and health program. They are committed to the prevention of occupational injuries and illnesses. Accordingly, senior administration recognizes that safety and health is 'everyone's responsibility', and therefore requires that all employees contribute to a safe and healthy environment.

### **Hazard Identification**

- The Division shall strive to establish an environment free from hazards likely to cause injury or ill health.
- The Division shall identify existing and potential dangers to workers at the workplace and develop measures to reduce, eliminate or control those dangers, including procedures to be followed in an emergency.
- The Division shall inform workers of known hazards and of how to minimize risk.
- The Division shall comply with all relevant statutes, regulations, and standards of government agencies and other regulatory authorities representing occupational safety and health.

### **Roles and Responsibilities**

The Superintendent/CEO shall be responsible for the administration of this policy.

The Assistant Superintendents, School and Board Office Administrators, and Division Supervisors shall be responsible for the implementation of this policy; for ensuring the appropriate supervision of activities and the regular inspection and

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repair of buildings and equipment; for ensuring that all employees are aware of and follow safe work procedures, and for notifying appropriate authorities if required by the situation.

The Division shall maintain Workplace Safety and Health Committees comprised of representatives from administration and from employee workgroups at each facility where 20 or more workers are regularly employed. The Committees will normally be composed of one representative from administration and one representative from each of the respective bargaining units. The Workplace Safety and Health Committees shall review safety and health concerns, perform incident investigations, and facility inspections and make recommendations based on their reviews.

All employees, students and volunteers, shall be responsible for adhering to this policy; for using personal protective equipment; for immediately reporting any accident, injury, violent or unsafe condition or dangerous occurrence to their supervisor; and for following safe work procedures. Failure to comply with this policy will subject an employee to disciplinary action up to and including dismissal and non-employees to other actions as may be deemed appropriate by the Division.

### **Inspections**

The maintenance department will ensure inspections of life safety systems are performed as required. Life safety systems include:

- Fire alarm systems
- Defibrillators
- Carbon Monoxide detectors
- Ventilation systems
- Emergency lighting

The maintenance department will ensure inspections of gymnasiums and play structures are performed.

Workplace Safety and Health Committees will inspect buildings for safety hazards including but not limited to:

- Trip and slip hazards, fall hazards, ergonomic hazards.
- School shops machine hazards, use of Personal Protective Equipment
- When performing workplace inspections, WSH committees should include areas that may be at risk in relation to psychological safety. Some

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examples might be areas where workers are working alone or are providing care to others.

### **Chemical & Biological**

The School Division will Implement safety systems to control and manage worker exposure to any chemical or biological hazards.

### **Contractors**

Contractors and self-employed persons working on Division property shall be required to adhere to the document entitled: Terms and Conditions Governing Work at St. James-Assiniboia School Division. The Division will ensure contractors or self-employed persons are not exposed to any hazards in the workplace without appropriate safety measures in place.

### **Training**

All staff shall be trained in safe work procedures for the tasks they perform. Workplace Safety and Health Committees members are permitted to take educational leave each year, without loss of pay or benefits, for the purpose of attending workplace safety and health training seminars, programs or courses of instruction. The amount of time allowed for educational leave is the greater of 16 hours and the number of hours the worker normally works during two shifts.

### **Investigations**

All serious workplace incidents must be reported to the Provincial Workplace Safety and Health Division by the fastest means possible. Workplace Safety and Health Committee members shall be included in investigations of workplace incidents. The objective of an investigation is to identify hazards that have not been properly controlled and implement measures to prevent similar injuries from occurring. All investigations need to be conducted by people trained to review root causes. The results of the investigation need to be documented in a report that includes corrective actions. Staff will not be disciplined for exercising the right to refuse and may be re-assigned while the refusal is being investigated.

### **Participation**

The School Division shall maintain workplace safety and health committees in every school, the Board Office, and the maintenance shop. Workplace Safety

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and Health committees shall be trained to investigate concerns and inspect facilities. Workers may submit their concerns to safety committees.

**Evaluation**

A comprehensive review of the Workplace Safety and Health Program shall be conducted at intervals not less than three years. A review may be done sooner if circumstances change in a way that poses a risk to the safety and health of Division employees.

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