



Background

Northland School Division values its employees and is committed to providing a safe and healthy workplace and learning environment for staff, students and other individuals present at district sites. Northland School Division believes that work-related incidents are preventable and their elimination is integral in achieving positive results. A safe and healthy work environment is a shared responsibility between the board, superintendent, staff, staff group representatives, as well as government, parents, students, volunteers, contractors and sub-contractors.

All division staff have:

1. The right to know about hazards in the workplace,
2. The obligation to report any unsafe practices or conditions that they see; and
3. The right to refuse unsafe work.

Procedures

HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

1. The superintendent shall develop and implement safety procedures necessary to provide a safe and healthy working environment in all divisional facilities.
2. The Board and Superintendent of Schools shall ensure that:
 - 2.1 Health and safety considerations receive priority in the planning and implementation of division activities and operations.
 - 2.2 A framework of regulations, protocols and guidelines is developed and maintained which meets or exceeds compliance with the Occupational Health and Safety Act, Regulation, Code and other related federal, provincial/local statutes and bylaws.
 - 2.3 A district Occupational Health and Safety program that promotes the participation of staff and staff group representatives is implemented and maintained.



- 2.4 Employees, contractors, sub-contractors, temporary workers, students and volunteers comply with all relevant workplace health and safety legislation and division policies and procedures.
 - 2.5 Employees understand the policy and are provided with the training and support necessary to integrate health and safety into their work.
 - 2.6 The effectiveness of the health and safety program is evaluated at appropriate intervals and annually as a minimum, and
 - 2.7 Support is provided to retain employees at work and to return employees with disabilities to active employment in a safe and timely manner.
2. Principals and other senior staff, decision unit administrators and supervisors shall:
- 2.1 Demonstrate commitment to health and safety by their behaviour and actions.
 - 2.2 Plan and conduct all worksite activities in a manner that promotes compliance with legislation and the division's health and safety program.
 - 2.3 Demonstrate commitment to health and safety by their behaviour and actions.
 - 2.4 Ensure worksite hazard assessments are completed within their areas of responsibility.
 - 2.5 Inform all staff and others present at the worksite about existing or potential worksite hazards and site specific health and safety requirements.
 - 2.6 Ensure that all work-related injuries, illness and incidents with the potential to cause serious injury/illness are reported, investigated and corrective action is taken to prevent a recurrence.
 - 2.7 Ensure that staff are given adequate training, instruction and equipment so they can perform their work in a safe manner.
 - 2.8 Ensure that work areas are inspected at regular intervals to identify and control potential or existing hazards.



- 2.9 Take corrective action to deal with unsafe acts or conditions identified by staff and/or during workplace hazard assessments, inspections and incident investigations.
 - 2.10 Ensure that safeguards and safety devices including personal protective equipment are available when used.
 - 2.11 Stop any work they perceive to be presenting imminent danger to an individual present at the worksite.
 - 2.12 Ensure reasonable work accommodation opportunities are provided to injured, disabled or ill employees.
4. Division staff and students (where applicable) shall:
- 4.1 Be knowledgeable of both environmental safety factors and safe behavioral practices,
 - 4.2 Protect themselves and others by adopting responsible behaviours and attitudes toward health and safety,
 - 4.3 Observe all safety rules and procedures established by the regulatory authorities, the division and their decision unit,
 - 4.4 Practice safe work habits including use of any safeguards or personal protective equipment provided,
 - 4.5 Attend and use mandated health and safety training where applicable,
 - 4.6 Promptly report hazardous or unsafe equipment, acts or conditions, to a supervisor, make suggestions for their correction, or take corrective action where authorized,
 - 4.7 Immediately report to a supervisor all work related injuries, illness and incidents with the potential to cause serious injury, and obtain first aid/medical treatment without delay,
 - 4.8 Refuse to perform any task they know to be unsafe, and
 - 4.9 Actively participate in and support return-to-work accommodation programs for themselves and others.



5. Occupational Health and Safety Committee
 - 5.1 Provide information and assistance to administration and staff regarding interpretation and compliance with legislation, division policies and regulations,
 - 5.2 Go beyond and assist administrators with inspections of facilities at appropriate intervals to identify potential hazards and determine that procedures, equipment and facilities meet accepted occupational health and safety standards,
 - 5.3 Co-ordinate with administrators the investigation of serious accidents and incidents and advise regulatory authorities of reportable incidents, and
 - 5.4 Stop any work where they perceive there to be imminent danger to an individual present at a worksite, by either advising the principal or administrator, or in their absence by issuing an internal stop work order.

6. Parents should be advised of their responsibility to advise the school at the beginning of the school year of:
 - 6.1 Any relevant student medical problems.
 - 6.2 Their wish to have their child excluded from particular course activities that may be hazardous to them.

7. Maintenance staff shall:
 - 7.1 Exemplify safe work place practices and procedures.
 - 7.2 Accept as a professional obligation the responsibility of providing and emphasizing safety education while working in divisional facilities.
 - 7.3 Implement documental safety education programs in accordance with divisional procedures and the regulations and standards of other government bodies.
 - 7.4 Identifying environmental conditions and correct or report these in writing to the principal and Supervisor of Plant Operations.