



OCCUPATIONAL HEALTH AND SAFETY POLICY

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NUMBER:	HUMAN RESOURCES
RESPONSIBILITY:	ASSISTANT DIRECTOR OF EDUCATION - HUMAN RESOURCES
APPROVAL:	BOARD OF TRUSTEES
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INTRODUCTION

The Innu Education School Board is committed to providing and maintaining a healthy and safe workplace for staff and others at or near the workplace including students, volunteers, visitors, general public, outside contractors and service providers. The School Board will comply with all relevant legislation requirements for occupational health and safety (OH&S) and will be guided by industry best practice standards. The employer will make every attempt, where it is reasonably practicable, to provide a healthy and safe work environment.

RATIONALE

The Innu Education School Board recognizes the importance of ensuring the health, safety and welfare of its workers, students and others at or near the workplace. The School Board believes that it can create and maintain healthy and safe workplaces through employee wellness programs, identifying and controlling hazards, educational programs and an effective OH&S program.

It is recognized that management and workers share an equal concern in the prevention of work-related injuries and illnesses. Creating and maintaining a positive health and safety culture at our schools and workplaces is in everyone's best interest. The implementation of an effective OH&S policy will help to:

- Create a safety minded organizational culture
- Improve employee morale, communication and cooperation
- Reduce the number of days lost from work due to work-related injuries and illnesses
- Reduce direct and indirect workers compensation costs
- Positively impact schooling outcomes.

SCOPE

This policy applies to all employees of the School Board and to the students, volunteers, outside contractors and service providers working within the organization.

POLICY STATEMENTS

1.0 MTIE Responsibility

- 1.1 Having systems in place to protect the health and safety of all employees, students, contractors and visitors.
- 1.2 Complying with the NL Workers Compensation Act.
- 1.3 Establishing occupation health and safety policies and programs in accordance with applicable laws and regulations.

2.0 Supervisor Responsibility

- 2.1 Supervisors are responsible for facilitating the protection of the health and safety of all people under their direct supervision, through training and orientation, and ongoing supervision of the people and environment for which they are responsible.

3.0 Employee and Student Responsibility

- 3.1 Taking reasonable care to protect their own health and safety and the health and safety of others who may be affected by their acts or omissions
- 3.2 Carrying out their work in accordance with the established occupational health and safety policies and programs which include:
 - 3.2.1 Using personal protective equipment, devices, and clothing as required.
 - 3.2.2 Not engaging in horseplay or similar conduct that may endanger themselves or any other person.
 - 3.2.3 Protecting their ability to work safely by avoiding impairment by alcohol, drugs, or other causes.
 - 3.2.4 Reporting any hazards and incidents to the supervisor.

4.0 Occupational Health and Safety Committee

- 4.1 Occupational health and safety committees meet regularly in an effort to identify situations that may be unhealthy or unsafe for the school community, and to advise on effective systems for responding to those situations.
- 4.2 Each school will operate the Occupational Health and Safety Committee. It will be comprised of the Principal, one Teacher, one Classroom Assistant and one Facilities / Support Employee.
- 4.3 The OH&S Committee will meet bi-monthly. A designate will maintain a logbook that will document each meeting. Attention should be brought to OH&S Legislation (Occupational, Health and Safety Act).

- 4.4 The OH&S Committee will have a policy statement and terms of reference that will be updated as the committee feels necessary.
- 4.5 The OH&S Committee will release a memo after each meeting identifying topics discussed and direction given to responding to unhealthy or unsafe situations.
- 4.6 When necessary, the Director of Education will be consulted regarding health and safety matters.