



Policy: Workplace Safety and Health

Policy Number: EB

Policy Type: Support Services

POLICY

Hanover School Division is committed to provide all staff, students, contractors, and visitors to its facilities a safe and healthy environment in which to work and to learn. The 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. The Division is committed to the prevention of occupational injuries, illnesses and violence within the workplace, to the promotion of safety and health consciousness, and to the ongoing education of all employees with respect to relevant provincial legislation. Safety and health is 'everyone's responsibility', and therefore the Hanover School Division requires that all employees contribute to a safe and healthy environment.

GUIDELINES

1. Responsibilities

- 1.1. The Superintendent shall be responsible for the administration of this policy.
- 1.2. The Assistant Superintendents, School 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 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.
- 1.3. The Hanover School Division Workplace Safety and Health Committee shall participate in conducting incident investigations, and facility inspections; and for recommending appropriate improvements, policies, training, and/or programs based on their reviews.
- 1.4. 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.

2. Communication

- 2.1. This policy, Committee agendas and minutes, and procedures for submitting concerns shall be posted in each facility on a designated bulletin board and shared with the president of each bargaining unit.
- 2.2. This policy shall be provided to all employee groups and be included in orientation and appropriate training sessions.
- 2.3. All employees have the right to submit concerns confidentially.

3. Workplace Safety and Health Committees

- 3.1. The Division shall maintain a divisional Workplace Safety and Health Committee comprised of representatives from both employer and from employee workgroups at each facility where 20 or more workers are regularly employed. (N.B. From time to time the division applies for a variance from Workplace Safety and Health-Manitoba which allows the HSD committee to be comprised of one employee from each employee group instead of one from each location.)
- 3.2. The Superintendent, or designate, shall appoint representatives to the Committees for the administration.
- 3.3. Employee groups shall appoint their representatives in accordance with the Workplace Safety and Health Act and their respective by-laws.

4. Worker Involvement Strategy

- 4.1. When requested, employees shall, on paid time, be involved in investigations involving accidents, violent or dangerous occurrences, refusal-to-work situations and building inspections.
- 4.2. Employees shall be involved in the development of safe work procedures.

5. Training

- 5.1. The Division shall assess training needs and put mechanisms into place to ensure that employees receive required training.
- 5.2. Workplace Safety and Health Committee members are entitled to take educational leave equivalent to two working days per year for the purpose of attending training programs, seminars, or courses as agreed to by the Committee.

6. Emergency Procedures

- 6.1. The Division shall ensure emergency procedures are developed and reviewed on a regular basis including the practice of fire drills, lockdowns, failure of services, and weather-related emergencies

7. Hazard Identification and Control

- 7.1. The Division shall give priority to ensuring a safe work environment when planning, budgeting, directing, and implementing activities.

- 7.2. The Division shall develop and maintain programs to identify, eliminate, minimize and/or control hazards: including safe work procedures, control of chemical and biological hazards, and procedures to follow in the event of an emergency.
- 7.3. The Division shall inform workers of known hazards and of how to minimize risk.

8. Program Evaluation

- 8.1. 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 risk to the safety and health of Division employees.

Date Policy Created:	June 18, 2010
Date of last Review:	June 16, 2020
Reference(s):	<ul style="list-style-type: none"> ● The Educational Administration Act (C.C.S.M.C. E10) Part V:28 (3) ● Public Schools Act ● Appropriate Educational Programming Regulation 155/2005, Part II ● School Administration Handbook
Related Forms:	