



POLICY

The Hanover School Division Board of Trustees are 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. They are 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. Hazard Identification and Control

- 1.1. The Division shall give priority to ensuring a safe work environment when planning, budgeting, directing, and implementing activities.
- 1.2. 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.
- 1.3. The Division shall inform workers of known hazards and of how to minimize risk.

2. Emergency Procedures

- 2.1. 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

3. Workplace Safety and Health Committees

- 3.1. The Division shall maintain a divisional Workplace Safety and Health Committee comprised of representatives from administration and from employee workgroups at each facility where 20 or more workers are regularly employed.
- 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. Responsibilities

- 4.1. The Superintendent shall be responsible for the administration of this policy.
- 4.2. 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.



4.3. 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.

4.4. 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.

4.5. Contractors and self-employed persons working on Division property shall be required to adhere to administrative procedure WSH – 8: *Contractor's Terms and Conditions Governing Work at Hanover School Division*".

5. Communication

5.1. 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.

5.2. This policy shall be provided to all employee groups and be included in orientation and appropriate training sessions.

5.3. All employees have the right to submit concerns confidentially.

6. Training

6.1. The Division shall assess training needs and put mechanisms into place to ensure that employees receive required training.

6.2. 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.

7. Worker Involvement Strategy

7.1. When requested, employees shall, on paid time, be involved in accident, violent or dangerous occurrence, and refusal-to-work investigations; as well as building inspections.

7.2. Employees shall be involved in the development of safe work procedures.

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.

Legal References:

Additional Information:

Appendixes: