

POLICY

It is the policy of the Board to ensure that its employees have a safe, healthy working environment, to conduct all operations safely, to prevent injuries to persons and damage to property. Safety starts with planning and continues through design, purchasing, construction, operation and maintenance.

Administrative Detail

1. It is the responsibility of the appropriate Superintendent to administer this policy, in conjunction with the Health and Safety Officer, the Joint Health and Safety Committee, and in accordance with the Health & Safety Procedures Manual 406-A.
2. It is the responsibility of Supervisors and their employees to work co-operatively to provide a safe and healthy environment through compliance with all relevant legislation.
3. The Joint Health and Safety Committee shall review this policy on an annual basis and, if necessary, provide suggested changes for the Policy Management Committee.
4. It is the responsibility of each Site Supervisor to ensure that a copy of the Policy is posted on the Health and Safety Bulletin Board.

A. GENERAL

1. In providing a safe environment for its employees, the Board will operate under the Occupational Health and Safety Act, the Workplace Safety & Insurance Board, the Environmental Protection Act and all relevant legislation.
2.
 - a) Workplace health and safety is primarily governed by The Occupational Health and Safety Act.
 - b)
 - i) This Act is based on an "internal responsibility system" principle that employers and workers must work together to ensure a healthy and safe workplace.
 - ii) Through this system, based on open communication, involvement and flexibility, both parties must share the responsibility for occupational health and safety, by striving to identify hazards and developing strategies to protect workers, including the provision of specific types of training.
 - iii) With this internal responsibility system, workplace safety is monitored by employers and workers through the establishment and operation of a joint health and safety committee and by regular workplace inspections.
 - c) This Act defines the specific rights and responsibilities of employers, supervisors, workers and other workplace parties, such as contractors and suppliers; as well as outlining specific requirements that must be adhered to in the workplace.
 - d) Under the Act, the Board is responsible for protecting the health and safety of its employees through the provision of information, training and appropriate protective equipment, for ensuring its established health and safety procedures are followed, and for assisting the Joint Health and Safety Committee in carrying out its function.
 - e) Under the Act, Trustees and Supervisory Officers must take all reasonable care to ensure that the Board complies with this Act.

- f) Under the Act, Supervisors are responsible for informing employees of health and potential hazards and unsafe conditions associated with their job and of the measures and procedures required to protect themselves.
- g)
 - i) Under the Act, employees must use properly maintained equipment, attend required training sessions, wear personal protective equipment provided by the employer, and report unsafe situations and any contravention of this Act or this policy to their supervisors.
 - ii) Under the Act, employees have the right to know, to be consulted and actively participate in maintaining a healthy and safe environment, and to refuse unsafe work.
- h) The Occupational Health and Safety Act prescribes minimum standards for the maintenance of health and safety in each work site. In taking every reasonable precaution to prevent injury or occupational illness, the Board may exceed these standards, depending on the circumstances.
- i) By meeting and complying with its obligations under the Act, the Board provides a safe and healthy environment for its employees as well as demonstrating due diligence.

B. JOINT HEALTH AND SAFETY COMMITTEE

- 1.
 - a) The Boards' Joint Health and Safety Committee is established under the Occupational Health and Safety Act and is responsible for employee related health and safety issues.
 - b) It is composed of both management and worker representatives, striving towards equal representation between management and labour.
 - c) There shall be a minimum of two certified members, one representing management and one representing workers, in accordance with the Occupational Health and Safety Act.
- 2. The Committee will operate in accordance with the agreement between the Board and its employees known as "Guidelines for the Structure and Function of the Joint Health and Safety Committee 406-B.

C. CONTRACTORS/SUB-CONTRACTORS

1. In addition to all applicable regulations and legislation, contractors/sub-contractors must be oriented and adhere to the Board's Health and Safety policy and procedures.
2. Any unsafe use of equipment or work procedures by contractor/sub-contractors must be reported to the appropriate Board Supervisor to take suitable action.

D. TRAINING

1. It is the responsibility of Principals/Supervisors to identify training requirements for their employees.
2.
 - a) The Board will provide the necessary training for appropriate staff to ensure employee safety. This shall include, but not be limited to, the following: Workplace Hazardous Materials Information System (WHMIS), Supervisors' training on the Occupation Health & Safety Act, Accident Investigations and Workplace Inspections, Asbestos Awareness, Defensive Driving, Lock-Out, Chainsaw Safety, Ladder/Scaffolding/Uplift Safety, Hearing Conservation, Fire Extinguisher Use, and Office Safety.
 - b) The Joint Health and Safety Committee will review on an ongoing basis the health and safety training programs being offered.

E. PROFESSIONAL LIAISON

1. The Board will maintain membership and affiliation in appropriate professional health and safety organizations.