



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELANNEOUS  
**POLICY NAME:** OCCUPATIONAL HEALTH AND SAFETY  
**POLICY NO:** H.M. 17

<b>Date Approved:</b> April 29, 2009	<b>Date of Next Review:</b> annually	<b>Dates of Amendments:</b> May 27, 2014
<b>Cross Reference:</b>		
Occupational Health and Safety Act H.M. 37, Workplace Violence		

**Purpose**

This Policy reinforces the Board’s commitment in maintaining an occupational health and safety program that helps to reduce workplace injuries and illness to staff, students and visitors. This Policy is created to comply with the Occupational Health and Safety Act.

**Scope and Responsibility**

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

**Alignment with MYSP:**

Living Our Values  
 Fostering Student Achievement and Well Being  
 Inspiring and Motivating Employees

**Financial Impact:**

Maximum fine for a contravention of the Occupational Health and Safety Act is \$500,000.00 with the possibility of jail time. There are Workplace Safety and Insurance Board (WSIB) costs associated with workplace injuries and illness to staff and legal costs associated with student and third part injuries and illness.

**Legal Impact:**

This Policy meets the requirements of the Occupational Health and Safety Act.



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### **Policy**

1. The Toronto Catholic District School Board's mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB considers the health and safety of all employees, students, and visitors to be of paramount importance and shares concerns related to the personal suffering, property damage and financial loss associated with workplace injuries and occupational diseases.
2. The TCDSB is committed to continuous improvement towards zero workplace injuries and occupational illness through effective administration, supervision, education and training. The TCDSB shall continually demonstrate by attitude and example that health and safety is an integral part of every academic, operational and core business function.
3. The Internal Responsibility System (IRS) is the cornerstone of the Occupational Health and Safety (OHS) Act. The Board and its employees share responsibility for workplace health and safety. Every board employee regardless of job title has direct responsibility and accountability for safety as an essential part of his or her job.
4. Employees, contractors, constructors, summer students, co-op students, visitors and volunteers shall comply with the OHS Act and all applicable legislation, regulations, TCDSB safety procedures and generally accepted safety standards.
5. The TCDSB's vision is that all employees will become safety leaders by promoting the IRS, by demonstrating through attitude and behaviour that safety is part of the job and by working in partnership with their immediate supervisor in recognizing, evaluating and controlling workplace hazards and risks.

### **Regulations:**

1. The Director of Education shall maintain an occupational health and safety program that complies with all applicable health and safety legal requirements and meets Canadian Standards Association (CSA) Standard, CAN/CSA Z1000-06: Occupational Health and Safety Management System.



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2. The Occupational Health and Safety Department and the Staff Development Department shall provide appropriate resources to facilitate the training of all appropriate employees with respect to their rights, duties and responsibilities towards safety.
3. The Planning and Facilities Department shall ensure that all applicable health and safety legislation as well as TCDSB safety procedures are implemented into the planning, construction, and maintenance of buildings and facilities.
4. Supervisors shall place health and safety as a standing agenda item in all staff meetings.
5. Supervisors shall follow-up on health and safety concerns.
6. Supervisors shall ensure that staff under their jurisdiction complies with the provisions of the OHS Act and TCDSB safety procedures.
7. Workers shall follow safe work procedures and report health and safety hazards to their immediate supervisor.
8. Workers shall report immediately to their supervisor all workplace-related injuries and occupational illness.
9. The TCDSB shall maintain Joint Health and Safety Committees (JHSC) as per the requirements outlined in the OHS Act or by order from the Ministry of Labour. JHSC's shall:
  - a. Foster and promote the IRS by functioning effectively.
  - b. Meet and inspect the workplace regularly as per the duties outlined in the OHS Act and the Committee's Terms of Reference.
  - c. Report to and advise the Employer through written recommendations on health and safety matters.
  - d. Submit an annual report to the Director of Education outlining objectives, goals, activities and accomplishments.



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10. All applicable meeting minutes, inspection reports and other health and safety reports and information pertaining to a specific school shall be sent to the principal, who then shall share the information with their workers and the Catholic School Advisory Council.
  
11. If the Catholic School Advisory Council so desires, a school may be inspected once per year by the Catholic School Advisory Council executive or equivalent representative group of members of the local community and the principal at a mutually agreed time.

**Evaluation and Metrics:**

This Policy shall be reviewed annually by staff in consultation with the Board's three Joint Health and Safety Committees. This will ensure that this Policy remains current, is responsive to the health and safety obligations of the Board and reflects Ontario's health and safety legislation.