

EASTERN SCHOOL DISTRICT

POLICY STATEMENT

SUBJECT: **Occupational Health and Safety**

DATE OF ADOPTION: October 9, 2002

EFFECTIVE DATE: **September 14, 2011**

REVIEW DATE: September 14, 2011

SUPERSEDES:

CROSS REFERENCE: *Occupational Health and Safety Act*

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Scope

This policy applies to all workplaces owned, managed, or operated by the Eastern School District ("the District").

Policy

The Eastern School District recognizes that it has a shared responsibility for operationalizing the Province's occupational health and safety legislation and its regulations, in conjunction with the government departments who have both the legislative and financial jurisdiction over the Board including the Department of Education and Early Childhood Development, the Department of Health and Wellness, the Department of Transportation and Infrastructure Renewal, and the Department of Community Services, Seniors and Labour.

The Eastern School District is committed to the establishment of healthy and safe workplaces and to working with its employees to achieve that goal. To that end, the District will:

- A. Ensure that the District complies, at a minimum, with its legal responsibilities under the *Occupational Health and Safety Act* of Prince Edward Island (the "OHSA"), its regulations, and any other applicable health and safety legislation. This includes but is not limited to:
- taking every precaution that is reasonable in the circumstances to:
 - ensure the health and safety of employees and other persons at or near the workplace;
 - provide the information, instruction, supervision, and facilities that are necessary to ensure the health and safety of employees;

- ensure that employees, and particularly supervisory employees, are familiar with any workplace hazards;
 - conduct its undertaking so that employees are not exposed to workplace hazards;
 - ensure that every self-employed person, other employer, and their employees, comply with the OSHA and its regulations, when performing work at District workplaces.
- consulting and cooperating with joint occupational health and safety committees established for District workplaces, and providing additional training to those committees as required.
 - cooperating with any person performing duties or exercising powers under the OSHA and its regulations.
- B. Ensure and require, that all employees, including supervisory employees comply, as part of their job duties, with their legal responsibilities under the OSHA, its regulations, and any other applicable health and safety legislation. This includes, but is not limited to, ensuring and requiring that every employee:
- takes every reasonable precaution in the circumstances to ensure their own health and safety, and that of other persons at or near their workplace;
 - cooperates with the District and other employees in relation to health and safety matters;
 - uses any required protective equipment;
 - consults, and cooperates with, joint health and safety committees established within the District;
 - cooperates with any person performing a duty or exercising powers under the OSHA or its regulations;
 - immediately reports workplace hazards of which the employee becomes aware.
- C. Fully integrate health and safety into all management, workplace and contracting activities and will, in particular, ensure that each level of management is made aware that proper management of an activity also requires managing any health and safety risks associated with that activity and compliance with any related health and safety requirements.
- D. Ensure that health and safety is made an integral part of its employee job descriptions and performance evaluation system.
- E. Recognize that students, volunteers, and visitors are also entitled to learn and carry out their activities in a healthy and safe environment, and ensure that they are conducting themselves in a manner which is consistent with the health and safety of themselves and others.

Responsibilities

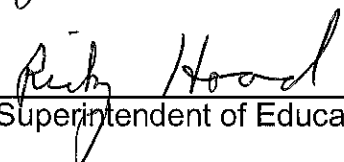
- A. The Superintendent shall be responsible for:
- approving any regulations required in order to implement this policy;
 - appointing a District Senior Management Committee on Health and Safety which shall include the District's Director of Corporate Services, Director of Curriculum Delivery, and any other senior management personnel as the Superintendent deems appropriate.

- assuming overall responsibility for ensuring that this Committee carries out its mandate satisfactorily;
 - reporting to the Board on health and safety matters on an annual basis, or otherwise as required.
- B. The District Senior Management Committee on Health and Safety shall have primary responsibility for overseeing the implementation of this policy. This Committee's responsibilities shall also include:
- establishing, in consultation with the joint health and safety committees, an appropriate written occupational health and safety program as prescribed by the OSHA;
 - ensuring that the program is being followed at each workplace within the District;
 - reviewing this policy on an annual basis in consultation with the District's joint health and safety committees and, if necessary, recommending any changes to this policy to the Superintendent who will, in turn, make recommendation to the Board;
 - performing any other duties assigned to it by the Superintendent.
- C. The Principal of each school will be directly responsible for ensuring compliance with the OSHA and its regulations, for the implementation of this policy and the health and safety program, as applicable within their particular school during the school year, for the appointment of employer representatives and a representative of the parent committee to serve in an ex officio capacity on the joint health and safety committee operating in their school, and for consulting and cooperating with that committee.
- D. The District's Transportation Manager, and Property Manager shall be directly responsible for ensuring compliance with the OSHA and its regulations, for the implementation of this policy and the health and safety program, as applicable within their respective departments, for the appointment of employer representatives on their department's joint health and safety committee, and for consulting and cooperating with that committee. The Property Manager shall also be directly responsible for ensuring compliance with the OSHA and its regulations, in relation to any maintenance or cleaning work done in District schools during the summer school break.

Employee representatives on joint health and safety committees shall be selected by District employees pursuant to the OSHA and any applicable collective agreement.



Board Chairperson



Superintendent of Education