



Subject: Occupational Health and Safety

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**Western School Board
of
Prince Edward Island**

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POLICY STATEMENT

The Western School Board is committed to providing a healthy and safe work environment for its employees and to preventing occupational illness and injury in its workplace.

The Board asserts that the responsibility to successfully operationalize the province's Occupational Health and Safety Act and its regulations, is a shared responsibility of the government departments who have both legislative and financial jurisdictions over the Board; namely, the Department of Education; the Department of Health and Social Services; the Department of Transportation and Infrastructure Renewal; and the Department of Community and Cultural Affairs as well as the Western School Board itself.

In the Western School Board, the senior administrator who shall assume the responsibility for Occupational Health and Safety Policies and Procedures is the Director of Business Services. The Director of Business Services as part of his/her duties shall take every precaution that is reasonable under the circumstances to ensure the health and safety of persons in the workplace.

Principals and supervisors will be trained and held responsible for ensuring that the employees under their supervision follow this policy. They are held accountable for ensuring that employees use safe work practices and receive training to protect their health and safety.

Principals and supervisors also have a general responsibility for ensuring the safety of equipment and the buildings and to ensure that as a part of his/her duties he/she will take every precaution that is reasonable under the circumstances to ensure the health and safety of all persons in the workplace - staff, students, visitors, volunteers.

The Board, in all areas of management, will cooperate with the Occupational Health and Safety officers of the province, the **Joint** Occupational Health and Safety committees operating within the schools and elsewhere in the Board, and our employees, to create a healthy and safe work environment.

The employees of the Board are required to comply with the Occupational Health and Safety Act and to consult with the occupational health and safety committees or representative and with others exercising authority under the relevant legislation(s).

It is the duty of each employee to report to the principal or supervisor, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also employees must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by the Board.

The Board, in cooperation with the Department of Education and other government departments, will wherever possible eliminate hazards. However, where it is a requirement under the legislation(s) or Board Policy and Procedures, employees will be required to use safety equipment, clothing, devices and materials for personal protection.

The Board recognizes the employees' duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.