



Turtle River School Division

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Section Workplace, Safety & Health

WORKPLACE SAFETY & HEALTH POLICY

DEFINITIONS

- A. Workplace Safety and Health Division of the Provincial Environment and Workplace Safety and Health Department:
The provincial body responsible for administering the regulations of the Workplace Safety and Health Act.
- B. Safety and Health Officers:
Employees of Workplace Safety and Health Department, who are empowered to carry out workplace inspections and enforce regulations.
- C. The Turtle River School Division Workplace Safety and Health Central Advisory Committee: Turtle River School Division committee made up of appointed/elected representatives of the employer and workers of the division.
- D. Turtle River School Division Workplace and Health Inspection Team for work site: Work site inspection team made up of elected/appointed representatives of the employer and workers of the division who have a general responsibility for the overall safety and health in the workplace. In addition, the work site inspection team shall be responsible to inspect the work site as per guide G.
 - 1. Worker representative
 - 2. Principal/supervisor
 - 3. Work site custodian
 - 4. Worker whose work station is being inspected
 - 5. Maintenance supervisor
- E. Safety or Health Concerns:
Any situation or condition that is deemed to be hazardous, or may become hazardous and adversely affect the safety or health of workers, students, and/or general public who may have access to school buildings or property which is under the jurisdiction of the Board of Trustees of the Turtle River School Division.
- F. Workplace Worker Representatives:
The person elected/selected by the workers in a workplace to receive concerns.



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WORKPLACE SAFETY & HEALTH POLICY DEFINITIONS (continue)

- G. T.R.T.A. – Turtle River Teachers’ Association
- H. Board:
The Board herein referred to is the Turtle River School Division Board of Trustees.
- I. Worker:
Is any person who is employed by the division or works in site or in training.
- J. Work site:
A work site herein referred to is any location where Turtle River School Division personnel are required to perform their duties.
- K. Log Book:
The log book shall contain “Concern Forms” for each workplace site. All entries in the log book shall be signed. The building administrator shall initial the log book to acknowledge that he/she is aware of the concern filed. It shall be kept as a permanent record in a room frequented by workers. It shall also contain inspection reports.
- L. Quorum:
A quorum committee meeting shall consist of half of the members.



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Objectives:

- To provide a means for workers and employers to work together in a reasonable and cooperative way to identify and resolve safety and health problems in the workplace.
- To develop practices and procedures that will provide for the highest possible degree of safety and health in the workplace.
- To develop education and training programs.

A. Central Committee Size:

Committee size takes into consideration the complexity of the workplace, and the total number of workers. It is desirable that members for the Central Committee are from different work sites.

- Employer members: the number of employer members is a maximum of five
- Worker members: the number of workers members is a maximum of five

B. Election/Selection of Turtle River School Division Central Committee Members:

- Employer representation shall be appointed by the board.
- It is desirable that worker representatives comprised from the following, and the term of the office shall be for a maximum of two consecutive years:
 - a) Two members – Turtle River Teachers' Association
 - b) One member – secretaries, library clerks, teacher assistants
 - c) One member – mechanics or bus drivers
 - d) One member – Custodial staff
- It is also desirable that the representatives be from various work sites.
- The employer chairperson shall be responsible for organizing and carrying out the election/selection for workers who are not represented by a union. (This election/selection shall take place between September 10 and October 10 of each year).
- Workers who are not represented by a union shall be responsible to elect/select a representative in case a vacancy occurs during the term. The employer shall assist non-union groups, when necessary, in the selection/election process.
- All the names of elected/selected members or resignations for the Central Committee shall be submitted to the Secretary-Treasurer, in writing, by the designated representative of each organization or group.

D. Meetings

1. One co-chairperson will be chosen by the employer. One will be chosen by the worker committee members. Chairing of the meetings shall alternate between the co-chairpersons.
2. Up to four meetings may be held between September and June. Meetings shall begin at 1:00 PM. Suggested meetings – October, December, February and May.

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Workplace Safety & Health – Meetings (continue)

3. Agenda: Items are to be submitted to the division office. These should be accompanied by brief statements explaining the problem and suggestions for solution of same. Agenda should be mailed five days prior to the meeting.
4. New business items may be added to the agenda by the approval of the committee at the time of the meeting.
5. Members attending in-service on behalf of the committee shall submit written reports to the committee at a subsequent meeting. (Reports are not required if an entire committee attends the in-service).
6. A final signed copy of the minutes shall be circulated to all committee members. Worker representatives, school board members, Turtle River Teachers' Association executive members, senior administration and principals, within two weeks after the meeting. (the secretary shall keep one copy on file. The worker representative shall be responsible to place a copy of the minutes on the Workplace Safety & Health bulletin board). The Division Office shall forward a copy to the Provincial Branch of Workplace Safety and Health. The original copy shall be retained on file in the division office by the Secretary-Treasurer.
7. The division shall pay mileage to those workers driving vehicle to a central advisory committee meeting. Committee members are requested to pool transportation where possible.

E. Procedure for handling concerns:

- a) Report the concern to the principal/supervisor.
- b) Concerns may also be forwarded directly to a worker representative if the person reporting believes this to be proper. If requested, the worker representative shall keep confidential the identity of the person who forwarded the concern.
- c) The worker representative, when contacted, shall complete the "Concern Form" or record the concern with the supervisor/principal as soon as it is reasonably practicable.
- d) The party presenting the original concern shall be notified of its disposition by the worker representative.
- e) If the concern is still not satisfactorily resolved, the worker representative shall bring the concern to the attention of the Central Advisory Committee with the recommendation for resolution.
- f) At this stage the employer co-chairperson shall inform the board of the recommendation made by the Central Advisory Committee.

F. Work Site Inspections:

In addition to the inspection of the plant, the work site inspections shall also address any aspects related to safety and health. The workplace shall be inspected on an ongoing basis by the designated person of the division, authorized government agencies, and the work site inspection team.

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Work Site Inspections, (continue)

The worker representative in consultation with the immediate supervisor/principal shall initiate work site inspections. These inspections should be on going and completed in time to issue an inspection report to the Committee by February 15 of each school year. The inspection team shall consist of the following:

1. Worker representative
2. Building administrator
3. Custodian
4. The worker responsible for each area being inspected, and
5. A Workplace Safety and Health officer may be invited to assist on an inspection. The worker representative shall be responsible for writing the report.

H. Additional Annual Inspection by Workplace Safety and Health Central Advisory Committee Representatives:

The Turtle River School Division board may authorize inspections by members of the Workplace, Safety & Health Central Advisory Committee. This team shall include the following:

- A worker representative of the Central Advisory Committee
- An employer representative of the Central Advisory Committee
- Work site custodian
- Immediate supervisor/principal
- Maintenance Supervisor
- Representative from provincial workplace safety & health may be invited
- The worker responsible for each area being inspected. (The worker representative shall be responsible for writing the reports. The worker and employer representative of the committee shall sign the final copy of the report.) The report shall be filed ten work days of the inspection date. This report shall be forwarded to the following;
- Members of the inspection team
- Central Advisory Committee members
- School board members
- Senior administration
- Provincial Workplace Safety & Health Division, and
- T.R.T.A. executive members

I. Workplace Worker Representatives:

To assure the attention is given to Workplace Safety & Health in each location, worker representative shall be elected/selected. The general responsibilities of the workplace worker representative are:

- Become aware of his/her duties and responsibilities
- Become aware of the general hazards and appropriate standards for safety and health in the workplace



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- Initiate in cooperation with the building principal/supervisor the regular workplace inspections; include a copy of the report in the log book and forward a copy to the committee.
- Receive safety concerns from fellow employees, report the concerns to the principal/supervisor and participate with him/her in procedures to remedy the concern. (See section on procedures for handling concerns).
- Maintain the "Workplace, Safety & Health Log Book." Place the minutes on the bulletin boards.
- Serve as a contact person for receiving and distributing Workplace Safety & Health information within the work site.

J. Election/Selection of Worker Representative for Work Site:

Worker representatives for schools shall be elected/selected. Elections of the worker representatives shall be held annually at a meeting attended by all staff including teachers, assistants, clerks and custodians. The worker representative for the division office and division garage shall be elected by the workers from the respective work site. The maximum term shall be two consecutive years. The number of votes shall be recorded for items on which a vote is taken.

K. Education and Training:

Arrangements may be made for a training program for committee members. Regulations provide for this training to be considered as part of the working day so there is no loss of salary. The committee may recommend certain persons to attend Provincial Workplace Safety & Health training seminars. Workers must submit their request for approval to the superintendent at least two weeks prior to leave.

L. Policy Amendment:

1. Policy manual shall be amended to reflect any change in the Act, the Regulations, and the Code of Practice.
2. Recommendation for policy amendment will be agreement by the majority of the Central Advisory Committee members.

M. Other:

1. Items of decisive nature shall be postponed to the next meeting at the direction of a co-chairperson. In the meantime the party making the point will put the item in writing and forward it to the division office and the item will be placed on the next agenda.
2. If a member misses two consecutive meetings, the committee shall be responsible to make proper arrangements for the replacement of the member.
3. This document outlines the procedures by which the Central Advisory Committee and all related activities to Workplace Safety & Health shall operate.



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Section Workplace Safety & Health

ACCIDENT REPORTS

The principal shall record and report all accidents on the accident report form and forward same immediately to the superintendent's office.

ACCIDENT PREVENTION AND PROCEDURES

Careful supervision is the responsibility of the principal and staff. They are to make certain that all precautions are taken to insure the safety of students at such locations as follows:

- a) sites where students board and disembark from buses
- b) hallways and classrooms
- c) gymnasiums
- d) playgrounds
- e) and any other locations where school activities take place

SAFETY PROGRAM

The principal of each school, with the co-operation of staff of that school, shall be responsible for the safety of the students. The staff of the school shall cooperate in this endeavor by reporting to the principal any conditions about the school and grounds which they see constitute a safety hazard.

The principal and staff shall promote and carry out such safety programs as they deem beneficial to the personnel of the school.

BUILDING AND GROUNDS INSPECTION

The principal, teaching staff, and custodian will take note of conditions within the school building or on the school grounds which are detrimental to the safety of the student or staff and shall report their findings to the secretary-treasurer or to any special officer appointed for that purpose by the school board or to any member of Workplace Safety & Health

December 1990

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HEARING SCREENING (EMPLOYEES)

1. All employees who work in high noise areas shall be required to take a hearing screening test prior to commencement of work. Therefore, they shall be tested on an annual basis.

Copies of these tests will be given to the employee and one copy shall be retained in the employee's file.

2. High noise areas shall include:
 - Industrial arts shop
 - Music/band rooms
 - Division garage
3. The onus is on the employee to request protective hearing devices. The request shall be made in writing to the immediate supervisor. The immediate supervisor will then forward this request to the administrative assistant.
4. The onus shall be with the employee to insure that an annual test is taken. The immediate supervisor shall be responsible to make arrangements for the test. All division employees may request to be tested when the hearing screening team is at the school. Copies of these results will be given to the employee but will not be retained in the employees file.

November 7, 1995 June 18, 1996



WORKING ALONE GUIDELINES

The safety and security of the worker and the facility in which he/she works is a very high priority with the Turtle River School Division.

In most cases, the type of work that is performed by the employees of Turtle River School Division is considered "low risk."

The following procedures should be followed by all Division employees when working alone in the schools:

- Be familiar with the location of the telephone; IN CASE OF EMERGENCY CALL 911 OR 0.
- Be aware of the list of telephone numbers posted in all boiler or furnace rooms or office; if mechanical assistance is required, and the required number is not available, contact the custodian immediately.
- Make sure, whenever possible, that all exterior doors are secure.
- Do not attempt to do hazardous work when working alone – use common sense at all times
- Ensure that someone knows your working hours and when you are expected home.
- Walk in well-lit areas.
- If you own a personal alarm or cell phone have it at hand at all times.
- Notify your supervisor or the police if you are suspicious of people hanging around your workplace.
- Lock your vehicle while at work.

February 22, 2000