

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 406
SECTION:	RELATIONS		
PROCEDURE:	OCCUPATIONAL HEALTH & SAFETY		

BACKGROUND

The Division believes in providing and maintaining a safe and healthy working environment for all employees, students and volunteers and to provide and maintain a safe and healthy environment for the general public.

The intent of this administrative procedure is to:

- ◆ Protect the employees of the Division from health and safety hazards;
- ◆ Ensure the provision of first aid and medical monitoring services; assist in the rehabilitation of the ill and injured; and
- ◆ Encourage and assist the promotion of personal health and safety.

Definitions

Occupational Health refers to those programs or activities that deal with the interrelationships of employee health and their occupations.

Occupational Safety refers to those programs or activities that minimize the chemical, physical, biological and other hazard potentials that may exist on the work site.

Senior Administration refers to those persons responsible for the overall administration of the Division, including the Director and the Assistant Director.

School Administration refers to principals and vice principals.

Staff refers to those persons with non-supervisory responsibilities, including teachers, secretaries, teacher assistants, Maintenance Person, Caretakers, etc.

PROCEDURES

1. Senior Administration is responsible for:
 - 1.1 Ensuring that the Occupational Health and Safety program is implemented throughout all departments and schools within the school jurisdiction; and
 - 1.2 Ensuring that this administrative procedure is reviewed and updated on a regular basis.

2. School Administration is responsible for:
 - 2.1 Ensuring the development and maintenance of Division health and safety procedures consistent with Occupational Health and Safety administrative procedures and appropriate to Division operations;
 - 2.2 Ensuring that employees are aware of all health and safety procedures and rules;
 - 2.3 Ensuring the reporting and investigation of all accidents and relevant incidents; and
 - 2.4 Ensuring the application of Division health and safety procedures.
3. Staff are responsible for:
 - 3.1 Taking reasonable care to protect their own health and safety and all others present at the work site; and
 - 3.2 Being aware of all relevant health and safety legislation, rules and procedures.
4. The Chief Financial Officer is designated the coordinator of Occupational Health and Safety and is responsible for:
 - 4.1 Assisting and advising schools on the implementation of the Occupational Health and Safety procedures;
 - 4.2 Advising schools on the effectiveness and efficiency of their Occupational Health and Safety programs;
 - 4.3 Completing an annual review and update of Occupational Health and Safety procedures to ensure compliance with all health and safety legislation;
 - 4.4 Monitoring Workers' Compensation Board (WCB) claims to ensure that the optimal WCB assessment rates and minimal claims costs are achieved.
5. The Occupational Health and Safety Committee is responsible for:
 - 5.1 Participating in the identification and control of health and safety hazards in or at the place of employment;
 - 5.2 Establishing, promoting and recommending the means and delivery of health and safety programs for the education and information of workers;
 - 5.3 Investigating matters relating to dangerous working conditions;
 - 5.4 Receiving, considering and resolving matters respecting the health and safety of workers; and
 - 5.5 Carry out any other duties specified in the Health and Safety Act or prescribed in regulations.

Reference: Sections 85, 87, 108, 109, Education Act
Occupational Health and Safety Act
Occupational Health and Safety Regulations
Public Health Act

Date Issued: November 21, 2007