



OCCUPATIONAL HEALTH AND SAFETY

Background

Board Policy 1: Board Mandate, Mission, Values, and Goals calls us to nurture the well-being of all those we serve in a welcoming, caring, respectful, and safe learning environment. Further to this, the division has a responsibility to provide a safe and healthy working environment for students, employees, volunteers and visitors.

Procedures

1. The Superintendent shall develop and implement safety procedures necessary to provide a safe and healthy working environment in all divisional facilities.
2. The Principal or supervisor shall be responsible for:
 - 2.1 Providing for educational programs and resources that assist in the development of good safety practices and attitudes in the school.
 - 2.2 Appointing a staff member to coordinate health and safety programs and resources in the school.
 - 2.3 Maintaining accurate records of accidents at school, the treatment provided and the reporting of all accidents to the Office of the Secretary-Treasurer.
 - 2.4 Providing direction and support to teachers regarding student safety, supervision and incidents of violations.
 - 2.5 Identifying potentially hazardous conditions and/or materials and ensuring that safe practices and procedures are in place to correct conditions or dispose of hazardous materials.
 - 2.6 Conducting and/or facilitating regular safety inspections.
 - 2.7 Ensuring that teachers provide safety instruction to students as required in the courses they teach.
 - 2.8 Reporting accidents to the Superintendent and the Worker's Compensation Board as required.
3. Each staff member shall be responsible for:
 - 3.1 Exemplifying safe behaviour in teaching practices and procedures.
 - 3.2 Accepting as a professional obligation the responsibility of providing and emphasizing safety education in the classroom.

- 3.3 Implementing documented safety education programs in accordance with Board Policy and the regulations and standards of other regulating bodies.
- 3.4 Evaluating safety education efforts, monitoring student behaviour and initiating corrective action as required.
- 3.5 Identifying unsafe environmental conditions and correcting or reporting these in writing to the Principal or supervisor.
- 3.6 Reporting accidents and/or injuries to the Principal or supervisor.
- 4. Students shall be advised that they have a responsibility to:
 - 4.1 Be knowledgeable of both environmental safety factors and safe behavioural practices.
 - 4.2 Conduct themselves in accordance with established safety practices and rules such as appropriate dress and protective clothing.
 - 4.3 Identify unsafe practices or environmental conditions and report these to the school staff.
 - 4.4 Inform school staff of possible health concerns relevant to their personal safety and protection.
- 5. Parents shall be advised of their responsibility to advise the school at the beginning of the school year of:
 - 5.1 Any relevant student medical problems.
 - 5.2 Their wish to have their child excluded from particular course activities that may be hazardous to them.