

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
BOARD POLICY / REGULATIONS

Board Policy Number: 4.70
Subject: Health and Safety
Effective Date: Revised (215) April 19, 1994;
Revised (285) September 28, 2010

The Dufferin-Peel Catholic District School Board, as a Catholic institution dedicated to the Church's teachings, is committed to providing a safe, caring, healthy and inclusive work environment for its employees, students, visitors and members of the public, where everyone is treated with respect and dignity. The Board will take all reasonable precautions to prevent injuries and illness to persons by providing a work environment free from threat, intimidation or violence. While this kind of conduct is rare, the Board cannot consider itself immune from this behaviour.

Established Health and Safety policies and procedures, carried out and maintained in accordance with the *Occupational Health and Safety Act* and its Regulations, can help provide appropriate responses to situations that may arise. Detailed information can be found in the Dufferin-Peel Catholic District School Board's Health and Safety manual.

The Dufferin-Peel Catholic District School Board encourages a cooperative approach to health and safety programs by fostering communication between supervisors and employees.

It is the intent of this policy to ensure that everyone associated with the Dufferin-Peel Catholic District School Board, including employees, students, visitors and members of the public, is provided with an environment free from unsafe workplace situations.

This policy must be posted where it is accessible to all employees at every location within the Board.

REGULATIONS

4.70 Health and Safety

The Board will provide leadership, education and training so that employees have an opportunity to acquire sufficient knowledge and skills to perform their work safely. Employees are the Board's most important resource, and will be treated as such.

All employees, at all levels and functions, must accept their responsibilities in achieving the policy objectives.

The Responsibilities of Employees are to:

- Follow safe work procedures
- Know and comply with all laws and regulations
- Report any injury or illness immediately
- Report unsafe acts and conditions, including acts of violence (as well as acts of violence which occur off Board property, but which may have an impact on the work environment)

It is each employee's responsibility to bring health and safety issues to the attention of their Supervisor as soon as practicable.

The Responsibilities of Supervisors are to:

- Inform employees of potential hazards
- Ensure that employees work safely
- Ensure that safe and healthy work conditions are maintained
- Facilitate correction of unsafe acts and conditions
- Report and investigate all accidents/incidents
- Instill safety awareness in students and staff

Supervisory staff include Principals, Vice-Principals, Managers and others considered to be Supervisors under the Occupational Health and Safety Act.

The Responsibilities of Senior Management Staff are to:

- Provide health and safety training and information to supervisors and employees
- Provide a safe and healthy workplace
- Establish and maintain a health and safety policy and program
- Provide first aid facilities
- Support supervisors in their health and safety activities
- Evaluate health and safety performance of supervisors

Senior Management staff refers to Superintendents, Associate Directors of Education and Director of Education.

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