

CUSTODIAL STAFF

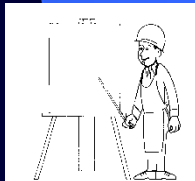
Occupational Health and Safety



CUSTODIAL Reference Guide

OHS Section

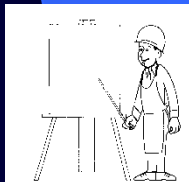
- OHS Policy
- Summer Clean-up Practices
- Exposure Controls for Blood and Bodily Fluid
- Ladders
- Floor Scrubbers
- Alerts:
 - Electrical Safety
 - Safe Work with Chlorine
- Bulletins:
 - Reporting Procedures for OHS Incidents
 - Electrical Safety Alert
 - Violence in the Workplace
 - Administrative Penalties
 - Health Classroom Indoor Air Quality



OHS POLICY

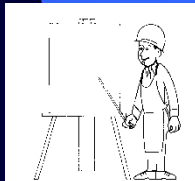
1. Do you have responsibility for safety as a custodian?
2. Do you know about the dangers that you face at work?
3. Do you know what measures are in place to protect you?
4. Can you refuse work that they feel will endanger yourself or someone else?
5. Could you be fired for not following health and safety rules?
6. Are you legally responsible to do your job safely?

**SO...NO ONE'S GETTING
INJURED AT WORK, RIGHT?**



THE TRUTH

- The WCB costs for SSRSB are on average about 5% more than almost all other school boards
- Over \$700,000 in injury costs at SSRSB have been paid out by WCB in the last 4 years.
- There is a potential to reduce injuries by 24%



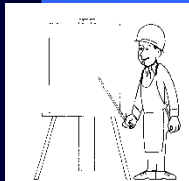
...there outta be a law!

1. Occupational Health and Safety Act

2. Regulations:

- Occupational Safety General Regulations
 - Personal Protective Equipment, Ventilation, Sanitation, Accommodation, Lighting, **Material Handling & Storage**, Lockout, Hoists, Mobile Equipment, Mechanical, Tools, Welding, Electrical, Confined Spaces, Premises, Constuction, Demolition, Excavations, Trenches
- Workplace Safety General Regulations *NEW*
 - Fall Protection, Scaffolds, **Ladders** and Other Elevated Work Platforms
- WHMIS
- First Aid
- Violence in the Workplace
- Administrative Penalties

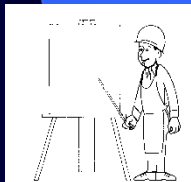
3. Codes of Practices & Guidelines



CORE OF OHS ACT

Internal Responsibility System

- A principal, belief shared by all Canadian provinces, and many other countries
- It says that everyone shares responsibility for everyone's health and safety
- To the extent of their authority and ability
- It means you cannot not turn a blind eye, and say "I am not responsible for safety"



SSRSB OHS Policy - 2014

Umbrella statement of SSRSB's:

- belief toward OHS
- commitment to OHS
- Sharing of responsibilities



Governance Policy 470
Property Services
Operations Division

OCCUPATIONAL HEALTH AND SAFETY GOVERNANCE POLICY

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- 2.0 POLICY FRAMEWORK
- 3.0 AUTHORIZATION

1.0 PRINCIPLES

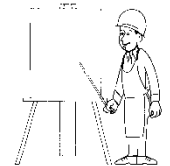
- 1.1. The South Shore Regional School Board (SSRSB) believes that student and employee safety is a first priority.
- 1.2. The SSRSB is committed to the prevention of injuries, illnesses, and incidents harmful to the environment of workplaces by reducing potential risk. All workplace parties (employees, contractors, constructors, self-employed persons, owners, suppliers, architect or professional engineer) shall share with the SSRSB a responsibility to cooperate in protecting the health and safety of themselves and other persons at workplaces by working in compliance with the law, established health and safety work practices and procedures, and with workplace health and safety committees.

2.0 POLICY FRAMEWORK

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
 - 2.1.1. The SSRSB also recognizes, with reference to the Violence in the Workplace Regulations under the Nova Scotia Occupational Health & Safety Act, that violence in the workplace is an occupational health and safety hazard. The SSRSB also recognizes there can be physical and emotional harm resulting from violence and any form of violence in the workplace is unacceptable. The SSRSB is committed to minimize, and where possible, eliminate the risk of violence in the workplace.

3.0 AUTHORIZATION

- The Superintendent is authorized to issue procedures in support of this policy.



SSRSB OHS Policy - 2014

Sharing of Responsibilities: Employer (SSRSB)

- Having a health and safety program
- Provide the right information, instruction, assistance and supervision to protect employees health and safety
- Make sure employees are trained to work safely
- Provide proper, well kept tools, equipment, and protective clothing and equipment.
- Provide safety training and required first aid training
- Hold individuals responsible for safety performance, including dealing with discipline when appropriate



SSRSB OHS Policy - 2014

Sharing of Responsibilities: Supervisors

- Form Health and Safety Committees or a Health and Safety Representative at every workplace.
- Make sure employees are educated to work safely, use protective clothing and equipment and follow safety procedures.
- Tell employees about any known dangers and how to protect themselves and others.
- In the case of an injury, arrange for immediate medical treatment if required.
- Investigate all reported accidents quickly, determine corrective measures, and monitor for prevention of future accidents.
- Carry out regular health and safety inspections of the workplace
- Provide discipline when appropriate



SSRSB OHS Policy - 2014

Sharing of Responsibilities: Employees

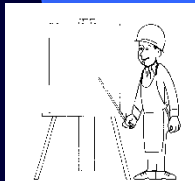
- Be aware of the OH&S Act and SSRSB program.
- Participate in health and safety training.
- Use or wear required protective clothing and equipment.
- Take every reasonable step to protect your safety and the safety of others.
- Notify your Supervisor of anything unsafe.
- Report all accidents and injuries to your supervisor as soon as possible.



What about my “Rights”?

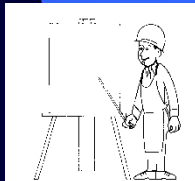
“The 3 R’s”

- Right to know
 - Information that affects your health and safety
- Right to refuse
 - The right to refuse unsafe or unhealthy work
- Right to participate
 - In the selection of committee members, report unsafe conditions, and voice your concerns and opinions



Occupational Health and Safety Program

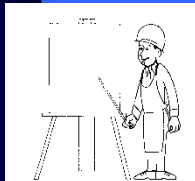
- Requirement if 20 or more employees
- Written OHS program
- Adapted to the circumstances of the organization
- Purpose to implement the employer's policy, Act, Regulations



Occupational Health and Safety Program

Program shall include:

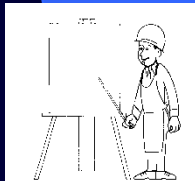
- Training and supervision of employees in OHS matters
- Written work procedures relative to health and safety
- Establishment of Joint Occupational Health and Safety Committees (JOHSC)/Representative where required
- Hazard identification program
- System for OHS monitoring, prompt follow-up and control of hazards
- Program for incident investigations
- Maintenance of records and statistics
- Means of monitoring the implementation and effectiveness of the program.



Incident Investigation Procedure

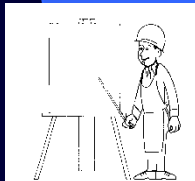
SSRSB will fully investigate, identify causes and corrective actions to be taken to prevent reoccurrence for the following:

- Incidents that result in injuries or illness that requires medical attention.
- Incidents that results in lost time.
- Incidents the results in property damage.
- Any other serious incident that must be reported in accordance with OHS Act (fire, explosion, death or near-death)

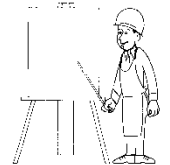


Reporting Incidents

- Employees must report all incidents to their immediate supervisor and participate in the investigation.
- Supervisors will conduct the investigation, complete reports in a timely fashion, and notify the Health and Safety Manager.
- The Health & Safety Committee or Representative at the workplace will be made aware of the incident and be provided an opportunity to participate in the investigation.



REPORT IT, DON'T IGNORE IT.



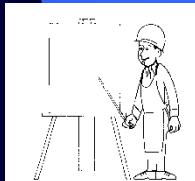
Incident Investigations

INTENT

- Determine the cause or causes
- Identify any unsafe conditions or acts
- Recommend corrective action to prevent future incidents

NOT

- To place blame on employees or management
- Satisfy insurances or WCB paperwork
- Merely to CYA



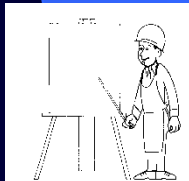
Incident Investigations

“ACCIDENT” VERSUS “INCIDENT”

ACCIDENT – Mindset is that it could not have been prevented: “He’s just an accident waiting to happen” or “It was just an accident”

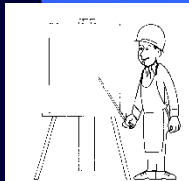
INCIDENT – Is an unplanned, undesired event that causes injury, illness or property damage, but does not mean unable to prevent

NEAR MISS – An incident that could have resulted in injury, illness or property damage – a close call! ~ Opportunity knocking! ~



A Look at Recent Incidents:

- Moved scrubber power cord to another wall outlet and when stepping over cord, one foot caught causing fall on floor injuring knee and shoulder.
- Stepped over power cord to scrubber and one foot got fetched up on cord and fell on floor, injuring shoulder.
- Doing outside checks and slipped on ice, injuring back from trying not to fall.
- Taking garbage out to dumpster and slipped on snow and ice build-up injuring shoulder.
- Collecting and awkwardly carrying boxes, slipped out of hand, and tripped over boxes injuring knee and back.
- Holding up a snow covered dumpster lid injured shoulder.

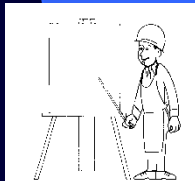


Incident Investigations

WHEN AN ORGANIZATION RESPONDS SWIFTLY AND POSITIVELY TO AN INCIDENT, THOSE ACTIONS STRENGTHEN THE COMMITMENT TO THE SAFETY AND WELL-BEING OF PEOPLE.

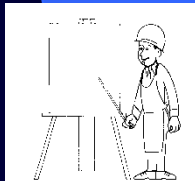
REMEMBER SSRSB'S SAFETY POLICY:

"STUDENT AND EMPLOYEE SAFETY IS A FIRST PRIORITY"



What did we just do?

- Look at Occupational Health and Safety laws
- Define “Internal Responsibility System”
- Understand our rights and responsibilities
- Review SSRSB policy & program
- Learn about proper reporting procedures
- How injuries can be prevented



Questions?

I'm a
**School
Custodian**
What is **YOUR**
Superpower?

