

A photograph of a teacher assisting a student in a wheelchair. The teacher is leaning over the wheelchair, and the student is wearing a green safety vest. The background is a light, textured surface. The photo is framed by a light blue border with rounded corners.

Teacher Assistants Health & Safety Student Lifting Training

AGENDA

Occupational Health & Safety Overview

- Legislation
- Role, Responsibilities and Rights
- Safety Programs
- Safe Work Procedures
- Student Lifting

Group Quiz

1. Does Nova Scotia have a health and safety law?
2. Do you have a legal responsibility to keep yourself and co-workers safe?
3. Do you have the right to know about hazards that could affect you at work?
4. Do you have the right to participate in health and safety issues at work?
5. Do you have a right to refuse work that you feel will endanger you or someone else?
6. Is your employer legally responsible to make sure you do your job safely?
7. How is this done?

DOES N.S. HAVE A HEALTH & SAFETY LAW?

- Occupational Health and Safety Act
- Regulations:
 - Occupational Safety General Regulations
 - WHMIS Regulations
 - OH&S First Aid Regulations
 - Fall Protection & Scaffolding Regulations
 - OH&S Administrative Penalties Regulations
 - Violence in the Workplace Regulations
- Codes of Practices & Guidelines



DO YOU HAVE A LEGAL RESPONSIBILITY TO KEEP YOURSELF AND CO-WORKERS SAFE?

NS OHS Act is based on an Internal Responsibility System:

“Everyone at a workplace shares the responsibility for the health and safety of persons at the workplace – to the extent of their ability and authority to do so.”

WHAT ABOUT RESPONSIBILITIES?

For employers - this means:

- Providing the right equipment and gear and keeping it safe
- Providing safety instruction and job training
- Giving information about job hazards
- Making sure employees are not exposed to health and safety hazards



WHAT ABOUT RESPONSIBILITIES?

For employees – this means:

- read, understand, and comply with safety policy, work practices, procedures and rules
- Wear required safety equipment and personal protective devices and clothing
- Notify Supervisor of unsafe conditions or act that may endanger themselves or others
- Take reasonable precaution to protect the safety of themselves and others
- **Participate in health & safety training**



DO YOU HAVE THE RIGHT TO KNOW ABOUT HAZARDS THAT COULD AFFECT YOU AT WORK?

Along with responsibilities, you have rights – a voice!

The 3 R's:

R ight to know

R ight to participate

R ight to refuse



WHAT ABOUT THE RIGHT TO KNOW?

You have the right to information on issues that affect your health and safety:

- hazards of a workplace
- how to avoid the potential for injury from those hazards.

WHAT ABOUT THE RIGHT TO PARTICIPATE?

You have the right to participate on health and safety issues in order to carry out your responsibilities:

- Joining health and safety committees
- Reporting potential hazards
- Voice your concerns and opinions
- Taking part in safety training

DO YOU HAVE A RIGHT TO REFUSE WORK THAT YOU FEEL WILL ENDANGER YOUR OR SOMEONE ELSE?

An employee may refuse to do work they have reasonable grounds to believe is dangerous to themselves or others.

The refusal process is meant as a formal collaborative means of reviewing and resolving health and safety concerns.

It may be through several stages involving Supervisors, OHS Committees or and OHS Officer.

SSRSB'S OCCUPATIONAL HEALTH AND SAFETY PROGRAM

POLICY - KEY POINTS!!!

- Safety of students and employees are a first priority
- Committed to the prevention of injuries and reducing potential risks
- All employees share responsibility to protect health and safety of themselves and others
- Work in compliance with the law, work practices and procedures
- Recognizes violence in the workplace as a health and safety hazard; there can be physical and emotional harm from violence; and any form of violence is unacceptable. Committed to minimize or eliminate the risk of violence.

SSRSB'S OCCUPATIONAL HEALTH AND SAFETY PROGRAM

PROGRAM COMPONENTS

- Identification and correction of hazards
- Evaluating workplaces, inspections
- Hazard reporting and investigations
- Establishment and operation of committees and reps
- Reporting to committees and reps
- Training and supervision
- Written work procedures and practices
- Health and safety monitoring, follow-up and controls
- Record and statistics maintenance
- Monitoring program effectiveness

SSRSB'S WRITTEN WORK PROCEDURES AND PRACTICES

GENERAL SAFETY RULES FOR ALL EMPLOYEES!

- Report accidents, injuries, near misses, unsafe conditions and practices
- Use safe work practices and job procedures
- Wear personal protective equipment
- Use tools and equipment as intended
- Do not use damaged or worn equipment
- Good housekeeping practices
- Do not work when ability is impaired
- Actively participate in safety program

SSRSB'S WRITTEN WORK PROCEDURES AND PRACTICES JOB SPECIFIC

- Hand tools
- Powered hand tools
- Housekeeping and Storage
- Ladders
- Respiratory protection and hearing
- Scaffolds AND.....
- **Ergonomics**
 - Repetitive Motion Injuries
 - Computer Workstations.....AND
 - NEW * STUDENT LIFTING *

NEW ERGONOMICS – STUDENT LIFTING

Page 1 of 5

View Options Close

SOUTH SHORE REGIONAL SCHOOL BOARD

Occupational Health and Safety
Program Manual
Section 9.2.24
Page 1 of 5

9.2.24 Ergonomics (addendum)

Student Lifting

General Information

Acquiring proper techniques and habits for lifting students is essential for both employee and student health and safety. Lifting is a natural part of everyday life, but lifting correctly does not always come naturally. Employees who have experienced injuries know how it can negatively impact their personal lives and their ability to meet the educational needs of students.

It is important to remember that the size or age of a child does not change the need to use safe procedures when lifting. A student does not typically need lifting unless in an emergency, but a student with motor impairment may need to be lifted several times daily. Lifting properly is especially important when working with students with special needs as they may need more physical help, can move suddenly and have little control over their muscles.

Roles and Responsibilities

In accordance with the Occupational Health and Safety Act, employers and employees share responsibility for working safely. When providing the required supports for students, especially for medical and personal care, the roles and responsibilities outlined from the OHS Act are :

- The SSRSB will take every reasonable precaution to:
 - o ensure employee and student health and safety. This includes assessing any risks for students and staff associated with lifting and mobility needs for students through the program planning process.
 - o provide and keep equipment associated with student lifting and mobility in proper and safe condition. Specialized equipment is provided according to SSRSB's Student Services policy #370 and administrative procedures.
 - o provide necessary information, instruction and training, as identified through the program planning process.
 - o provide necessary supervision. Supervisors will communicate and reinforce expectations for fulfillment of job functions, including following established lifting procedures for students as developed by physiotherapy and occupational therapists. Any concerns brought forward by employees are to be addressed promptly and collaborative solutions sought. Performance issues will be handled in accordance with applicable union or employment contracts.

Preparation Date: September 21, 2012
Revision Date: _____

SUMMARY

All work exposes employees to some level of health and safety hazards. It is important that we work together to eliminate or reduce the risks to as reasonably low as possible.

The legislation outlines an “Internal Responsibility System” that support this effort.

This includes employee responsibilities to participate in protecting their own safety, including safety training.

The South Shore Regional School Board has developed a policy that support this.

There are also Safety Rules, Safe Work Procedures and Practices.

There are NEW Safe Work Procedures for Student Lifting.

Group Quiz

1. Does Nova Scotia have a health and safety law?
2. Do you have a legal responsibility to keep yourself and co-workers safe?
3. Do you have the right to know about hazards that could affect you at work?
4. Do you have the right to participate in health and safety issues at work?
5. Do you have a right to refuse work that you feel will endanger you or someone else?
6. Is your employer legally responsible to make sure you do your job safely?
7. How is this done?