South Shore
Regional Centre for Education

OCCUPATIONAL HEALTH AND SAFETY

GOVERNANCE POLICY

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1.0 PRINCIPLES

1.1. The South Shore Regional Centre for Education (SSRCE) believes that student and employee safety is a first priority.

1.2. The SSRCE 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 SSRCE 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.

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

OCCUPATIONAL HEALTH AND SAFETY

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1.0 PROCEDURES

1.1. Process for Accountability of SSRCE:

1.1.1. Establish an Occupational Health and Safety Program as outlined in the Occupational Health and Safety Act. This program shall be reviewed by a Regional Joint Occupational Health and Safety Committee. The program contents shall be accessible to all employees.

1.1.2. Ensure the provision of information, instructions, and other resources to employees in order to protect their health and safety.

1.1.3. Be aware of the Occupational Health and Safety Act and Occupational Health and Safety Program.

1.1.4. Ensure that this policy is posted at all workplaces and is easily accessed by employees.

1.1.5. Ensure all employees are provided with training necessary to perform their specific jobs safely and meet the requirements of the Occupational Health and Safety Act and the Occupational Health and Safety Program.

1.1.6. Provide employees with the proper, well maintained tools and equipment plus any personal protective equipment or devices which may be required.

1.1.7. Provide an ongoing safety education program and approved first aid training as required.

1.1.8. Monitor departments and projects and hold them accountable for their individual safety performance.

1.1.9. Provide appropriate discipline for non-compliance.

1.2. Process for Accountability of Supervisors / Managers / Administrators.

1.2.1. Establish a Joint Occupational Health and Safety Committee or Health and Safety Representatives for each workplace as outlined in the Occupational Health and Safety Act.

1.2.2. Be aware of the Occupational Health and Safety Act and Occupational Health and Safety Program.

1.2.3. Ensure that this policy is posted at all workplaces and is easily accessed by employees.

1.2.4. Ensure that all employees are educated to work in a safe manner and that they use all protective equipment or devices and procedures required by the SSRCE and by legislation to protect their health and safety.

1.2.5. Advise all employees of any known potential or actual dangers and how to isolate, prevent or remove them.

1.2.6. Arrange or delegate arrangements for medical treatment as required, in case of injury

or illnesses including transportation to a doctor or hospital as necessary.

1.2.7. Report all incidents immediately, to investigate incidents as set forth in the incident investigation procedure and to determine corrective measures and a monitoring procedure on how to prevent similar accidents in the future. Carry out regular inspections of the workplace to ensure a safe and healthy environment.

1.2.8. Provide appropriate discipline for non-compliance.

1.3. Process for Accountability of Other Employees.

1.3.1. Be aware of the Occupational Health and Safety Act and Occupational Health and Safety Program.

1.3.2. Use or wear the safety and personal protective equipment or devices required by regulations and the employer.

1.3.3. Notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or oneself.

1.3.4. Report all incidents and injuries to their supervisor as soon as possible.

1.3.5. Take every reasonable precaution to protect the safety of other workers, students and oneself.

1.3.6. Participate in occupational health and safety related training provided by SSRCE.

2.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.