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## Health and Safety AP 300.16

<b>Procedure for:</b>	All Employees	<b>Adopted:</b>	October 24, 2006
<b>Submitted by:</b>	Associate Director	<b>Revised:</b>	November 24, 2015
<b>Category:</b>	Employees		

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### Purpose

The objective of the Health and Safety program is to achieve safe and healthy working conditions for all employees and to prevent or reduce the risk of workplace injury, illness and disease. This will be accomplished through effective management and with the cooperation of all employees.

### Responsibilities

#### The rights of employees are to:

- be informed about workplace health and safety hazards.
- participate in making recommendations on health and safety issues.
- refuse work if they believe it endangers health or safety.

#### The responsibilities of employees are to:

- work in compliance with the Health and Safety Act and its Regulations and follow safe work practices and procedures.
- wear protective equipment, devices and clothing required by the Board.
- report any injury or illness to their supervisor immediately.
- report any defective equipment, hazard, unsafe acts and conditions or violation of the Occupational Health and Safety Act to their supervisor immediately.
- work in a manner that does not endanger the employee or others.
- not remove or make ineffective any protective device.
- not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- complete the mandatory Health & Safety online training module within one month of date of hire.
- complete any additional training related to Health & Safety as required by the Board or through changes in legislation.

#### The responsibilities of supervisors are to:

- take every precaution reasonable in the protection of the employee.
  - advise employees of potential or actual health and safety hazards known by the supervisor.
  - ensure that employees work safely and follow safe work procedures.
  - ensure that employees wear required protective devices or clothing.
  - 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 staff.
- Supervisory staff includes supervisory officers, principals, vice-principals, managers and supervisors.*

#### 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.



**Information**

- The Board will review the Health and Safety policy annually and ensure that it is clearly posted in each workplace.
- A Health and Safety program will be developed and disseminated on the BHN Hub.
- The Board will maintain and support a Joint Health and Safety Committee which operates under the "Terms of Reference of the Joint Occupational Health and Safety Committee".

**Procedures – N/A**

**Definitions – N/A**

**References**

Occupational Health and Safety Act and Regulations  
Education Act



**Policy: Health and Safety**

		Policy Number:	300.16
Adopted:	October 24, 2006	Former Policy Number:	n/a
Reviewed:	September 17, 2019	Policy Category:	Human Resources
Subsequent Review Dates:	Annually	Pages:	1

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board is committed to ensuring a safe and healthy environment for its employees and will take all reasonable precautions to prevent injuries or occupational illness. Health and Safety policies and programs will be carried out and maintained in accordance with the Occupational Health and Safety Act and its Regulations.

**Policy Criteria:**

It is policy of the Board that:

- As the employer, the Board is ultimately responsible for the health and safety of its employees. All parties employed by or contracted by the Board must act in compliance with the Occupational Health and Safety Act and its Regulations.
- Supervisors will be held accountable for the health and safety of the employees who are under their supervision. This includes the responsibility for ensuring that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures. Supervisors will ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Every employee has the responsibility to protect his or her own health and safety by working in compliance with the Occupational Health and Safety Act and safe work practices and procedures which have been established by the Board. Every employee is responsible to bring to the attention of their supervisor the existence of any unsafe work practices or conditions.
- Commitment to health and safety must be an integral part of the operations of the Board and requires the continued co-operation of all employees in the exercise of their respective responsibilities.

**Glossary of Key Policy Terms:** N/A

**References**

Occupational Health and Safety Act and Regulations  
Education Act

December 7, 2021

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Rick Petrella, Chair of the Board

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Date