



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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<b>Section:</b>	<b>Human Resources</b>	<b>Regulation Code: HR-4.1.1</b>
	<b>• Employee Relations</b>	<b>Policy Code Reference: HR-4.1</b>
<b>Regulation:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>	<b>Page 1</b>

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-4.1, Occupational Health and Safety.

#### **1. Occupational Health and Safety Program**

- 1.1 An internal responsibility system is foundational to an effective Health and Safety Program. This means that employees and managers are mutually responsible for health and safety in the workplace and that all staff have a role to play in developing and sustaining the Kawartha Pine Ridge District School Board's health and safety culture.
- 1.2 The Kawartha Pine Ridge District School Board will maintain an effective Occupational Health and Safety Program that meets the compliance requirements set out in the Occupational Health and Safety Act, exercise reasonable care and caution in support of due diligence, and work proactively in order to identify existing and potential hazards and risks.
- 1.3 Measures to support the continuous improvement of the Kawartha Pine Ridge District School Board Health and Safety Program will be implemented in keeping with strategic objectives, evaluated regularly, and revised as appropriate. Such measures may include submitting regular reports to senior administration, publicising the annual objectives and outcomes of the Joint Health and Safety Committees, designing/ implementing innovative training plans, auditing site inspection processes, evidence-based programming, and consulting with stakeholders.

#### **2. Shared Responsibilities**

In accordance with the Occupational Health and Safety Act, all Kawartha Pine Ridge District School Board employees have a part to play in supporting the internal responsibility system in keeping with their role:

- 2.1 As the employer, senior administration is responsible to take every precaution reasonable in the circumstances for the protection of an employee. This includes establishing budget funds and resources, as necessary, to fulfill the Kawartha Pine Ridge District School Board's responsibilities under the Occupational Health and Safety Act. Senior administration is also responsible for ensuring the establishment, promotion and effectiveness of the internal responsibility system. The employer must ensure that all supervisors are competent persons in keeping with the Occupational Health and Safety Act.

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- 2.2 Managers/principals/supervisors are responsible for making employees fully aware of the hazards that may be encountered in the workplace; ensuring that they work safely; and, responding to any of the hazards brought to their attention, including taking every precaution reasonable in the circumstances for the protection of an employee.
- 2.3 Employee responsibilities include: reporting hazards in the workplace; working safely and following safe work practices; using the required personal protective equipment for the task at hand; and, participating in health and safety programs established for the workplace.
- 2.4 Health and safety staff contribute to the promotion and advancement of the Kawartha Pine Ridge District School Board's health and safety culture by supporting senior administration and principals/managers to comply with legislation, practice due diligence, provide an effective Health and Safety Program, and maintain an internal responsibility system. Staff in these roles also support the work of the Joint Health and Safety Committees and the School Site Inspection Committees by providing technical know-how, information, leadership and training. They also liaise with external parties, such as the Ministry of Labour.
- 2.5 The Joint Health and Safety Committees involving teaching and support staff are made up of employee and management representatives. These two committees meet regularly and members collaborate to identify, evaluate, recommend and follow-up where issues of employee health and safety are concerned.
- 2.6 School Site Inspection Committees meet regularly to inspect the worksite, identify hazards, assess risks and address occupational safety concerns through collaborative problem-solving and/or referral to the appropriate resources. School Site Inspection Committees are made up of the site supervisor (principal/manager), one teaching representative and one support staff representative. Head custodians, if not already designated as the support staff representative, also participate in site inspections.

In addition, organizations external to the workplace also contribute to workplace health and safety. These include the Ministry of Labour, the Workplace Safety and Insurance Board, and health and safety system partners. The Ministry of Labour's primary role is to set, communicate, and enforce workplace occupational health

