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| STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES | HUMAN RESOURCES MANAGEMENT V-A- 4 |
| | General OCCUPATIONAL HEALTH & SAFETY |
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OCCUPATIONAL HEALTH AND SAFETY

POLICY STATEMENT

The Strait Regional School Board recognizes that its commitment to excellence in lifelong learning includes the undertaking of measures to ensure that educational and support environments are safe, healthy and free from hazards.

The Board accepts its responsibilities under the Occupational Health and Safety Act as well as other applicable safety related acts and regulations and expects all participants in the workplace to also accept their responsibilities to the extent of their authority and ability to do so.

This policy applies to all school community members and also to contractors, suppliers and members of the general public while in or on Board owned or leased property, vehicles or buildings. Health and Safety is a shared responsibility. Principals, Managers, employees, students, parents and guardians are expected to work in partnership to eliminate and minimize injuries or illnesses.

In the implementation and enforcement of this policy, the Strait Regional School Board and facilities in its jurisdiction must adhere to relevant legislation and policies, including but not limited to, the *Occupational Health and Safety Act*, the *Education Act and Regulations Under the Act*, employment contracts, other applicable legislation and Provincial and School Board policies.

GUIDELINES

1. The Board assumes responsibility for the development of a Region-wide occupational health and safety program in consultation with the respective school and work site Joint Occupational Health and Safety Committees. The Region-wide occupational health and safety manual must be accessible to all employees, the components of which shall include but not be limited to:
 - 1.1 Training provisions;
 - 1.2 Written work practices and procedures;
 - 1.3 Hazard identification systems;
 - 1.4 Inspections and investigations;
 - 1.5 Processes for monitoring, documentation and evaluation; and
 - 1.6 Communication systems.

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2. The Strait Regional School Board shall take every reasonable precaution to comply with legislative standards for workplace health and safety by:
 - 2.1 ensuring that equipment, machines, materials or other resources are properly equipped with safety devices and undergo regular maintenance and inspection as per manufacturers' standards;
 - 2.2 providing such information, instruction, training, supervision and facilities as are necessary to the health and safety of employees, students, visitors and contractors;
 - 2.3 ensuring that employees are aware of health or safety hazards that may be encountered, and take action to minimize or eliminate exposure to such hazards; and
 - 2.4 providing instruction to employees on the proper use and maintenance of devices, equipment and clothing required for their protection.

3. The Board accepts its legislative responsibility for establishing the formation and operation of joint occupational health and safety committees at each school and work site. Principals, Managers and other supervisors will be trained and held responsible for ensuring these committees are in place and fully operational in compliance with the Act.

4. The Board authorizes the establishment of a Joint Occupational Health and Safety Umbrella Committee to examine occupational health and safety matters that are of Region-wide concern and of strategic significance to the Board. The Director of Human Resources/designate shall act as Chair of the Umbrella Committee and membership shall include representatives from the Nova Scotia Teachers Union and the Canadian Union of Public Employees, Local #955, as well as the Manager of Occupational and Health Safety Programs.

5. Principals, Managers and other supervisors are responsible and accountable for the safety of employees, contractors and property under their control.
 - 5.1 Principals, Managers and other supervisors are responsible for reporting to the Board, as soon as possible, any hazardous condition, injury, accident or illness related to the workplace.
 - 5.2 Principals, Managers and other supervisors, in consultation with the Joint Occupational Health and Safety Committee, will ensure that employees:
 - a. adhere to this policy and related procedures as defined in the Strait Regional School Board's Health and Safety Program Manual;
 - b. use safe work practices and receive training to protect their health and safety;

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| <p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>POLICIES AND GUIDELINES</i></p> | <p style="text-align: right;">HUMAN RESOURCES MANAGEMENT V-A- 4</p> |
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- c. have a general responsibility for ensuring the safety of equipment and buildings; and
 - d. ensure there is effective cooperation with the Joint Occupational Health and Safety Committee.
6. Employees must protect their health and safety by complying with the applicable Acts and Regulations and following the policies, procedures, rules and instructions as prescribed by the Strait Regional School Board.
- 6.1 Employees are responsible for reporting to the principal or supervisor, as soon as possible, any hazardous condition, injury, accident or illness related to the workplace.
7. Procedures to guide all aspects of this policy are contained in the Strait Regional School Board's Occupational Health and Safety Manual.