

<b>STRAIT REGIONAL CENTRE FOR EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>POLICIES AND GUIDELINES</b>	<b>HUMAN RESOURCES</b>  <b>V-A-4</b>
	<b>General</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY</b>
	Adopted: January 7, 1998 Revised: February 6, 2013 June 21, 2021
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## OCCUPATIONAL HEALTH AND SAFETY

### **POLICY STATEMENT**

The Strait Regional Centre for Education (SRCE) is committed to healthy and safe workplaces for all employees. The SRCE has developed a health and safety system to provide education and training, outline responsibilities, and maintain compliance with regulatory requirements.

The SRCE understands that safety policies and procedures cannot be administered, implemented, monitored, or enforced without total commitment from all employees. The SRCE management will, therefore, cooperate with all employees and Joint Occupational Health and Safety Committees to maintain safe and healthy work environments in accordance with Nova Scotia Occupational Health and Safety Act and Regulation requirements.

Management and supervisors are responsible for providing leadership in achieving and maintaining healthy and safe workplaces within SRCE by establishing safe work practices and providing proper equipment and training. To ensure each employee understands their value to this organization, the SRCE Occupational Health and Safety Policy will be reviewed annually, updated as required and posted on all joint occupational health and safety committee bulletin boards.

### **GUIDELINES**

1. The Strait Regional Centre for Education assumes responsibility for the development of an occupational health and safety system in consultation with the Joint Occupational Health and Safety Committee at each SRCE workplace. The SRCE Occupational Health and Safety Systems Manual is comprised of 22 elements, and is accessible to all employees, at each workplace.
  1. Review SRCE Safety System Policy Statement
  2. Compliance Assurance
  3. Detailed Responsibilities
  4. Management Communications and Commitment
  5. Training – Management
  6. Training – On-the-Job
  7. Training – Orientation
  8. Worker Participation
  9. Incident Reporting and Investigation
  10. Inspections

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11. Hazard Assessments
12. Work Refusal Process
13. Safe Work Practices and Procedures
14. Emergency Preparedness
15. Employer Rules
16. Contractor Health and Safety
17. Data Analysis / Objectives / Standards & Records Retention
18. Operational Health and Safety Meetings
19. Maintenance Policy and Program
20. Management Performance Standards
21. Permits and Special Procedures
22. Personal Protective Equipment

2. The Strait Regional Centre for Education shall take every reasonable precaution to comply with the Nova Scotia Occupational Health and Safety Act and Regulations by:

- a) ensuring the health and safety of persons at or near the workplace;
- b) providing and maintain equipment, machines, materials or things that are properly equipped with safety devices;
- c) providing such information, instruction, training, supervision and facilities as are necessary to the health or safety of the employees;
- d) ensuring that the employees, and particularly the supervisors are made familiar with any health or safety hazards that may be met by them at the workplace;
- e) ensuring that the employees are made familiar with the proper use of all devices, equipment and clothing required for their protection; and
- f) conducting the employer's undertaking so that employees are not exposed to health or safety hazards as a result of the undertaking.

2.1 The Strait Regional Centre for Education shall:

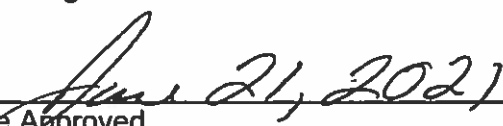
- a) consult and co-operate with joint occupational health and safety committees;
- b) co-operate with any person performing a duty imposed or exercising a power conferred by the Act or the regulations;
- c) provide such additional training of committee members as may be prescribed by the regulations;
- d) comply with the Act and the regulations and ensure that employees at SRCE workplaces comply with the Act and the regulations; and
- e) establish an occupational health and safety policy statement and occupational health and safety pursuant to the Act or the regulations.

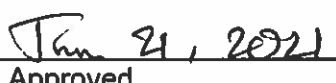
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3. The Strait Regional Centre for Education accepts its legislative responsibility for establishing the formation and operation of joint occupational health and safety committees at each workplace. Principals, managers and other supervisors will be trained and held accountable for ensuring these committees are in place and fully operational in compliance with the Nova Scotia Occupational Health and Safety Act.
  
4. While at work, Strait Regional Centre for Education employees shall:
  - a) take every reasonable precaution to protect their own health and safety and that of other persons at or near the workplace;
  - b) co-operate with the SRCE and other employees to protect their own health and safety and that of other persons at or near the workplace;
  - c) participate in good faith in all training provided by the SRCE;
  - d) take every reasonable precaution to ensure that protective devices, equipment or personal protective equipment required by SRCE, the Act or the regulations are used;
  - e) immediately report any condition, device, equipment, machine, material or thing or any aspect of the workplace that is or may be dangerous to their health or safety or that of any other person at the workplace to their principal, manager, or supervisor; and
  - f) consult and co-operate with the joint occupational health and safety committees;
  - g) co-operate with any person performing a duty or exercising a power conferred by the Act or the regulations; and
  - h) comply with the Act and the regulations.
  
5. Procedures to guide all aspects of this policy statement and guidelines are contained in the Strait Regional Centre for Education's Occupational Health and Safety Systems Manual.
  
6. In accordance with the Nova Scotia Occupational Health and Safety Act, section 27, the policy has been reviewed annually:

  
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 Paul Landry  
 Regional Executive Director of Education  
 Strait Regional Centre for Education

  
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 Mike Landry  
 Director of Operational Services  
 Strait Regional Centre for Education

  
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 Date Approved

  
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 Date Approved