

DIVISION: Human Resources

EFFECTIVE: January 28, 2019

NAME: Occupational Health and Safety

APPROVED: January 26, 2019

AMENDED: [Click or tap to enter a date.](#)

POLICY STATEMENT

The Newfoundland and Labrador English School District (the “District”) is committed to providing and maintaining healthy and safe schools and workplaces for workers, students, visitors, volunteers, outside contractors, service providers and other persons who may be at or near the workplace. This policy will comply with applicable regulatory requirements under the Occupational Health and Safety legislation and relevant collective agreement language.

BACKGROUND

The District recognizes the importance of ensuring the health, safety and welfare of its workers, students and others at or near the workplace. In addition, the District recognizes the importance of providing guidance and direction for the development and implementation of an Occupational Health and Safety program. This policy provides a framework under which all workplace parties can fulfil their roles and responsibilities, ensure compliance to legislation and District policies and procedures. As an employer, the District will strive to work together to protect all workplace parties.

The District’s occupational health and safety program must, at a minimum, meet the requirements of all applicable legislation as set by the various regulatory agencies. The Occupational Health and Safety Act and regulations is the principle legislation governing workplace health and safety within Newfoundland and Labrador. Other applicable legislation includes: The School’s Act, 1997; Workplace Health, Safety and Compensation Act; Human Rights Act, and the Criminal Code of Canada.

An Occupational Health and Safety Policy Statement, supported by the CEO/Director of Education, has been posted in all District facilities.

SCOPE

This policy shall apply to all employees of the NLESD and to students, volunteers, outside contractors, and service providers working within the organization.

DEFINITIONS

Contractor: A person, partnership or corporation bound under a contract to execute work on behalf of the District or at a District school or facility.

Supervisor: As per the Occupational Health and Safety Act, a person authorized or designated by the District, to exercise direction or control over workers.

Worker: As per the Occupational Health and Safety Act, a person engaged in an occupation with the District or a contractor.

POLICY DIRECTIVES

1. The CEO/Director of Education shall ensure the implementation of this policy.
2. The Occupational Health and Safety (OH&S) Policy Statement shall be reviewed and signed by the CEO/Director of Education, annually.
3. An Occupational Health and Safety program shall be established for all employees of the District, and shall comply with Occupational Health and Safety Act and Regulations.
4. Principals, Managers and Supervisors are responsible for fulfilling the requirements of the District's Occupational Health and Safety Program, and for taking every reasonable precaution to protect the health and safety of those they supervise.
5. Occupational Health and Safety committees/designates shall be established at every District worksite as required under the Occupational Health and Safety Act.
6. Employees are responsible to abide by the Occupational Health and Safety Program, report hazards,

injuries and illnesses in a timely manner, and take all reasonable precautions to protect themselves and those around them.

7. Contractors shall perform work in accordance with the Occupational Health and Safety Act and regulations.
8. The specific roles and responsibilities of the various workplace parties as they relate to occupational health and safety are as follows:

Employer

- Establish and maintain an effective Occupational Health and Safety program.
- Provide the necessary human and financial resources to support the implementation of effective controls and corrective measures.
- Provide the information, instruction, training and supervision necessary to ensure the health, safety and welfare of workers.

School Principals, Managers and Supervisors

- Ensure that workers are made familiar with the health and safety hazards they may be exposed to in the workplace.
- Ensure proper safety precautions are communicated to workers under his or her supervision.
- Ensure that workers comply with applicable OH&S regulatory requirements and the OH&S program.

Workers

- Comply with all applicable OH&S regulatory requirements and the OH&S program.
- Take reasonable care to protect his/her own health and safety, and that of others at the workplace.

OHS Committees

- Monitor the health, safety and welfare of workers and others at the workplace.
- Seek to identify aspects of the workplace that may be unhealthy or unsafe.
- Assist with the development, implementation and evaluation of the OH&S program.
- Fulfil obligations under the Occupational Health and Safety Act.

Manager of OH&S

- Coordinate the development, implementation and evaluation of the OH&S program.

- Assist with the development of OH&S-related policies, administrative regulations, practices and procedures, rules and standards that support the OH&S program.
- Provide direction, assistance and support to the various workplace parties on health and safety matters.

Contractors

- Operate in accordance with OH&S regulatory requirements.
- Comply with industry safe work practices and procedures.
- Comply with the District's OH&S Program.