

Occupational Health and Safety Policy (HR - 808)

Administrative Regulations



Administrative Procedures/Regulations

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Policy:	Occupational Health & Safety	HR-808
Division:	Human Resources	
Administrative Regulation	<u>Accident/Incident Investigation</u>	

ADMINISTRATIVE PROCEDURES/REGULATIONS

The Newfoundland and Labrador English School District recognizes that the process for reporting and investigating work-related incidents and accidents is a critical part of the organization’s Occupational Health and Safety (OH&S) Program. All work-related incidents and accidents, regardless of the severity, must be promptly reported and documented by all workers, subject to extenuating circumstances. The Newfoundland and Labrador English School District is committed to promptly investigating all work-related incidents and accidents that are reported to determine the causes/contributing factors and to implement effective controls/corrective measures to prevent future recurrences. The organization’s reporting and investigating process will comply with applicable regulatory requirements under the OH&S and Workplace Health, Safety and Compensation (WHSC) legislation and relevant collective agreement language.

Roles and Responsibilities

1. CEO/Director of Education

- 1.1. Ensure that all work-related incidents and accidents are reported and documented on a timely basis.
- 1.2. Ensure that all work-related incidents and accidents are thoroughly investigated to determine the causes and contributing factors.
- 1.3. Ensure that effective controls and corrective measures are implemented on a timely basis to prevent a recurrence.
- 1.4. Establish and maintain a process for reporting and investigating work-related incidents and accidents.
- 1.5. Provide the necessary human and financial resources to support the implementation of effective controls and corrective measures.
- 1.6. Ensure that work-related fatalities, serious injuries and occupational diseases as defined by the OH&S legislation are reported and investigated on a timely basis.

2. School Principals, Managers and Supervisors

- 2.1. Advise all workers to promptly report and document all work-related incidents and accidents.
- 2.2. Ensure that forms for reporting and investigating work-related incidents and accidents (i.e., Worker's Report of Injury (Form 6), Employer's Report of Injury (Form 7) and the Supervisor's Incident/Accident Investigation Report) are readily available in the workplace.
- 2.3. Ensure the poster "In Case of an Injury at Work, Here's what to Do..." is posted on the Safety Centre bulletin board.
- 2.4. Make arrangements, where necessary, for an injured worker to be transported for appropriate medical care.
- 2.5. Identify and promptly report all work-related fatalities, serious injuries and occupational diseases as defined by the OH&S legislation.
- 2.6. Promptly complete the Employer's Report of Injury (Form 7) for all accidents that require medical attention from a healthcare professional and/or lost time from work.
- 2.7. Promptly investigate all work-related incidents and accidents, regardless of the severity, to determine the causes/contributing factors.
- 2.8. Develop and implement, on a timely basis, controls/corrective measures to prevent future recurrences.
- 2.9. Promptly complete the Supervisor's Incident/Accident Investigation Report form.
- 2.10. Monitor the effectiveness of controls/corrective measures for preventing recurrences.
- 2.11. Promptly forward all completed documentation (i.e., Form 6, Form 7 and the Supervisor's Incident/Accident Investigation Report) to the assigned Human Resources Manager for your location.
- 2.12. Work closely with the OH&S committee and the Human Resources Manager (OH&S) to investigate a fatality, serious injury or occupational disease as defined by the OH&S legislation.
- 2.13. Co-operate with an OH&S Officer from Service NL (OH&S Division) who is exercising his/her duties under the OH&S legislation.

3. Workers

- 3.1. Promptly report all work-related incidents and accidents, regardless of the severity, to the school principal, manager or supervisor.
- 3.2. Promptly document all work-related incidents and accidents, regardless of the severity, by properly completing the Worker's Report of Injury (Form 6). The completed form must be given to the school principal, manager or supervisor.
- 3.3. Seek appropriate medical attention on a timely basis for a work-related accident.
- 3.4. Help to identify what caused the incident/accident and what controls/corrective actions are required to prevent recurrence.
- 3.5. Cooperate with investigators throughout the investigation process. Cooperate with an OH&S Officer from Service NL who is exercising his/her duties under the OH&S legislation.

4. OH&S Committees

- 4.1. Review and discuss documented work-related incidents and accidents during committee meetings.
- 4.2. Participate in the investigation of a work-related incident or accident, when requested.
- 4.3. Participate in the investigation of a work-related fatality, serious injury or occupational disease as defined by the OH&S legislation, when requested.
- 4.4. Monitor the effectiveness of controls/corrective actions to prevent recurrence.

5. Human Resources Managers

- 5.1. Maintain appropriate records/documentation (i.e., Form 6, Form 7, Supervisor's Incident/Accident Investigation Report, Serious Injury Investigation Report, Statement of Witness, etc.) for all work-related incidents and accidents and review with the assigned Human Resource Manager (OHS).
- 5.2. Review all Employer's Report of Injury forms that are completed by principals, managers and supervisors to ensure they are properly completed and all of the necessary information is provided. The Human Resources Manager will fax the appropriate forms to Workplace NL.

- 5.3. Establish and maintain a process for reporting and investigating work-related incidents and accidents.
- 5.4. Where deemed necessary, shall conduct the investigation of a serious injury in consultation with the principal, supervisor/manager and OH&S committee. Complete the Serious Injury Investigation Report on a timely basis and copy it to the:
 1. OH&S Officer with Service NL;
 2. CEO/Director of Education;
 3. Principal and respective supervisor(s)/manager(s), and,
 4. Co-chairpersons of the OH&S committee.
- 5.5. Work towards achieving and maintaining compliance with the practice incentive requirements (e.g. establish an injury reporting system, promptly investigate work-related incidents/accidents and implement corrective actions) under Workplace NL's PRIME Program.

Definitions

An **accident** is an undesired event that results in a personal injury, illness or damage to or loss of property, process or the environment.

An **incident** is an undesired event that, under slightly different circumstances, could have resulted in a personal injury, illness or damage to or loss of property, process or the environment. It is sometimes referred to as a **near miss**.

An **incident/accident investigation** is a detailed and systematic method for examining incidents and accidents that occur in the workplace. The process should identify the causes/contributing factors and the controls/corrective measures to prevent future recurrences.

An **immediate cause** is an unsafe event, condition or practice that occurs immediately before an incident/accident. It is usually the symptom of the root cause.

An **occupational disease** is defined under the OH&S Act and Regulations. The WHSC Regulations provide a listing of compensable industrial diseases.

A **root cause** is the "real" or "underlying" cause of an incident/accident and the reason why it occurred. An investigation is usually required to determine the root cause because it is often not evident.

A **serious injury** is defined under the OH&S Act and Regulations.

First Aid injury - a minor injury requiring only First Aid treatment.

Medical aid injury – an injury requiring treatment by a healthcare professional.

Lost time injury – a disabling injury where the injured person is unable to report for the next regular shift.

Property damage – accidental loss to equipment, material, and/or the environment.

Procedure

6. Reporting

- 6.1. All work-related incidents and accidents, regardless of the severity, must be reported by workers on a timely basis (i.e., as soon as possible, but before leaving the school/workplace; subject to extenuating circumstance).
- 6.2. A worker is required to personally notify the school principal, manager or supervisor regarding a work-related incident/accident. This notification must be given immediately after the incident/accident has occurred, subject to extenuating circumstances.
- 6.3. If the work-related incident/accident results in a serious injury (as defined by the OH&S legislation) to a worker or results in the death of a worker, or that had, or continues to have, the reasonable potential of causing a serious injury to or the death of a worker, then the school principal, manager or supervisor is responsible for immediately notifying the following individuals:
 - Service NL (OH&S Division), call the 24 hour Accident Reporting Line at 709-729-4444 or 1-800-563-5471;
 - Co-chairpersons of the OH&S Committee;
 - Human Resources Manager (OH&S);
 - Respective Divisional Director(s), and
 - Respective Assistant Director(s) of Education.
- 6.4. Except as otherwise directed by an OH&S Officer from Service NL, a person shall not disturb the scene of an accident that results in serious injury or death except as is necessary to:
 - Attend to the person(s) injured or killed;

- Prevent further injuries, and
- Protect property that is endangered as a result of the accident.

7. Medical Attention

- 7.1. The injured worker is required to seek appropriate medical attention, on a timely basis, after a work-related accident. This may include medical services provided by a First Aider, family physician, chiropractor and/or emergency room doctor.
- 7.2. Where necessary the school principal, manager or supervisor will make arrangements for the injured worker to be transported to a place that can provide appropriate medical care. If the severity of the injury requires the worker to be transported to a hospital or medical clinic via an ambulance service, then the Newfoundland and Labrador English School District will pay the associated expenses.
- 7.3. The worker is required to advise the doctor that his/her injury is work-related so the necessary medical documentation (i.e. Physician's Report - Form 8/10 or Chiropractor's Report - Form 8/10c) can be completed and forwarded to Workplace NL.
- 7.4. The injured worker is responsible for obtaining the employer's copy of Form 8/10 or 8/10 from the doctor and giving it to the school principal, manager or supervisor as soon as possible after the medical appointment (by the next working day).

8. Documentation

- 8.1. The worker is responsible for documenting the work-related incident/accident by properly completing the accident incident report form immediately following the incident/accident (i.e., before the worker leaves the workplace or by the end of the shift), subject to extenuating circumstances. The completed form must be given to the school principal, manager or supervisor.
- 8.2. If the work-related accident results in medical attention by a healthcare professional and/or lost time from work then the school principal, manager or supervisor is required to promptly complete the Employer's Report of Injury (Form 7) as soon as possible, but no later than 72 hours following the incident/accident.

9. Investigation

- 9.1. After a work-related incident/accident has been properly reported and documented by a worker, the school principal, manager or supervisor is responsible for conducting an incident/accident investigation as soon as possible, but no later than 72 hours following the incident/accident. The injured worker should be involved in the investigation process. Depending on the nature and complexity of the incident/accident, it may be beneficial to involve other individuals who have relevant knowledge or expertise. The Human Resources Manager (OH&S) is available to provide assistance and direction regarding an incident/accident investigation.
- 9.2. Individuals who enter the scene of the incident/accident must wear the appropriate personal protective equipment for the area.
- 9.3. All relevant information about the incident/accident must be gathered as part of the investigation process. This may include the following information; exact location of the incident/accident, date and time, actions taken by those involved, type of work being performed, description of environmental conditions, witness statements, relevant measurements, physical evidence and related documentation. The investigation should address who, what, when, where, why and how.
- 9.4. The investigation process must analyze the facts that have been gathered to determine the causes/contributing factors. The four major categories of contributing factors are people, equipment, materials and the environment. Most incidents/accidents occur as a result of a chain of events; there is rarely only one cause. The relevant facts and immediate causes must be analyzed to identify the root cause(s).
- 9.5. After the causes/contributing factors have been identified, appropriate controls/corrective measures must be developed and implemented to prevent a similar incident/accident from occurring again in the future. The recommended corrective measures must be based on the hierarchy of hazard control. The three standard types of controls, in order of preference and effectiveness, are engineering controls, administrative controls and personal protective equipment:
 - a. **Engineering controls** are the first line of defense against hazards. They are the most effective type of hazard control. Engineering controls physically change the work environment or procedures to eliminate or minimize a hazard. They include; elimination, substitution, redesign, isolation and enclosure;

- b. **Administrative controls** direct workers in how to perform tasks safely. They focus on workers' exposure to hazards and their behaviour. Examples include; policies, safe work practices and procedures, job rotation, training and education, warning signs, etc., and
 - c. **Personal protective equipment (PPE)** is the last line of defense in hazard control. PPE is equipment worn by workers to minimize the effects of hazards. It is commonly used in combination with engineering and/or administrative controls. Examples include; safety glasses, goggles, hearing protection, safety footwear, etc.
- 9.6 To effectively control the hazards associated with the incident/accident it may be necessary to implement multiple controls. In some situations a temporary control may need to be implemented until a permanent control can be put in place.
- 9.7 Regardless of the hazard control method, it is important to address the root cause of the incident/accident and not simply control the symptoms.
- 9.8 After the investigation has been completed, the school principal, manager or supervisor is responsible for promptly completing and faxing the Supervisor's Incident/Accident Investigation Report, along with Forms 6 and 7, to the assigned Human Resources Manager. These forms will be reviewed by the Human Resources Manager who will obtain the necessary earnings information from the Finance Division, and fax the appropriate documents (i.e., Forms 6 and 7) to Workplace NL.
- 9.9 If the required controls/corrective measures are beyond the authority and/or resources of the school principal, area manager/supervisor or the divisional director then the matter should be referred to the Senior Management Team for consideration.

10. **Follow-up on Controls**

- 10.1. The school principal, manager or supervisor is responsible for monitoring the effectiveness of the controls/corrective measures that were implemented.
- 10.2. Members of the OH&S committee are also required to check the effectiveness of the hazard controls when they conduct formal inspections of the workplace.



Accident/Incident Investigation Report Form

Name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Type of Injury:

- First Aid Incident (near miss) Property damage
- Medical aid Lost time

Location of Accident/Incident: _____

Date of Occurrence: _____ Time _____

Description:

Cause(s) of Accident/Incident:

1. Immediate cause(s):

2. Indirect cause(s):

3. Root cause(s):

Additional information:

Witnesses? _____

Has action been taken to minimize the loss and prevent future recurrence?

_____ Yes _____ No (explain): _____

Probability of recurrence: _____ Significant _____ Moderate _____ Rare

Investigated By: _____

Signature(s): _____

Policy:	Occupational Health & Safety	HR-808
Division:	Human Resources	
Administrative Regulation	<u>Communication</u>	

ADMINISTRATIVE PROCEDURES / REGULATIONS

The Newfoundland and Labrador English School District (NLESD) believes that effective communication is essential to the implementation, maintenance and evaluation of the Occupational Health and Safety (OH&S) Program. The NLESD will make every reasonable effort to ensure that all workplace parties receive relevant and timely health and safety information. Effective communication will help to identify and control workplace hazards, prevent work-related injuries and illnesses, build a positive safety culture and improve cooperation between the workplace parties. The employer is committed to ensuring that OH&S information is effectively communicated to workers, students, visitors, volunteers, outside contractors, service providers and other persons who may be at or near the workplace.

Roles and Responsibilities

1. CEO/Director of Education

- 1.1. Ensure that school administrators, managers, supervisors and workers are made familiar with the health and safety hazards that they may be exposed to in the workplace.
- 1.2. Respond in writing within 30 days to a formal recommendation from an OH&S committee; indicating if the recommendation has been accepted or rejected, with a reason for the rejection.
- 1.3. Consult and cooperate with OH&S committees on matters pertaining to health and safety in the workplace.
- 1.4. Support workers right to know by maintaining open communication regarding OH&S.
- 1.5. Establish and maintain an effective OH&S Program.

2. School Principals, Managers and Supervisors

- 2.1. Provide information, instruction, training and supervision to ensure the health, safety and welfare of workers.
- 2.2. Ensure that workers are made familiar with the health and safety hazards that they may be exposed to in the workplace.
- 2.3. Provide workers with an orientation that includes health and safety.
- 2.4. Provide written or oral instructions regarding precautions to take for the protection of workers under their supervision.
- 2.5. Ensure that workers are given operating instructions in the use of safety devices and equipment provided for their protection.
- 2.6. Consult and cooperate with the OH&S committee on matters pertaining to health and safety in the workplace.
- 2.7. Post the names of OH&S committee members on the Safety Centre bulletin board.
- 2.8. Investigate a work refusal and reassign the worker until the matter is resolved.
- 2.9. Promptly notify Service NL (OHS Division) and the OH&S committee of a work-related fatality, serious injury or occupational disease as defined by the OH&S Act and Regulations.
- 2.10. Promptly notify Service NL (OHS Division) of a work refusal that cannot be resolved at the supervisory or OH&S committee level.
- 2.11. Maintain records on matters relating to OH&S in the workplace (e.g., formal workplace inspections, incident/accident investigations, etc.).
- 2.12. Consult with the OH&S committee about the scheduling of formal workplace inspections.
- 2.13. Include health and safety topics as part of staff meetings.
- 2.14. Support the implementation and maintenance of an effective OH&S Program.
- 2.15. Distribute newsletters, memos, brochures, guidelines, etc. regarding health and safety to staff.
- 2.16. Provide feedback on the effectiveness of communication tools and processes.

3. Workers

- 3.1. Immediately report and document any hazardous conditions or practices to the school principal, manager or supervisor.
- 3.2. Promptly report an OH&S complaint/concern to the school principal, manager or supervisor. If it is not resolved at the supervisory level, then it should be referred to the OH&S committee.
- 3.3. Promptly report a work-related incident, injury or illness to the school principal, manager or supervisor.
- 3.4. Promptly report a work refusal to the school principal, manager or supervisor. If it is not resolved at the supervisory level, then it should be referred to the OH&S committee.
- 3.5. Consult and cooperate with the OH&S committee.
- 3.6. Provide feedback on the effectiveness of communication tools and processes.

4. OH&S Committees

- 4.1. Establish and promote OH&S educational programs for workers.
- 4.2. Make formal recommendations to the employer, workers, principal contractors and an OH&S Officer regarding the enforcement of standards to protect the health and safety of workers at the workplace.
- 4.3. Issue recommendations to the employer regarding aspects of the workplace that may be unhealthy or unsafe.
- 4.4. Hold regular OH&S committee meetings at least every 3 months.
- 4.5. Keep an up-to-date Safety Centre bulletin board in a common area of the workplace including all required safety-related information.
- 4.6. Record and post minutes of OH&S committee meetings on the Safety Centre bulletin board.
- 4.7. Maintain a Safety Centre bulletin board at your location, including all required information.
- 4.8. Investigate work refusals that are referred to the OH&S committee and document the proceedings.
- 4.9. Maintain records of formal workplace inspections and communicate findings. Investigate an OH&S complaint/concern from a worker. Maintain records regarding the receipt and disposition of the reported concern.

- 4.10. Provide feedback on the effectiveness of communication tools and processes.
- 4.11. Forward comments and suggestions for newsletter articles and safety tips to the Human Resources Manager (OH&S).

5. Human Resources Manager (OH&S)

- 5.1. Develop an annual communication strategy/plan prior to the start of each school year.
- 5.2. Develop and distribute periodic safety tips regarding seasonal events, occasions and activities (e.g., winter safety tips).
- 5.3. Develop and distribute information fact sheets (“Safety Talk”) for use by school principals, managers and supervisors at staff meetings.
- 5.4. Consult with the various workplace parties on the effectiveness of communication tools and processes.
- 5.5. Develop and/or distribute OH&S documents (e.g., brochures, guidelines, booklets, posters) to increase awareness and understanding about health and safety matters.
- 5.6. Promote OH&S related events and activities (e.g., Day of Mourning for Injured Workers, Soft Tissue/Musculoskeletal Injury Prevention Week, NAOSH Week).
- 5.7. Provide assistance and direction regarding formal recommendations.

Communication of OH&S Information

Noted below are several of the key OH&S issues and topics that will be communicated to the various workplace parties under the NLESD. It is **not** intended to be an all-inclusive listing.

1. Leadership and administration (OH&S and Return to Work (RTW) policy statements);
2. OH&S committees;
3. Employee incident/accident reporting and investigation;
4. Workplace inspection process;
5. Hazard reporting and assessment processes;

6. Safe work practices and procedures;
7. Education and training;
8. Communications;
9. Emergency preparedness;
10. Disability management and RTW planning;
11. Workplace Hazardous Materials Information System (WHMIS);
12. Basic OH&S rights of workers (participate, refuse and know);
13. Health and safety rules;
14. Statistics on work-related injuries and illnesses, and
15. Ergonomics and the prevention of soft tissue injuries.

Methods and Avenues for Communication

Noted below are some of the methods and avenues that the NLESD will use to communicate health and safety information throughout the organization. It is **not** intended to be an all-inclusive listing.

1. Posters and signage;
2. Emails;
3. Information brochures, guidelines and booklets;
4. In-services and training sessions;
5. Staff meetings;
6. OH&S committee meetings;
7. Staff memos/bulletins;
8. NLESD's website;
9. Safety Centre bulletin boards;
10. OH&S Program, policies, procedures and administrative regulations;
11. Staff orientation and task instruction;
12. Promotion and display boards;
13. Audible and visible warnings;

14. Operating instruction manuals and guidelines;
15. Safety Data Sheets and labels, and
16. Toolbox talks/meetings.

Communication Strategy/Plan

There may be some situations where a detailed communication strategy/plan is required to help ensure that specific health and safety information is effectively communicated. The strategy/plan will be developed by the Human Resources Manager (OH&S) in consultation with appropriate divisional managers and the Communications Manager. All communication strategies/plans will be properly documented and kept on file.

Evaluation Methods

Noted below are some of the methods the NLESD will use to evaluate the effectiveness of health and safety communications. It is **not** intended to be an all-inclusive listing.

1. Employee surveys/questionnaires;
2. PRIME, OH&S Program and ergonomic audit;
3. Formal workplace inspections;
4. Suggestion/feedback forms;
5. In-service/training evaluation forms;
6. Incident/accident investigations;
7. Statistical reports on work-related injuries and illnesses;
8. Mock drills, and
9. Staff meetings.

Policy:	Occupational Health & Safety	HR-808
Division:	Human Resources	
Administrative Regulation	Education and Training	
Cross Reference:		

ADMINISTRATIVE PROCEDURES / REGULATIONS

The NLESD believes that one of the most effective ways to establish and maintain safe workplaces and prevent work-related injuries is to provide occupational health and safety (OH&S) education and training. The employer's goal is to provide OH&S education and training that meets all relevant OH&S regulatory requirements and industry best practice standards. The NLESD is committed to ensuring that OH&S training needs are identified, appropriate training is provided and training records are maintained.

Roles and Responsibilities

1. CEO/Director of Education

- 1.1. Ensure that supervisors and workers are made familiar with health and safety hazards that they may be exposed to in the workplace.
- 1.2. Provide information, instruction, training and supervision to ensure the health, safety and welfare of workers.
- 1.3. Establish and maintain an effective OH&S Program.
- 1.4. Ensure that supervisors and workers are familiar with relevant health and safety policies, administrative regulations, procedures, standards, codes, rules and the OH&S Program.
- 1.5. Establish an ongoing plan for orienting and training supervisors and workers in workplace and job-specific safe work practices, procedures and policies that are necessary to eliminate, reduce or control hazards.

2. School Principals, Managers and Supervisors

- 2.1. Provide information, instruction, training and supervision to ensure the health, safety and welfare of workers.
- 2.2. Ensure that workers are made aware of any health and safety hazards that they may be exposed to in the workplace.
- 2.3. Provide proper written and/or oral instructions regarding precautions to be taken by workers for their protection.

- 2.4. Ensure that workers are given instructions in the use of protective equipment, devices and other safety apparel.
- 2.5. Ensure that workers are familiar with relevant health and safety policies, administrative regulations, procedures, standards, codes, rules and the OH&S Program.
- 2.6. Provide workers with an orientation that includes health and safety.
- 2.7. Include health and safety topics as a part of staff meetings.
- 2.8. Help establish and maintain an effective OH&S Program.
- 2.9. Ensure that OH&S training needs are identified, appropriate training is provided and training records are maintained.

3. Workers

- 3.1. Participate in health and safety related training.
- 3.2. Apply OH&S training to specific work duties, tasks and processes.
- 3.3. Use safety devices and equipment provided for protection in accordance with the instructions for use and training provided.
- 3.4. Follow the safe work practices and procedures in accordance with the instructions and training provided.
- 3.5. Operate equipment, machinery and tools according to the manufacturer's specifications.

4. OH&S Committees

- 4.1. Promote OH&S educational programs for workers.
- 4.2. Ensure that relevant and up-to-date OH&S information is posted throughout the workplace.
- 4.3. Participate in certification training for OH&S committee members as prescribed by the OH&S Act.
- 4.4. Assist with the development, implementation and maintenance of the OH&S Program.

5. Human Resources Manager (OH&S)

- 5.1. Assist with the identification of specific training needs.
- 5.2. Ensure that trainers/facilitators and training materials meet established regulatory requirements and other industry standards.

- 5.3. Monitor the delivery of in-services and training sessions.
- 5.4. Review feedback/evaluation forms completed by training participants.
- 5.5. Coordinate the delivery of certification training for new OH&S committee members.
- 5.6. Help coordinate the delivery of first aid training.
- 5.7. Assist with the establishment of learning and training objectives, standards and methods.

Definitions

Authorized: in reference to a person, a qualified person designated by an employer to carry out specific functions.

Competent: a person who is (1) qualified because of that person's knowledge, training and experience to do the assigned work in a manner that ensures the health and safety of every person in the workplace, and (2) knowledgeable about the provisions of the OH&S Act and Regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work.

Qualified: being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination of these reasons.

When to Provide OH&S Training

School principals, managers/supervisors, frontline workers and members of OH&S committees shall receive relevant OH&S education and training. It is recognized that education and training should be provided on a continuous basis. The organization will provide training in the following situations:

- a. New worker is hired;
- b. Worker transfers internally from a different job classification;
- c. Worker returns to the workplace after an extended absence;
- d. When there are changes in job duties, tasks or work procedures;
- e. When there are new tools, equipment, machinery or products;
- f. When previously unrecognized hazards are identified, and
- g. When injury statistics indicate the need for further training.

Evaluation Methods

Noted below are some of the methods the NLESD will use to evaluate the effectiveness of OH&S education and training programs. It is **not** intended to be an all-inclusive listing.

- a. In-service/training evaluation forms;
- b. Employee surveys/questionnaires;
- c. Audit reports;
- d. Formal workplace inspections;
- e. Incident/accident investigation reports;
- f. Hazard reports;
- g. Statistical reports on work-related injuries and illnesses;
- h. Drills;
- i. Staff meetings;
- j. OH&S complaints/concerns, and
- k. Work refusals.

Legislative Requirements for OH&S Related Training

The OH&S Act and Regulations expressly or implicitly requires the following health and safety training for relevant workers. This is **not** intended to be an all-inclusive listing of OH&S education and training requirements.

6. Asbestos Abatement

- 6.1. A worker engaged in asbestos abatement work must be either a qualified person who has successfully completed a training course acceptable to Service NL **or** has received training from a qualified worker and is supervised by a qualified person. Workers who work with asbestos or are likely to be exposed to airborne asbestos must be informed of the hazards of asbestos exposure and measures to be taken to minimize the hazards. Training must meet the requirements outlined in the Asbestos Abatement Regulations.

7. Confined Space

- 7.1. Workers who are required to work in an area designated as a confined space will be trained in the use of respiratory protective equipment, how to test the suitability of the air for breathing and the presence of hazardous elements, and rescue procedures. Training must meet the requirements

outlined in the OH&S Regulations and applicable Canadian Standards Association (CSA) standards. A worker shall not work in a confined space unless he/she has completed a confined space entry program as prescribed by Workplace NL.

8. Emergency Training

- 8.1. Workers shall be given adequate instruction in fire prevention and emergency evacuation procedures that are applicable to their workplace.

9. Fall Protection

- 9.1. Workers who are required to use fall protection equipment must be trained in the proper use and inspection of the equipment. A competent person must perform a regular inspection of the equipment. Training must meet the requirements outlined in the OH&S Regulations and applicable CSA standards. A worker shall not use fall protection equipment unless he/she has completed a training program on fall protection as prescribed by Workplace NL.

10. First Aid

- 10.1. Training will meet the requirements outlined in the OH&S First Aid Regulations. The number of workers who have to be trained in first aid depends on the number of workers engaged in work during the various shifts (see the table below).

Number of Workers/Shift	First Aid Training Requirements
1 Worker	Where it is reasonable to do so, or if required by an OHS officer, the worker shall hold a valid Emergency First Aid Certificate
2 - 14 Workers	One worker with an Emergency First Aid Certificate
15 - 199 Workers	One worker with a Standard First Aid Certificate plus one worker with an Emergency First Aid Certificate for every 25 workers or part of it in excess of 25 workers.

- a. An emergency First Aid certificate is issued to a worker who has successfully completed an 8-hour safety oriented first aid certificate course;
- b. A standard certificate is issued upon the successful completion of a 16-hour course;

- c. The names and qualifications of workers who are trained to administer First Aid must be posted in a prominent place in the workplace, and
- d. A training certificate is valid for a three year period from the date of training.

11. Musculoskeletal Injury Prevention

11.1. The employer shall provide workers who are or may be exposed to a risk of musculoskeletal injury (MSI) with education and training in (1) risk identification related to work, including the recognition of early signs and symptoms of MSI and its potential health effects; and (2) the use of specific control measures, including, where practical, work procedures, mechanical aids and personal protective equipment. MSI means an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue, including a sprain, strain and inflammation that may be caused or aggravated by work.

12. Nonviolent Crisis Intervention

12.1. Workers, such as special needs teachers and student assistants, who work directly with special needs students, must complete the Nonviolent Crisis Intervention Training Program through the Crisis Prevention Institute (CPI). The program focuses on the safe management of disruptive and assaultive behaviors. Training will be delivered by CPI certified instructors. A worker must initially complete the two-day workshop on nonviolent crisis intervention. Every two years thereafter the worker is required to complete the one-day refresher seminar that includes the CPI personal safety techniques. The education and training will inform workers who may be exposed to the risk of violence of the nature of the risk and the precautions that may be taken. At the school level, workers should be provided with information related to the risk of violence from persons who have a history of violent behaviour and whom the workers are likely to encounter in the course of their work.

13. OH&S Committee/Designate Training

13.1. A workplace with 10 or more workers is required to have an OH&S committee. Training requirements are as follows:

Number of Workers	OHS Committee Training Requirements
1-9 Workers	No committee is required, but one worker must be trained as the OHS Designate and undergo Committee Certification training
10-49 Workers	Co-chairs of the OHS committee must undergo Committee Certification training

50 + Workers	All members of the OHS committee must undergo Committee Certification training
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14. Operation of Mobile Equipment

14.1. Workers who are required to operate mobile equipment, such as a forklift, must have sufficient training to demonstrate that they are a competent operator. If the mobile equipment is required to travel on a public road, then the operator must have a valid driver's licence with the appropriate class and additional endorsements where necessary. Training must meet the requirements outlined in the OH&S Regulations and applicable CSA standards.

15. Orientation (General and Job Specific)

- 15.1. Orientation shall cover the following material:
- a. Job specific hazards and methods of control;
 - b. Job specific safe work practices and procedures;
 - c. Instructions for the use of equipment, tools, machinery, substances and products;
 - d. Instructions for the use of protective equipment, devices and other apparel that is required to be used or worn for the protection of workers;
 - e. OH&S Program and specific responsibilities;
 - f. Procedure for reporting a health or safety concern;
 - g. Procedure for reporting a hazardous condition or practice;
 - h. Procedure for reporting and documenting a work-related incident or accident;
 - i. Basic OH&S rights of workers;
 - j. General OH&S rules, and
 - k. Emergency response plans/procedures.

16. Personal Protective Equipment

16.1. Workers who are required to wear personal protective equipment (PPE)

must be adequately instructed in the correct use, limitations and assigned maintenance duties for the equipment. For additional information on PPE, such as safety headgear, safety eyewear, foot protection, flame resistant clothing, high visibility apparel and respiratory protection, refer to the manufacturer's instructions, respective CSA and American National Standards Institute (ANSI) codes and standards, and the applicable regulatory requirements under the OH&S Act and Regulations.

17. Powder-Actuated Tools

- 17.1. Workers who are required to use powder-actuated tools (e.g. Ramset and Hilti nail guns) must be trained in how to safely operate the specific make and model of tool. Training should be provided by the manufacturer, distributor/supplier of the tool or other qualified instruction agency. Workers should be issued a valid operator's certificate. A worker shall not operate a powder-actuated tool until he/she has been properly trained, has demonstrated how to safely and effectively use the tool, is familiar with the applicable OH&S Regulations, has been authorized by his/her supervisor to use the tool and is wearing the necessary personal protective equipment.

18. Respiratory Protection

- 18.1. Workers must be trained in the use and care of respiratory protection equipment if they are required to work in a place where there is danger to health from harmful concentrations of gases, vapours, mists or dusts, or oxygen deficiency. Training must meet the requirements outlined in the OH&S Regulations and applicable CSA standards.

19. Specialized Work

- 19.1. Workers must be appropriately trained, competent and qualified before performing specialized work such as electrical, plumbing, mechanical, carpentry, welding and other skilled trades work. Examples of job specific training include; lock-out/tag-out procedures, hand and portable power tools, machine guards, ladder safety, etc.

20. Workplace Hazardous Materials Information System (WHMIS) 2015

- 20.1. Workers who are required to work with a controlled product or in close proximity to a controlled product must receive WHMIS 2015 training. Workers will be given hazard information concerning the safe use, storage and handling of controlled products.

All worker education programs must be specific to the controlled products that are used, stored and handled in the workplace. They must also be developed and implemented in consultation with the OH&S committees. On an annual basis the education programs for controlled products will be reviewed to determine their adequacy. Training must meet the requirements outlined in the WHMIS 2015 Regulations.

Policy:	Occupational Health & Safety	HR-808
Division:	Human Resources	
Administrative Regulation	Emergency Response and Preparedness	
Cross Reference:		

ADMINISTRATIVE PROCEDURES/REGULATIONS

The NLESD will develop, implement and maintain appropriate emergency response plans for foreseeable workplace emergencies and disasters. The NLESD believes that emergency planning will help to reduce the possible impact on staff, students and other persons at or near the workplace, minimize property damage, reduce the time required to return to normal operations and promote a positive safety culture. It is the policy of the NLESD to achieve a level of emergency preparedness so that immediate and effective actions can be taken in the case of a workplace emergency or disaster. Listed below are the types of emergencies that schools and workplaces could potentially be exposed to:

1. Adverse weather/emergency closure;
2. Bomb threats;
3. Fire/explosion;
4. Flooding;
5. Laboratory accident/chemical spill;
6. Medical emergency;
7. Power failure;
8. Serious injury, and
9. Unauthorized visitor/armed intruder

Where it is noted below, individual schools and workplaces are required to prepare and maintain site-specific emergency response plans. Site-specific plans are necessary because the types of emergencies and environmental factors may vary from workplace to workplace.

Roles and Responsibilities

For information on the specific roles and responsibilities of administrators/school principals, managers, supervisors, workers, students, outside contractors and visitors please refer to the applicable section and the referenced policies, administrative regulations, handbooks, guidelines, protocols, procedures, resource manuals, codes, standards and site-specific emergency response plans.

1. CEO/Director of Education

- 1.1. Ensure that appropriate policies, administrative regulations, procedures, resource manuals and site-specific plans are developed, implemented and maintained for potential workplace emergencies and disasters.
- 1.2. Ensure that administrators, managers, supervisors, workers and contractors receive appropriate training regarding emergency plans and their specific responsibilities.
- 1.3. Establish and maintain an effective Occupational Health and Safety (OH&S) Program that includes a section on emergency preparedness.
- 1.4. Ensure that the organization is prepared to take immediate and appropriate actions to deal with foreseeable workplace emergencies and disasters.

2. Principals/Administrators

Principals/Administrators are responsible for the following:

- 2.1. Ensure that a site-specific fire safety plan is developed, implemented and maintained/updated as required.
- 2.2. Ensure compliance with all applicable fire prevention codes, regulations and standards. For example:
 - i. Restrictions on combustible materials on walls, ceilings and doors;
 - ii. Safe storage of flammable and combustible liquids;
 - iii. Safe storage of compressed flammable gases;
 - iv. Maximum occupant loads for regular and special events;
 - v. Exit capacity calculations, and
 - vi. Safe use of electrical equipment.
- 2.4. Advise the local fire department of any changes to the fire safety plan.

- 2.5 Ensure that all school personnel receive training regarding the fire safety plan, fire prevention, emergency preparedness, evacuation procedures and fire alarm systems.
- 2.6 Ensure that signs are posted adjacent to fire alarm manual pull stations that indicate the procedure to follow once a fire alarm has been activated.
- 2.7 Ensure that fire escape routes/plans are posted in various locations throughout the school.
- 2.8 Ensure that all emergency exit doors are accessible and fully operational.
- 2.9 Ensure that fire drills are being conducted and properly documented.

A basic evacuation procedure for a fire emergency drill is noted below:

- a. Principal (or designate) must advise the local fire department and fire alarm monitoring company of the scheduled fire drill;
- b. Principal (or designate) is required to conduct a full evacuation drill by activating a manual fire alarm pull station;
- c. Principal (or designate) must take all contact information for contingency plans;
- d. Persons requiring assistance must be identified. A student with a disability must not be left unattended during a fire emergency drill;
- e. A designated staff member must be assigned to assist each student with restricted mobility (e.g. uses a wheelchair) to the nearest area of safe refuge;
- f. School personnel will instruct all students and others to exit the building;
- g. All evacuated persons must proceed to a predetermined safe assembly area where attendance must be taken;
- h. No person is permitted to return to the school until directed to do so by a verbal command from the principal (or designate);
- i. An assessment shall be made to determine the success of the fire drill and possible areas for improvement, and
- j. Principal (or designate) must advise the local fire department and fire alarm monitoring company that the fire drill has been completed.

In the case of an actual fire/explosion at the school, activate the nearest fire alarm and initiate the fire drill procedures. Call 911 or the local fire department. Supervise the evacuation of the building. The principal (or designate) must promptly notify the CEO/Director of Education. Only re-enter the school when the emergency officials

designate the building safe. If the school is closed, then the principal (or designate) shall arrange transportation.

3. OH&S Committees

- 3.1. Assist with the development, implementation and evaluation of site-specific emergency response plans.
- 3.2. Annually monitor and recommend improvements to existing site-specific emergency response plans.

4. Human Resources Manager (OH&S)

- 4.1. Assist with the identification of potential emergencies that could affect workplaces.
- 4.2. Assist with risk assessments of identified emergencies.
- 4.3. Ensure that emergency response plans are based on applicable legislation, policies, administrative regulations, codes and industry best practice standards.
- 4.4. Assist with the development, implementation and evaluation of policies, administrative regulations, handbooks and protocols that are related to emergency preparedness.
- 4.5. Recommend improvements to existing site-specific emergency response plans.
- 4.6. Schedule training to ensure that all OH&S committee members have the required certification.

5. Fire/Explosion

- 5.1. Every school and workplace under the jurisdiction of the NLESD is required to have a **site-specific fire safety plan**. The fire safety plan should be developed in consultation with the local fire department. The plan must include the following:
 1. Roles and responsibilities of staff and students;
 2. Emergency telephone numbers;
 3. Evacuation procedures and designated emergency exit routes;
 4. Designated safe area(s) for staff and students to congregate outside the school;

5. Procedures for taking attendance;
6. Procedures for any special needs students and others with mobility issues, and
7. Requirements for fire drills and regular inspections.

Schools/workplaces are required to complete fire drills during each school year, please refer to school planner for scheduling. Schools are encouraged to have fire drills during varying times/slots to ensure that staff and students are familiar with evacuation routes from different teaching locations. After each fire drill the school principal must record the date, time to evacuate and any concerns.

Fire alarm systems, early warning devices, fire extinguishing/sprinkler systems, portable fire extinguishers and interior fire hose stations must be inspected, tested and maintained by qualified personnel in accordance with the applicable codes and guidelines, this is the responsibility of the Facilities department. Custodial staff are required to complete the School Fire Inspection. Deficiencies and items of non-compliance must be documented and promptly corrected.

6. Flooding

- 6.1. Flooding may cause extensive damage to property and building fixtures, and could also endanger staff and students if not properly controlled. When responding to this type of infrastructure issue please refer to the District's **Unscheduled School Delay/Closure Protocol**.

Noted below are common safety practices that schools should follow to help minimize the risk of flooding/water damage:

1. Bathrooms, restrooms, shower/change rooms and other areas should be periodically inspected by custodial staff for any leaking faucets and pipes;
2. Leaks should be promptly reported and corrective actions taken;
3. Floor drains should be routinely cleaned to avoid flooding from clogged drains;
4. Do not store materials/supplies within 18 inches of a sprinkler head, and
5. Ensure temporary guards are placed over sprinkler heads when an area is undergoing significant renovations.

Noted below is a basic emergency response plan.

1. Custodial/maintenance staff should immediately isolate the pipe break by shutting off the appropriate water supply valve. If the pipe break cannot be isolated quickly then the main water valve should be closed;
2. Custodial/maintenance staff must review the school's **Hazardous Building Materials Survey/Assessment Report** to determine if any hazardous materials such as asbestos are present in the affected area(s);
3. Custodial/maintenance staff is required to **immediately** inform the respective operations manager or maintenance supervisor and the school administrator;
4. Be careful if walking on or near wet surfaces as they may be very slippery;
5. If necessary, custodian/maintenance staff can shut off electricity to the affected area(s) by following the appropriate safety procedure that is outlined in the District's **Electrical Safety Program**. A qualified electrical worker (i.e. electrician) must verify that the electrical isolation has been properly completed;
6. Turn off and unplug computers and other essential equipment;
7. Relocate equipment and materials that may be damaged by water, if necessary. Do not attempt to move wet materials unless instructed to do so;
8. Do not enter a building with standing water, "hot" electrical wires and/or other dangerous conditions until the building has been approved for entry, and
9. In accordance with appropriate safe work practices and procedures all wet building materials which have the potential to support mould growth must be immediately removed.

7. Laboratory Accident/Chemical Spill

- 7.1. The NLESD recognizes that some of the chemicals used in a science laboratory, such as acids and bases, can potentially cause a serious injury if appropriate controls and safety precautions are not implemented. If a chemical spill occurs then prompt actions must be taken to prevent serious injuries and damage to property or the environment. The NLESD will use the Department of Education and Early Childhood Development's Science Safety Resources Manual, as a guide to deal with chemical spills (see the section on chemical spills for the procedures for handling solids, liquids, acids, bases, organic liquids and mercury).

Noted below are common safety practices that schools/workplaces should follow to ensure they are properly prepared to deal with a chemical spill:

1. Schools/workplaces must have a spill kit on hand of sufficient size to deal with chemical spills. Additional items such as a broom, plastic dust pan, glass disposal container and tongs should be readily available;
2. Employees must know the location of emergency equipment (e.g., eye/face wash station, emergency shower, fire extinguisher, fire blanket, chemical spill kit) and know how to use it;
3. A safety data sheet (SDS) must be readily available for every chemical that is used, handled or stored in the lab. SDS must be up to date (within the last 3 years). There should be copies of all sheets in the science lab and general office;
4. Emergency telephone numbers must be posted in a clearly visible area of the lab;
5. Eye/face wash stations, eyewash bottles and emergency showers must be inspected and tested on a monthly basis. The equipment must also be readily accessible;
6. A hard copy of the Science Safety Resources Manual must be readily available in the lab, and
7. Science teachers shall have a good understanding of the general safety regulations with respect to chemicals and their storage.

Noted below are basic steps/procedures for handling common spills:

1. Keep students/employees away from a chemical spill;
2. Evacuate the lab if toxic or flammable vapour is present. Extinguish all flames and turn off electrical equipment that may produce a spark in order to avoid ignition of flammable vapour;
3. Attend to any individuals splashed by the spill. Find out what was spilled. Flush affected parts of the body thoroughly with water for 15 continuous minutes. Get medical attention if necessary;
4. In all cases check the SDS for cleanup directions;
5. Approach all chemical spills carefully. Air quality over a spill may be hazardous or unexpectedly nasty;
6. If the spill is large or releases dangerous quantities of toxic or flammable vapours, then evacuate the school and call the local fire department, police

and/or municipality. Supervise the evacuation of the building as practiced during fire drills. Coordinate the transportation of staff and students to an alternate safe location. Notify the CEO/Director of Education (or designate). Only return to the school when the local emergency officials designate the building safe;

7. If the spill is fairly small, it can be cleaned up using the guidelines provided in the Science Safety Resources Manual (see chemical spills);
8. When cleaning up a chemical spill wear the appropriate personal protective equipment such as chemical resistant gloves, lab coat and safety glasses or goggles. Contact the appropriate disposal personnel if necessary, and
9. If the floor is wet after cleanup, warn students to avoid the area to minimize the danger of slipping.

8. **Power Failure**

- 8.1. A school may have to be closed due to an emergency which poses no immediate threat to life or safety (e.g. loss of electricity, a community power outage, a major heating problem or a structural failure). In the event of a building-related emergency (e.g. electrical, heating failure or environmental concern) the initial report must be made to the Facilities department. When responding to these types of infrastructure issues please refer to the District's **Unscheduled School Delay/Closure Protocol**.

Interruptions in electrical power services may occur at any time due to high winds, ice storm, fallen tree limb, downed utility pole and construction in the surrounding area, etc. Noted below are basic preparedness initiatives:

1. Ensure there is adequate emergency lighting throughout the school;
2. Ensure that the emergency exits and corridors/hallways are kept free of trip hazards and obstructions;
3. Ensure that the emergency lighting and/or generator are inspected, maintained and tested on a regular basis as per the manufacturer's instructions, and the Life Safety and National Fire Codes;
4. Ensure there is an adequate supply of fuel for the emergency generator;
5. Ensure that sensitive electronic equipment such as computers, fax machines, photocopiers, televisions, interactive whiteboards/SMART boards, etc are connected to a surge protection power bar;

6. Ensure that staff and students are calm and safe;
7. Relocate staff and students from rooms without windows (no natural light) or emergency lighting;
8. Open window blinds, shades and coverings;
9. Staff and students in an elevator should:
 - a. Remain calm;
 - a. Use the emergency intercom or telephone inside the elevator to call for assistance or press the elevator alarm to signal for help;
 - b. Contact emergency services if necessary, and
 - c. Not attempt to exit the elevator without assistance of qualified personnel.
10. Staff and students in a science laboratory should:
 - a. Turn off any equipment that is in use (e.g., hot plates, Bunsen burners);
 - b. Unplug all electrical equipment at lab benches;
 - c. Cease any experimentation;
 - d. Lower the fume hood sash to approximately 2 inches of fully closed;
 - e. Open any windows in the lab to help remove any fumes, and
 - f. Evacuate the lab in an orderly manner, if necessary.

9. Serious Injury

- 9.1. The NLESD requires all work-related incidents/accidents that result in a serious injury, as defined by the Occupational Health and Safety (OH&S) Act and Regulations, to a worker or results in the death of a worker, or that had, or continues to have, the reasonable potential of causing a serious injury to or the death of a worker, to be promptly reported by the school principal or supervisor/manager to the:
 1. Service NL (OH&S Division), call the 24 hour Accident Reporting Line at 709-729-4444;
 2. Co-chairpersons of the OH&S committee;
 3. Human Resources Manager (OH&S) at the District Office;

4. Respective Divisional Director(s), and
5. Respective Assistant Director(s) of Education

Serious injury includes an injury that:

1. Places life in jeopardy;
2. Produces unconsciousness;
3. Results in substantial loss of blood;
4. Involves the fracture of a leg or arm but not a finger or toe;
5. Involves the amputation of a leg, arm, hand, foot, finger or toe;
6. Consists of burns to a major portion of the body, and
7. Causes the loss of sight in an eye.

Except as otherwise directed by an OH&S Officer from Service NL, a person shall not disturb the scene of an accident that results in serious injury or death except as is necessary to:

1. Attend to the person(s) injured or killed;
2. Prevent further injuries, and
3. Protect property that is endangered as a result of the accident.

It is essential that on-site emergency care/First Aid services are promptly administered by a competent person who holds a valid first aid certificate. Where necessary the school principal or supervisor/manager will make arrangements for the injured worker to be transported to a place that can provide appropriate medical care. If the severity of the injury requires the worker to be transported to a hospital or medical clinic via an ambulance service, then the NLESD will pay the associated expenses. All workers have a legal duty to cooperate with an OH&S Officer and to provide information related to the accident upon request.

When deemed necessary, the Human Resources Manager (OH&S) will conduct an investigation of the serious injury in consultation with the principal, supervisor/manager and OH&S committee. The Serious Injury Investigation Report will be completed on a timely basis and a copy will be forwarded to the respective OH&S Officer, CEO/Director of Education, principal, supervisor/manager and co-chairpersons of the OH&S committee.

The Human Resources Manager (OH&S) will forward a copy of the applicable injury forms (i.e., Employer's Report of Injury/Form 7 and Worker's Report of Injury/Form 6) to the respective OH&S Officer within three (3) days of the serious injury.

Policy:	Occupational Health & Safety	HR-808
Division:	Human Resources	
Administrative Regulation:	Hazard Recognition, Evaluation and Control	
Cross Reference:		

ADMINISTRATIVE PROCEDURES / REGULATIONS

The Newfoundland and Labrador English School District recognizes that hazard reporting and assessment are a critical part of the organization’s Occupational Health and Safety (OH&S) Program. The District believes that these processes will help to maintain healthy and safe workplaces, control hazards, reduce work-related injuries, illnesses, property damage and their associated costs, comply with OH&S regulatory requirements and promote a positive safety culture.

Roles and Responsibilities

1. CEO/Director of Education

- 1.1. Establish and maintain a hazard reporting process.
- 1.2. Establish and maintain a hazard assessment process that can be used to identify, evaluate and control workplace hazards.
- 1.3. Monitor existing and potential hazards through workplace inspections and audits to ensure they are being effectively controlled.
- 1.4. Address hazards based on their level of risk (i.e., severity and probability).
- 1.5. Ensure accountability of persons responsible for the reporting and correction of hazards.

2. School Principals, Managers and Supervisors

- 2.1. Ensure that workers are made familiar with the specific health and safety hazards that exist in the workplace and how to protect themselves.

- 2.2. Ensure that existing and potential hazards are properly identified, assessed, controlled and documented.
- 2.3. Evaluate and monitor the workplace to identify hazards and the associated risks.
- 2.4. Conduct formal hazard assessments of the more critical hazards (i.e., high risk tasks) in the workplace.
- 2.5. Involve workers who are familiar with the task or equipment in the hazard assessment process.
- 2.6. Complete the hazard assessment form.
- 2.7. Receive and review completed hazard report forms from workers. Document the corrective actions taken in the principal's/supervisor's section.
- 2.8. Implement on a timely basis the necessary corrective measures to control any identified hazards.
- 2.9. Ensure that corrective measures are effectively controlling the identified hazards.
- 2.10. Ensure that outside contractors and service providers are made aware of workplace hazards.
- 2.11. Ensure that a copy of all completed hazard report forms and hazard assessment forms are forwarded to the OH&S committee.

3. Workers

- 3.1. Promptly report and document any hazardous conditions or practices to the school principal or supervisor/manager. Complete the hazard report form.
- 3.2. Participate in the hazard assessment process, as requested.
- 3.3. Conduct daily routine/informal assessments.

4. OH&S Committees

- 4.1. Review and discuss completed hazard report forms and hazard assessment forms at committee meetings. Ensure that appropriate actions are being taken to control the identified hazards.
- 4.2. Maintain completed hazard report forms and hazard assessment forms as part of the committee's permanent file.

- 4.3. Monitor the effectiveness of corrective measures/controls.
- 4.4. Provide feedback on the effectiveness of the hazard reporting and assessment processes.

5. Human Resources Manager (OH&S)

- 5.1. Develop and maintain a formal hazard assessment process that can be used to recognize, evaluate and control hazards.
- 5.2. Develop and implement a hazard reporting process that can be used by staff to document any hazardous workplace condition or practice.
- 5.3. Provide direction, assistance and support to principals, managers and supervisors regarding hazard assessments and reported hazards.
- 5.4. Review completed hazard report forms and hazard assessment forms to identify any common trends and critical hazards.
- 5.5. Assist with the identification of critical job tasks within the organization and the development of a critical job task inventory.
- 5.6. Work towards achieving and maintaining compliance with the practice incentive requirements (e.g. a system for hazard recognition, evaluation and control) under Workplace NL's PRIME Program.

Definitions

A **hazard** is a condition or practice that has the potential to cause an injury, illness or damage to equipment, materials or the environment.

A **health hazard** is an unhealthy condition or practice that could cause an occupational illness. The resulting illness may not be evident for an extended period of time following the contact with the health hazard. Types of health hazards are chemical, physical, biological and ergonomic.

A **safety hazard** is an unsafe condition or practice that could cause a work-related injury or property damage. The resulting injury is usually evident immediately following the contact with the safety hazard. Injuries caused by safety hazards usually result in trauma to the body and may be explained as a hazard with a greater level of energy/force than the body is able to withstand during contact. Types of safety hazards are energy, confined space, materials handling, work practice and machine.

Procedure

1. Hazard Recognition

School principals, managers and supervisors are responsible for ensuring that hazards in their work areas are properly identified, evaluated, controlled and documented. A worker from the work area should be involved in the hazard assessment process. Depending on the nature and complexity of the hazard it may be beneficial to involve other individuals who have specific knowledge or expertise.

There are two major categories of hazards: health hazards and safety hazards. Refer to the Hazard Assessment Guideline at the end of this section for additional information on health and safety hazards.

The scope of a hazard assessment can be extremely broad in nature or it can have a very narrow focus (e.g., a specific position, task, duty, activity or piece of machinery/equipment/tool). Ideally, all work-related tasks should be formally assessed. A more practical and strategic approach is to initially complete hazard assessments of the more hazardous and critical job tasks in the workplace.

Existing and potential hazards can be identified by a number of different ways. For example, workplace hazards can be identified by:

1. Formal survey of the workplace;
2. Formal and informal workplace inspections;
3. Hazard reporting by workers;
4. Investigation of work-related incidents and accidents;
5. Review of safety data sheets and product labels;
6. Review of injury statistics;
7. Review of operation and service manuals;
8. Review of safe work practices and procedures;
9. Review of job site analysis reports, and
10. Inspection reports issued by an OH&S Officer.

Workers are also required to identify, report and document any hazardous workplace condition or practice. Workers must promptly complete the worker's section of the hazard report form and give it to the school principal or supervisor/manager who is then responsible for evaluating and controlling the identified hazard(s).

2. Hazard Evaluation

After the existing and potential workplace hazards have been identified, the probable loss to **p**eople, **e**quipment, **m**aterials and the **e**nvironment (PEME) must be evaluated to determine the risk and the most effective controls/corrective measures to implement. Most often, there are multiple contributing factors associated with a hazard. Refer to the Hazard Assessment Guideline at the end of this section for additional information on contributing factors.

The process for evaluating health and safety hazards must include the following:

1. Review the relevant legislation, codes, guidelines, standards, equipment specifications, and operating/service manuals to determine applicable minimum requirements and industry standards;
2. Consider the relevant facts such as length of exposure, number of persons exposed, chemical concentration, individual worker variation, existing control measures, past experience and documented work-related incidents/accidents, and
3. Estimate the level of risk created by each hazard to determine the most effective controls and the priority for correcting the hazards.

Evaluate the potential risk associated with each of the identified hazards by predicting the consequences and probability of an incident/accident happening. Refer to the Hazard Assessment Guideline at the end of this section for additional information on assessing hazards. Evaluate the hazard by determining the following:

1. The **severity** of the consequences if it did happen, in terms of harm to people and damage to property. Severity is ranked from one through four:
 - 1 = No injury or lost time, First Aid, insignificant property damage;
 - 2 = Minor injury, medical aid only, minor property damage;
 - 3 = Lost time, no permanent disability, significant property damage, and
 - 4 = Serious injury, permanent disability, loss of structure/facility.
2. The **probability** or likelihood of the hazard causing an injury, illness or property damage. Probability is ranked from one through three.
 - 1 = Low probability, remotely possible, improbable;
 - 2 = Moderate probability, possible, and
 - 3 = High probability, likely to occur.

3. The **risk** is determined by multiplying the severity by the probability to obtain a score in the range of one through 12. A risk score of one through four is considered an acceptable hazard and any score of five or greater is considered an unacceptable hazard that requires some controls to be implemented. Because conditions can differ greatly please use appropriate judgement to determine the threshold for what is an acceptable and unacceptable hazard.

3. Hazard Control

After the hazards have been identified and evaluated, appropriate corrective measures/controls need to be determined and implemented. The goal is to eliminate or minimize the risk associated with the identified hazards.

The three standard types of hazard controls, in order of preference and effectiveness, are: engineering controls, administrative controls and personal protective equipment. Refer to the Hazard Assessment Guideline at the end of this section for additional information on hazard controls.

1. **Engineering controls** are the first line of defense against hazards. They are the most effective control and usually physically change the work environment or procedures to eliminate or minimize a hazard. They include; elimination, substitution, redesign, isolation and enclosure;
2. **Administrative controls** direct workers in how to perform tasks safely. Examples include; policies, safe work practices and procedures, job rotation, training and education and warning signs, and
3. **Personal protective equipment (PPE)** is the last line of defense in hazard control. PPE is equipment worn by workers to minimize the effects of hazards. PPE is commonly used in combination with engineering and/or administrative controls. Examples include; safety glasses, chemical goggles, hearing protection, safety footwear and respiratory protection.

To effectively control the identified hazards, it may be necessary to implement multiple controls. In some situations a temporary control may need to be implemented until a permanent control can be put in place. Regardless of the hazard control method, it is important to address the root cause of the hazard.

The process of implementing the recommended controls is based on the principle that the hazards with the highest level of risk are corrected first. Any hazard that represents an imminent danger or threat to life, health, property or the environment must be dealt with immediately.

If the required corrective measures/controls are beyond the authority and/or resources of the school principal, area supervisor/manager or the divisional director then the matter should be referred to the Senior Management Team for consideration.

4. Documentation - Hazard Assessment Form

The school principal or supervisor/manager is responsible for documenting the hazard assessment by properly completing the Hazard Assessment Form. The completed form should be copied to the person(s) responsible for implementing the recommended corrective measures and controls, the OH&S committee and the Human Resources Manager (OH&S).

5. Documentation - Hazard Report Form

Workers are required to promptly report any hazardous workplace condition or practice to the school principal or supervisor/manager. The worker must complete the worker's section of the Hazard Report Form and give it to the principal or supervisor/manager who is then responsible for implementing the necessary corrective measures. After the principal's/supervisor's section has been completed the form should be copied to the OH&S committee for discussion at the next committee meeting.

6. Monitoring Corrective Measures/Controls

When the corrective measures have been implemented, the school principal or supervisor/manager and worker(s) involved with the hazard assessment must follow-up to determine if the hazards are being effectively controlled. The OH&S committee also has a responsibility to monitor the effectiveness of the implemented controls. If unacceptable hazards are still present, then additional corrective measures and controls must be implemented.

The various workplace parties should continue to monitor the effectiveness of the implemented controls. Monitoring can be accomplished through, but is not limited to, formal and informal inspections of tools, equipment, machinery and facilities.

Policy:	Occupational Health & Safety	HR - 808
Division:	Human Resources	
Administrative Regulation:	Leadership and Administration	

ADMINISTRATIVE PROCEDURES/REGULATIONS

Internal Responsibility System

The Internal Responsibility System is the principle that workplace hazards can be dealt with through communication and cooperation between the employer and employees. Workplace parties share the responsibility for Occupational Health & Safety (OH&S) and must strive to identify hazards and develop strategies to protect employees.

Roles and Responsibilities

The specific roles and responsibilities of the various workplace parties as they relate to leadership and administration are noted below.

1. CEO/Director of Education

- 1.1. Provide a safe and healthy school/workplace;
- 1.2. Establish and maintain an OH&S Program;
- 1.3. Ensure employees are adequately trained in OH&S;
- 1.4. Ensure the OH&S Act and Regulations and the OH&S Program are enforced;
- 1.5. Report serious accidents and cases of occupational disease to the appropriate authority;
- 1.6. Provide medical and first aid activities;
- 1.7. Support principals/supervisors in their health and safety activities;
- 1.8. Allocate resources for OH&S initiatives;
- 1.9. Consult and cooperate with the OH&S Committees, and
- 1.10. Set performance standards for health and safety.

2. Supervisors/Principals

- 2.1. Ensure employees under their supervision are knowledgeable in health and safety rules, procedures, and legislation.
- 2.2. Ensure the working environment is maintained in a healthy and safe condition.
- 2.3. Participate in workplace inspections and ensure that employees are made aware of the potential hazards in the workplace.
- 2.4. Supervise employees on safe work practices.
- 2.5. Ensure that unsafe work practices are immediately corrected.
- 2.6. Ensure the proper personal protective equipment is available and used when required.
- 2.7. Ensure equipment is properly maintained and that only authorized, adequately trained workers operate equipment.
- 2.8. Ensure employees are disciplined for non-compliance.
- 2.9. Assist in the development of the OH&S Program.
- 2.10. Comply with and enforce the OH&S Act and Regulations and the OH&S Program.
- 2.11. Provide information and supervision to employees to protect their health and safety.
- 2.12. Report and investigate all accidents/incidents.
- 2.13. Evaluate training and ensure all employees are adequately trained.
- 2.14. Ensure a copy of the OH&S Act and Regulations and the OH&S Program are available to all employees at the Safety Centre Bulletin Board.
- 2.15. Consult and cooperate with the OH&S Committee.
- 2.16. Promote safety awareness with employees.
- 2.17. Hold employees accountable for health and safety performance.

3. Human Resource Manager (OHS)

- 3.1. Develop and implement, with the assistance of OH&S Committees and supervisors, the Occupational Health and Safety program.

- 3.2. Advise supervisors and employees on health and safety matters, OH&S Act Regulations, and other applicable legislation.
- 3.3. Coordinate health and safety activities including committee development, training, and return to work programs.
- 3.4. Monitor health and safety performance of each school/workplace.
- 3.5. Maintain accurate records on all accident/incidents, inspection/audit information, corrective actions, training records, safe work practices and procedures, complaints, work refusals, and health and safety statistics.

4. Occupational Health and Safety Committees

- 4.1. Abide by the terms and conditions outlined in the committee's terms of reference.
- 4.2. Participate in workplace inspections at least twice a year.
- 4.3. Participate in OH&S meetings every three months.
- 4.4. Receive OH&S related worker complaints.
- 4.5. Assist in the development of the OH&S Program.
- 4.6. Promote health and safety for employees.
- 4.7. Cooperate with applicable government agencies.
- 4.8. Help foster a safety culture.

5. Employees

- 5.1. Cooperate with the NLESD and with co-workers to protect his/her own safety and the safety of others.
- 5.2. Carry out work in a manner that will not create a hazard to their own health and safety or the health and safety of others.
- 5.3. Use equipment and tools in accordance with instructions.
- 5.4. Follow safe work practices.
- 5.5. Report unsafe acts and conditions.
- 5.6. Participate in OH&S Committees.
- 5.7. Cooperate in the familiarization and compliance with Occupational Health and Safety legislation and the Occupational Health and Safety Program.

- 5.8. Report any accidents, incidents, near misses and/or injuries to their immediate supervisor as soon as possible.
- 5.9. Consult and cooperate with the Occupational Health and Safety Committee.
- 5.10. Cooperate with workplace inspections and accident investigations.
- 5.11. Cooperate with Safety Inspectors of the applicable government agency.

6. Due Diligence

- 6.1. Due diligence is the level of judgement, care, prudence, determination, and activity that a person would reasonably be expected to perform under particular circumstances.
- 6.2. Regarding occupational health and safety, due diligence means that all employees shall take all reasonable precautions, under the particular circumstances, to prevent injuries or accidents in the workplace.

The conditions for establishing due diligence include several criteria:

1. The employer must have in place written OH&S policies, practices, and procedures. These would demonstrate that the employer carries out workplace safety audits, identifies hazardous practices and conditions, makes necessary changes to correct these conditions, and provides employees information to enable them to work safely;
2. The employer must provide the appropriate training and education to employees so that they understand and carry out their work according to the established policies, practices, and procedures;
3. The employer must monitor the workplace and ensure that employees are following the policies, practices, and procedures. Written documentation of progressive discipline for violations of safety rules is considered due diligence;
4. Employees have a duty to take reasonable care to ensure the safety of themselves and their coworkers – this includes following safe work practices and complying with regulations;
5. The employer should have an accident investigation and reporting system in place to report accidents and near misses. Information from these investigations can be taken to form policies, practices and procedures which will also establish the employer is practicing due diligence, and
6. The employer should document, in writing, all steps above: this will give the employer a history of how the organization's occupational health and safety program has progressed over time. Second, it will provide up-to-date

documentation that can be used as a defense to charges in case an accident occurs despite an employer's due diligence efforts.

7. Employee Rights

The Occupational Health and Safety Act gives employees three basic rights:

1. Right to Know: To be informed about actual and potential hazards in the school/workplace and how these hazards can be controlled;
2. Right to Participate: Participate or be represented in school/workplace health and safety activities through OH&S committees, and
3. Right to Refuse: To refuse unsafe work; however, the employee must follow the prescribed protocol as outlined.

Right to Refuse Protocol

Any employee has the right to refuse work that he/she feels has reasonable grounds to be dangerous to his/her health or safety, or the health and safety of another person in the workplace. The employee can refuse work:

1. Until remedial action has been taken by the immediate supervisor to the employees satisfaction;
2. Until the Occupational Health and Safety committee at the worksite has investigated the matter and advised the employee to return to work, and
3. Until a safety officer from the applicable government agency has investigated the matter and has advised the employee to return-to-work.

An employee who exercises his/her right to refuse must:

1. Immediately report the dangerous condition to his/her principal/immediate supervisor;
2. If the condition is resolved by the principal/supervisor then the employee will return-to-work;
3. If the condition is not resolved to the employee's satisfaction, then the OH&S committee will get involved. In the meantime, the employee can be assigned by the principal/supervisor other work within the District while the investigation is ongoing, without loss of income. Any worker assigned to the position during the work refusal must be informed of the refusal of work situation. The assigned worker can decide whether they want to refuse to work or continue to work if they feel the work is safe; and

4. If the OH&S Committee is unable to resolve the issue, a safety officer from the applicable government agency will investigate the matter. At this point, the employee will wait for the safety officer to advise him/her to return to work.

Policy:	Occupational Health & Safety (HR-808)
Division:	Human Resources
Administrative Regulation:	Occupational Health and Safety Committees
Cross Reference:	

ADMINISTRATIVE PROCEDURES / REGULATIONS

The Newfoundland and Labrador English School District recognizes Occupational Health and Safety (OH&S) committees are an integral part of the organization’s OH&S Program. The District will consult and cooperate with OH&S committees and will provide members with time away from their regular duties to meet to discuss health and safety matters.

Roles and Responsibilities

1. CEO/Director of Education

- 1.1. Ensure delivery of certification training to new OH&S committee members in accordance with standards established by the Workplace NL.
- 1.2. Consult and cooperate with OH&S committees on all matters respecting health and safety in the workplace.
- 1.3. Respond in writing within 30 days to a formal recommendation from an OH&S committee, indicating if it has been accepted or rejected, with a reason for the rejection.
- 1.4. Provide periodic written updates to an OH&S committee on the implementation of an accepted formal recommendation until the implementation is complete.
- 1.5. Establish and maintain OH&S committees at workplaces where 10 or more workers are employed.
- 1.6. Ensure a worker is elected or appointed as the worker health and safety representative at workplaces where less than 10 workers are employed.
- 1.7. Establish and maintain an effective OH&S Program in consultation with OH&S committees.

- 1.8. Appoint sufficient employer representatives to ensure that OH&S committees function effectively.
- 1.9. Provide certification training for new co-chairpersons and members of OH&S committees as prescribed by the OH&S legislation.
- 1.10. Provide release time for co-chairpersons and members of OH&S committees who participate in certification training.
- 1.11. Provide OH&S committees with the equipment, materials and supplies that are necessary to conduct periodic workplace inspections.
- 1.12. Provide copies of all relevant documents pertaining to health and safety (e.g., investigation reports, audit results, hygiene testing reports) to OH&S committees.
- 1.13. Co-operate with an OH&S Officer who is exercising his/her duties under the OH&S Act.

2. School Principals, Managers and Supervisors

- 2.1. Consult with OH&S committees about the scheduling of formal workplace inspections and ensure that committee members actively participate in the inspections.
- 2.2. Ensure the names of OH&S committee members are posted on the Safety Centre bulletin board at the workplace.
- 2.3. Consult and cooperate with OH&S committees.
- 2.4. Co-operate with an OH&S Officer who is exercising his/her duties under the OH&S Act.
- 2.5. Serve as the employer's representative and/or co-chair of the school's OH&S committee.
- 2.6. Maintain the OH&S committees permanent file which contains documents such as approved minutes, completed inspection checklists, etc.

3. Workers

- 3.1. Take reasonable care to protect their health and safety and that of other persons at or near the workplace.
- 3.2. Report an OH&S complaint/concern to an OH&S committee member if it is not resolved at the supervisory level.
- 3.3. Report a work refusal to an OH&S committee member if it is not resolved to the worker's satisfaction at the supervisory level.
- 3.4. Actively participate on an OH&S committee if selected/appointed.
- 3.5. Consult and cooperate with OH&S committees.

4. OH&S Committees

- 4.1. Monitor the health, safety and welfare of workers and other persons at or near the workplace.
- 4.2. Seek to identify aspects of the workplace that may be unhealthy or unsafe.
- 4.3. Participate in formal inspections of the workplace.
- 4.4. Make formal recommendations to the employer, workers, principal contractors and an OH&S Officer regarding the enforcement of standards to protect the health, safety and welfare of workers at the workplace.
- 4.5. Receive complaints/concerns from workers regarding OH&S issues.
- 4.6. Establish and promote OH&S educational programs for workers.
- 4.7. Maintain records regarding OH&S complaints/concerns received from workers.
- 4.8. Monitor the effectiveness of corrective actions and controls.
- 4.9. Review completed hazard report forms to ensure that appropriate actions are taken to address hazardous conditions and practices.
- 4.10. Cooperate with an OH&S Officer who is exercising his/her duties under the OH&S Act.
- 4.11. Meet during regular working hours at least once every three (3) months (September, December, March and June).
- 4.12. Record minutes on the prescribed form for all regular and special OH&S committee meetings.

- 4.13. Distribute approved minutes to the Regional OHS Manager, who will then forward to WorkplaceNL and track compliance.
- 4.14. Receive and review any health and safety inspection reports that are i by an OH&S Officer.
- 4.15. Post the names of OH&S committee members on the safety centre bulletin board at the workplace.
- 4.16. Investigate a refusal to do dangerous work if the matter is not resolved at the supervisory level;
- 4.17. Monitor the effectiveness of OH&S program elements.
- 4.18. Participate in the investigation of a work-related incident/accident, when requested.
- 4.19. Employer and worker representatives on an OH&S committee will elect a co-chairperson for their respective group.
- 4.20. Participate in certification training for new OH&S committee members as prescribed by the OH&S legislation.
- 4.21. Perform other duties and follow procedures that may be prescribed in the OH&S legislation.

5. Human Resources Manager (OH&S)

- 5.1. Provide direction, assistance and support to OH&S committees.
- 5.2. Coordinate certification training for new co-chairpersons and members of OH&S committees.
- 5.3. Provide appropriate resource materials on health and safety.
- 5.4. Attend regular and special OH&S committee meetings, when requested.
- 5.5. Maintain an up-to-date database on OH&S committees meetings.
- 5.6. Follow-up with inactive/delinquent OH&S committees.
- 5.7. Notify the OH&S Committee Coordinator at Workplace NL when a school is closed or a new facility is opened.
- 5.8. Provide assistance and direction regarding formal recommendations.
- 5.9. Work towards achieving and maintaining compliance with the practice incentive requirements (e.g. active OH&S committees that meet at least once every three (3) months, distribute minutes as required and have

trained committee members) under Workplace NL's Prevention and Return-to-Work Insurance Management for Employers/ Employees (PRIME) Program.

Legal Requirements for OH&S Committees

In accordance with the OH&S Act and Regulations, the Newfoundland and Labrador English School District will establish and maintain an OH&S committee at every workplace that has 10 or more workers. The employer will also ensure that a workplace with less than 10 workers has a worker, not connected with management, designated as a worker health and safety representative. Although it is not legally required, we recommend having an OHS committee, if possible, in locations with less than 10 workers.

Primary Role

The primary role of an OH&S committee is to improve health and safety in the school/workplace and shall not get involved with labour management issues, disciplinary or personnel matters and routine maintenance issues that have no direct connection to health or safety.

Certification Training

The Newfoundland and Labrador English School District will provide certification training for each workplace as follows:

1. Under 10 workers: 1 person trained;
2. 10-49 workers: both co-chairs must be trained, and
3. More than 49 workers: all members of the OHS committee must be trained.

The content and delivery of the certification training shall meet all of the requirements as prescribed by Workplace NL's certification training standard.

Recertification training is required every three years.

Co-chairpersons and committee members who require training must notify the Human Resources Manager (OH&S), who will coordinate the necessary training. Committee members who complete the training are required to forward a copy of their training certificate to the OH&S committee for the permanent file.

Structure of OH&S Committees

The employer, workers and unions shall agree upon the size of the OH&S committee. The OH&S Act identifies the following guideline:

1. OH&S committees must consist of at least two (2) members and no more than 12 members, and
2. At least half of the committee members must be persons representing workers at the workplace who are not connected with management.

Employer representatives will be appointed by the employer. In most situations the employer representative will be the school principal, vice principal or manager. Worker representatives will be elected by their co-workers at the workplace or appointed in accordance with the constitution of their union. There should be a worker representative for each local bargaining union/agent at the workplace (e.g. NAPE or CUPE support staff representative, NAPE student assistant representative and NLTA teacher representative). The employer and worker representatives shall elect a co-chairperson from their respective groups.

A list of committee members must be posted at the workplace.

Minutes

OH&S committees must use the form that is prescribed by WorkplaceNL to record minutes of all regular and special meetings. The OHS Committee Minutes Report Form must be used to clearly and concisely record concerns and recommendations for resolution. All sections of the minutes form must be completed. Minutes can be completed and submitted via Connect, on the WorkplaceNL website.

Approved minutes shall be distributed as follows:

1. Original sent to Prevention Services at WorkplaceNL;
2. Copy posted on the Safety Centre bulletin board;
3. Copy kept with the OH&S committee (permanent file), and
4. Copy sent to your Regional Human Resources Manager (OH&S).

The Human Resources Manager (OH&S) maintains an electronic database to track meetings held by OH&S committees.

Please note that the minutes report form is for documenting the committee's activities; it is **NOT** a corrective action or work order form. If maintenance staff is required to address a maintenance related safety deficiency then a Work Order Request must be submitted on SIEMS.

Terms of Reference

Every OH&S committee under the Newfoundland and Labrador English School District must have their own written procedural rules (i.e. an approved terms of reference) that outlines how the committee will function and the processes for dealing with health and safety issues. Terms of reference should be reviewed by the committee on an annual basis and updated as required. The terms of reference should also be posted on your Safety Centre bulletin board.

A sample terms of reference is provided at the end of this section.

Quorum

As per the OH&S Regulations a quorum shall consist of one-half of the membership of the OH&S committee provided that both the worker and employer members are equally represented. Meetings will only take place when a quorum of the committee is present.

Agenda

The agenda should be developed and distributed to each committee member prior to the meeting.

Frequency of OH&S Committee Meetings

The OH&S Act requires an OH&S committee to meet during regular working hours **at least once every three (3) months** (i.e., at least every 90 days). Most committees meet on a quarterly basis excluding the months of July and August. Schools are not considered seasonal operations that shut down and close for the summer months. Committees must ensure that the break between meetings during the summer months is not greater than 90 days. As a result the last meeting for the school year should be as late as possible during the month of June and the first meeting at the start of the next school year should be as early as possible during the month of September. At the start of each school year the committee should set the dates, times and locations for all regular committee meetings.

Active/Delinquent Committee Status

Committees that meet at least once every three (3) months and forward their minutes on the prescribed minutes report form to the Workplace NL will be considered “**Active**”. However, committees that do not hold regular meetings and/or forward their minutes on a timely basis to the Workplace NL will be considered “**Delinquent**”. Their system will generate and forward delinquency letters to the co-chairpersons of delinquent committees. Co-chairpersons are required to immediately address the problem by holding a meeting, submitting completed minutes and/or contacting the OH&S Committee Coordinator at Workplace NL.

The various stages of delinquency and timeframes are noted below:

1. **Delinquent Stage 1** - No meeting held within the last **3 months**;
2. **Delinquent Stage 2** - No meeting held within the last **4 months**;
3. **Delinquent Stage 3** - No meeting held within the last **5 months**. and
4. **Referred to Government** – No meeting held within the last **6 months**.

Workplaces that are referred to Service NL (OH&S Division) may receive a follow-up inspection by an OH&S Officer regarding non-compliance with the OH&S legislation. As a result, specific safety directives and/or stop work orders may be issued.

Special Meetings

Either co-chairperson of the OH&S committee can call a special meeting to address a significant health or safety matter (e.g., work refusal, stop work order, safety directives, serious injury as per the OH&S legislation).

Workplace Inspections

The Newfoundland and Labrador English School District requires every school and workplace under its jurisdiction to be inspected at the following intervals, by their OH&S committee:

Schools: A minimum of two (2) times per year, and

Bus depots: A minimum of monthly.

An inspection checklist must be used to help identify any safety deficiencies or hazardous conditions (refer to the formal inspection process and checklists in the Workplace Inspections policy). Identified deficiencies and hazards must be reviewed and discussed by the OH&S committee at their subsequent meeting.

Committee Recommendations

One of the functions of an OH&S committee is to make recommendations to improve health and safety in the workplace. Recommendations must always be objective and based on factual information which can be supported.

There are two types of recommendations; informal and formal. Informal recommendations tend to be minor in nature and are easily implemented by supervisors. They usually require minor funding and involve minor changes to work processes. Formal recommendations tend to be major in nature and may require:

1. Senior management involvement and approval;
2. Significant change to a policy, administrative regulation or work process;

3. Worker training or education;
4. Significant human and/or financial resources to implement;
5. Change in a procedure that affects several divisions/departments, and
6. New equipment or the redesign of workstations.

A formal recommendation may also be needed when a previously recommended control or corrective action could not be implemented at the supervisory level (i.e., after other internal avenues or administrative processes have been exhausted).

If a committee decides that a formal recommendation is appropriate to address a significant health or safety issue, then a Formal Recommendation Form must be properly completed and forwarded to the respective senior manager(s). A copy of this form is provided at the end of this section. All OH&S committees must follow the process and steps noted below when issuing a formal recommendation to the employer:

1. Identify the Specific OH&S Issue:
 - a. Ensure the issue is directly related to OH&S;
 - b. Determine the immediate and root causes, and
 - c. Utilize additional resources as required.
2. Consider Supporting Information:
 - a. Legislative requirements under OH&S, First Aid, WHMIS, etc.;
 - b. Policies, procedures, administrative regulations, standards, etc.;
 - c. Manufacturer's operational, technical and service manuals;
 - d. Industry best practice standards;
 - e. Statistical data and trend analysis;
 - f. Formal workplace inspection checklists and report, and
 - g. Incident/accident investigation reports.
3. Generate Reasonable Recommendations/Solutions:
 - a. Ensure the recommended corrective action/control is feasible and practical (committee is required to have prior consultation with the respective division/department that has responsibility/jurisdiction);
 - b. Ensure the corrective action/control does not create another hazardous situation;

- c. Prioritize the hazard; determine how urgently the issue needs to be resolved, and
 - d. Short term/temporary solutions may be acceptable until permanent corrective actions can be implemented.
4. Present the Recommendations:
- a. Identify how and when the hazard was recognized, the specific hazardous situation, corrective action(s)/control(s), immediate temporary measures, potential consequences if no action is taken and target date(s) for resolution;
 - b. Provide supporting information (include relevant documents), and
 - c. Co-chairpersons must sign and date the form.
5. Monitor the Recommendations:
- a. Assign a committee member to follow-up;
 - b. Member should provide a progress report to the committee, and
 - c. Monitor the hazard to ensure the corrective action is effective.
6. Documentation:
- a. Document the progress and status in the committee minutes, and
 - b. Keep a copy of the recommendations, the employer's written response and any interim reports.

Senior management will respond in writing within 30 calendar days of receiving a formal recommendation from an OH&S committee. The response will clearly indicate if the recommendation is accepted or rejected by the employer, with a reason for the rejection. If the matter requires further investigation by the employer or additional time to reach a decision or to develop an action plan, then an interim response will be forwarded to the OH&S committee within the 30 day time limit. The interim response will indicate the current status, the reason(s) for the delay and the time to expect the full response. If there is no written response from the employer within 30 days, then a member of the OH&S committee should follow-up with the appropriate senior manager.

Terms of Reference

Occupational Health and Safety Committee _____ (location)

Purpose

The Occupational Health and Safety (OH&S) Committee at _____ is an advisory group made up of employer and worker representatives from the workplace. The primary role of the committee is to improve health and safety in the workplace by recognizing hazards, making recommendations for corrective actions, responding to workers concerns, monitoring the OH&S Program and acting as a resource to the employer in matters concerning health and safety in the workplace. The purpose of establishing and maintaining the OH&S committee is to monitor the health and safety of workers at the workplace.

Roles and Responsibilities

The activities of the OH&S Committee will be confined to matters that are directly related to the health and safety of workers and other persons at or near the workplace. The specific roles and responsibilities of the Committee are as follows:

1. Monitor the health, safety and welfare of workers at the school;
2. Conduct regular workplace inspections of the school and grounds;
3. Identify aspects of the school that may be unhealthy or unsafe;
4. Forward recommendations to the employer regarding practical means of controlling workplace hazards;
5. Receive and investigate complaints from workers regarding OH&S concerns;
6. Participate in the incident/accident investigation process;
7. Promote activities that support a positive safety culture;.
8. Establish and promote health and safety educational programs for workers;
9. Monitor the effectiveness of corrective actions and controls;
10. Receive and distribute OH&S promotional information to the employer and workers;
11. Participate in the investigation and follow up of work refusals;
12. Participate in the development of safe work practices and procedure;
13. Assist in the development and monitoring of the OH&S Program;
14. Co-operate with an OH&S Officer who is exercising his/her duties under the OH&S legislation;

15. Maintain accurate records regarding the OH&S Committees activities.

Membership

The OH&S Committee will consist of ____ worker representatives and ____ employer representatives. The various unions, in accordance with their respective collective agreements, will appoint or elect worker representatives as noted below.

1. ____ worker representatives from the Newfoundland and Labrador Association of Public and Private Employees (NAPE)
 - i. Student Assistant (NAPE Local ____)
 - ii. Support Staff (NAPE Local ____)
2. One worker representative from the Canadian Union of Public Employees (CUPE Local ____)
3. One worker representative from the Newfoundland and Labrador Teachers Association (NLTA _____ Branch)

____ employer representatives as noted below:

- i. School Principal and/or
- ii. Assistant Principal and/or
- iii. Manager

The names of the Committee's representatives/members will be posted on the school's Safety Centre bulletin board.

Each representative group will select a co-chairperson; worker members will elect a worker co-chairperson and employer members will elect an employer co-chairperson. The Chair will alternate from meeting to meeting between the two co-chairpersons. The co-chairperson not occupying the Chair will participate to an equal extent as any other member in the discussions and decisions. The Chair is responsible for the following: preparing an agenda, inviting special guests, encouraging participation by all members, facilitating the meeting, keeping the meeting on track as per the agenda, sending recommendations with supporting documents to the employer, assigning members to follow up on recommendations, signing the official minutes and maintaining an unbiased viewpoint.

The employer co-chairperson will maintain the following records/documents: minutes and agendas for all meetings, stop work orders and safety directives, workplace inspection reports, formal recommendations sent to the employer and corresponding

responses, receipt and disposition of OH&S complaints, work refusal investigation reports and data gathered during the decision-making process.

Vacancies shall be filled as noted above. Members shall continue to hold office until their successors are appointed or elected. There will be no ex-officio members on the OH&S Committee.

The co-chairpersons of the OH&S committee are required to complete the certification training as prescribed by legislation.

Meeting Frequency

Regular meetings will be held on a quarterly basis (i.e., at least once every 3 months) excluding the months of July and August, and special meetings may be called by either co-chairperson to address a specific significant OH&S concern (e.g. work refusal, dangerous occurrence or condition, serious injury, stop work orders or safety directives, etc). At the start of each school year the committee will set the dates, times and locations for all regular committee meetings.

Quorum

A quorum shall consist of one-half of the membership of the Committee provided that both the worker and employer groups are equally represented. Meetings will take place only if a quorum is present.

Minutes and Agenda

Minutes of all regular and special meetings shall be recorded on the prescribed minutes report form. The employer co-chairperson is responsible for preparing, distributing and posting the minutes and agenda for each meeting. Approved committee minutes, from the most recent OH&S Committee meeting, will be posted on the school’s Safety Centre bulletin board. Copies of approved minutes will also be forwarded to Prevention Services at Workplace NL and the Human Resources Manager (OH&S) with the NLESD. Prior to each meeting, committee members will be asked to submit agenda items. Items that are raised on the agenda and in meetings will be dealt with on the basis of consensus using a decision making process that allows issues to be thoroughly discussed and analyzed. Unresolved OH&S items will continue to be reported in the minutes and placed on the agenda until they are considered resolved.

Approved by:

Employer Co-chairperson, OH&S Committee	Date
Worker Co-chairperson, OH&S Committee	Date

Policy:	Occupational Health & Safety (HR-808)	HR - 808
Division:	Human Resources	
Administrative Regulation:	Safe Work Practices and Procedures	

ADMINISTRATIVE PROCEDURES / REGULATIONS

The NLESD will develop, implement and maintain safe work practices and procedures (SWPP) for hazardous and critical work tasks.

The NLESD believes that SWPP will help:

1. Identify and control workplace hazards;
2. Reduce work related injuries and property damage;
3. Comply with OHS regulatory requirements;
4. Provide standards for training and orienting workers on specific tasks;
5. Maintain safe workplaces, and
6. Promote a positive safety culture.

Roles and Responsibilities

1. CEO/Director of Education

- 1.1. Ensure that SWPP are developed, implemented and maintained for hazardous and critical work task, and where required by OHS legislation.
- 1.2. Ensure that supervisors and workers receive appropriate training in job specific SWPP.
- 1.3. Ensure that SWPP are developed in consultation with workers and OHS Committees.
- 1.4. Ensure that supervisors and workers are made familiar with health and safety hazards they may be exposed to in the workplace.

2. School Principals, Managers and Supervisors

- 2.1. Coordinate the development, implementation and review of SWPP.
- 2.2. Consult with workers and OHS committees during the development of SWPP.
- 2.3. Communicate SWPP to workers through orientation and training.
- 2.4. Provide proper written or oral instructions regarding precautions to be taken for the protection of workers under their supervision.
- 2.5. Ensure workers use or wear protective equipment, devices or other apparel that is required to be used or worn for their protection.
- 2.6. Ensure that workers comply with and follow SWPP.
- 2.7. Review SWPP on a regular basis to ensure they are up to date and effective.

3. Workers

- 3.1. Assist with the identification of workplace hazards and the development of SWPP.
- 3.2. Participate in training and education that is provided on SWPP.
- 3.3. Follow SWPP when performing job tasks and duties.
- 3.4. Advise school principal, manager or supervisor of any deficiencies in SWPP.
- 3.5. Use safety devices and equipment provided for his/her protection, in accordance with the instructions and training provided.
- 3.6. Will not carry out any work or operate a tool, appliance or equipment that will create an imminent danger to his/her safety or that of another person at or near the workplace.

4. OHS Committees

- 4.1. Assist with the development of SWPP as requested.
- 4.2. Monitor the development, implementation and evaluation of SWPP.
- 4.3. Recommend improvements to existing SWPP.

5. OHS Manager

- 5.1. Assist with the identification of SWPP that are required, based on risk and legislative requirements.
- 5.2. Assist with the development of SWPP when requested.
- 5.3. Monitor the development, implementation and evaluation of SWPP.

Definitions

Authorized: in reference to a person, a qualified person designated by a supervisor to carry out specific functions.

Competent: means a person who is (a) qualified because of that person's knowledge, training and experience to do the assigned work in a manner that ensures the health and safety of every person in the workplace, and (b) knowledgeable about potential or actual danger to health and safety associated with the assigned work.

Practice: a set of guidelines or general rules established to help workers perform a task which may not require a step by step procedure. It is the basic do's and don'ts for a specific task.

Procedure: is a step-by-step process for performing a task safely from beginning to end.

Qualified: means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination of these.

Safe work practices and procedures: are written documents that are used to train and guide workers in the safest way to perform their job tasks and duties.

Procedure

1. Development:
 - a. School principals, managers and supervisors are responsible for developing SWPP in consultation with workers who are familiar with the job specific duties, tasks, activities, work processes and equipment/machinery;
 - b. Depending on the complexity and nature of the work and associated hazards, it may be necessary to involve other individuals who have specific knowledge and expertise;
 - c. The following factors should be taken into consideration when identifying what tasks and processes require SWPP:

- i. High number of work related injuries and illnesses;
- ii. Safety complaints and concerns reported;
- iii. High risk activities;
- iv. Potential for workplace violence;
- v. Work refusals;
- vi. Specific regulatory requirements under the legislation, and
- vii. At the recommendation or directive from Service NL OHS branch.

Sources of information:

- 1. Existing policies, administrative regulations and work procedures;
- 2. Instruction, operation and maintenance manuals;
- 3. Job descriptions;
- 4. Material safety data sheets and product labels;
- 5. Standard operating procedures;
- 6. Job site analysis reports, and
- 7. Hazard assessment reports.

2. Implementation:

- a. School principals, managers and supervisors must ensure that workers are provided with training and instruction on applicable SWPP. It should be part of the orientation process for all new employees. Training must be properly documented and appropriate records must be maintained. Workers are expected to participate in training and to work safely in accordance with the instructions and training provided.

3. Monitoring and Evaluation:

- a. School principals, managers and supervisors must regularly monitor the workplace to ensure that workers are using and following the established SWPP. Issues of non-compliance must be addressed on a timely basis;
 - i. All SWPP should be reviewed annually through safety meetings, to ensure they are still accurate, relevant and effective. A review of SWPP would be warranted at the following times:
 - ii. New work processes and tools/equipment are introduced;
 - iii. If there is an increase in work related injuries;

iv. If workers express a concern with existing SWPP.

Policy:	Occupational Health & Safety (HR-808)
Division:	Human Resources
Administrative Regulations:	Workplace Inspections

ADMINISTRATIVE PROCEDURES / REGULATIONS

The Newfoundland and Labrador English School District is committed to providing and maintaining a healthy and safe workplace for workers, students, visitors, volunteers, outside contractors, service providers and other persons who may be at or near the workplace. Comprehensive inspections are an essential method for identifying, evaluating and controlling hazards that are associated with buildings, equipment, substances, processes, practices and the environment. Inspections also provide an opportunity to verify compliance with legislation, policies, administrative regulations, work procedures and standards. The Newfoundland and Labrador English School District believes that regular inspections of the workplace will help to prevent work-related injuries and illnesses, identify hazards and their causes/contributing factors, encourage effective communication between the workplace parties, increase awareness of Occupational Health and Safety (OH&S) committees and build a positive safety culture. The organization’s workplace inspection processes will comply with the regulatory requirements under the OH&S legislation and Workplace NL’s Prevention and Return-to-Work Insurance Management for Employers/ Employees (PRIME) Program.

Roles and Responsibilities

1. CEO/Director of Education

- 1.1. Ensure that all buildings, structures, excavations, machinery and equipment are formally inspected as per the applicable OH&S legislation and Workplace NL’s PRIME Program.
- 1.2. Ensure that principals and supervisors, in consultation with OH&S committees, formally inspect the entire school/workplace at least twice per calendar year.
- 1.3. Ensure that bus depots are inspected monthly.
- 1.4. Ensure that facilities/maintenance personnel conduct at least one comprehensive inspection of every school building each year.

- 1.5. Ensure that all schools and workplaces under the jurisdiction of the Newfoundland and Labrador English School District are thoroughly inspected to identify any hazardous conditions and practices.
- 1.6. Ensure that effective corrective measures are implemented on a timely basis to control hazards and deficiencies that are identified by workplace inspections.
- 1.7. Establish and maintain processes for formal and informal workplace inspections.
- 1.8. Provide the necessary human and financial resources to support the implementation of effective controls and corrective measures.

2. School Principals, Managers and Supervisors

- 2.1. Conduct formal inspections of the entire workplace at least twice per calendar year in consultation with the OH&S committee.
- 2.2. Conduct monthly inspections of bus depots.
- 2.3. Facilities/maintenance managers and supervisors are required to conduct at least one comprehensive inspection of every school building each year.
- 2.4. Ensure that workers are conducting daily routine/informal inspections of equipment as required.
- 2.5. Ensure that appropriate records of formal workplace inspections are maintained.
- 2.6. Co-operate with OH&S committee members and others who are conducting formal workplace inspections.
- 2.7. Ensure that appropriate forms and reports are completed (e.g. maintenance work requisition form) to correct identified hazards.
- 2.8. Implement corrective measures on a timely basis to control hazards and deficiencies that are identified by workplace inspections.

3. Workers

- 3.1. Promptly document and report all hazardous conditions and practices/acts to the school principal, manager or supervisor.
- 3.2. Cooperate with OH&S committee members and others who are conducting formal workplace inspections.
- 3.3. Conduct daily routine/informal inspections of equipment as required.

4. OH&S Committee

- 4.1. Assist in the development and implementation of formal workplace inspection processes.
- 4.2. Participate in formal workplace inspections.
- 4.3. Designate committee members to inspect various areas/zones of the workplace.
- 4.4. Consult with area managers, supervisors, staff and on-site service providers when conducting a formal workplace inspection.
- 4.5. Properly complete the applicable inspection checklist when conducting a formal workplace inspection.
- 4.6. Review, discuss and document the findings of a formal workplace inspection at the next regular OH&S committee meeting.
- 4.7. Post a copy of the completed workplace inspection checklist on the Safety Centre bulletin board.
- 4.8. Enter inspection on SIEMS.
- 4.9. Send a copy to your Regional Human Resource Manager (OHS).
- 4.10. Monitor the implementation and effectiveness of controls and corrective measures.

5. Human Resources Manager (OH&S)

- 5.1. Establish and maintain processes for conducting formal workplace inspections that include inspection checklists.
- 5.2. Consult with OH&S committees during the development and maintenance of formal workplace inspection processes.
- 5.3. Ensure that formal workplace inspection processes complies with all regulatory requirements under the OH&S legislation and Workplace NL's PRIME Program.
- 5.4. Coordinate the delivery of certification training for new OH&S committee members and ensure that informal and formal workplace inspection processes are included as part of the training.
- 5.5. Provide direction, assistance and support to OH&S committees on matters related to formal workplace inspections.

- 5.6. Work towards achieving and maintaining compliance with the practice incentive requirements (e.g., at least two formal inspections of every workplace on an annual basis) under Workplace NL's PRIME Program.
- 5.7. Keep record of workplace inspections to ensure they are being completed.

Definitions

An **informal workplace inspection** is a practiced awareness that identifies existing and potential hazards associated with daily processes, conditions and activities in the workplace. It is usually part of a daily routine, for example, when a worker inspects a piece of equipment prior to use.

A **formal workplace inspection** is a regularly scheduled examination of the workplace and observation of work to identify deficiencies. An inspection checklist is commonly used to help identify and document hazards and deficiencies.

A **hazard** is a dangerous condition or practice/act that has the potential to cause injury, illness or damage to equipment, materials or the environment.

A **workplace** is a place (land, premises or location) where a worker is engaged in an occupation and includes a vehicle or mobile equipment used by a worker in an occupation. Areas where no work is normally performed (e.g. parking lot and staff lounge) are also included.

Procedure

Formal Workplace Inspections

Noted below are the four major steps for a **formal** workplace inspection that is conducted by a school principal or manager/supervisor in consultation with the OH&S committee.

1. Plan the Inspection:

- a. OH&S committee should establish inspection teams, zones/areas and/or an inspection schedule for the school year. This information should be posted on the Safety Centre bulletin board;
- b. Determine if any personal protective equipment and/or other resource items are required, and
- c. Review documentation from the last inspection and discuss the hazards that are likely to be found.

2. Conduct the Inspection:

- a. The appropriate inspection checklist should be used as a reference tool when conducting a formal workplace inspection;
- b. Inspection checklists should not be considered permanent lists; they will be continually updated to reflect workplace changes and new hazards;
- c. The inspection checklist should be used as a guide; it is not a complete listing of all existing and potential hazards in the workplace;
- d. If the school's maintenance custodian or maintenance repair/caretaker is not a member of the OH&S committee then he/she should be included as an advisor in the formal inspection of the school;
- e. Inspections should be carried out in consultation with area managers, supervisors, staff and on-site service providers. OH&S committee members should talk to them about their work practices, any OH&S concerns/complaints and suggestions to control hazards;
- f. Do not disrupt work activities while workers are directly engaged in work;
- g. Do not operate any equipment; if a demonstration is necessary, then a qualified competent worker should be asked to operate the equipment;
- h. OH&S committee members must wear appropriate personal protective equipment;
- i. Ensure that all out of the way areas are also inspected, and
- j. Serious hazards and deficiencies that present imminent danger to people, equipment, materials and/or the environment must be promptly reported to the appropriate person(s) and immediately addressed.

3. Documentation and Implementation of Controls

The appropriate workplace inspection checklist must be completed during the inspection. Record the name of the school/workplace, the area/zone, date, time and names of the inspection team members. Accurately describe the existing and potential hazards, and any deficiencies. Prioritize the hazards based on risk (severity and probability).

The completed workplace inspection checklist must be reviewed and discussed at the next OH&S committee meeting. The identified hazards and deficiencies must be noted on the OH&S Committee Minutes Report Form in the Summary of Issues (Part III). The committee should also identify any significant trends, highlight hazards that require more in-depth analysis and note any unresolved items from previous inspections.

A copy of the completed workplace inspection checklist should be posted on the Safety Centre bulletin board. The original document must be retained by the OH&S committee as part of their permanent file and entered in SIEMS.

If permanent controls cannot be implemented within a reasonable period of time then temporary controls/corrective measures should be put in place.

If the required controls/corrective measures are beyond the authority and/or resources of the school principal, area manager/supervisor or the divisional director (e.g. changes to a District policy or administrative regulations, funding for capital equipment, changes that will impact several divisions, etc.) then the matter should be referred to the Senior Management Team for consideration.

4. Monitor Controls

The OH&S committee must assign an individual to follow-up to ensure that the required controls and corrective measures have been implemented and the identified hazards are being effectively controlled.

Informal Workplace Inspections

Workers are required to conduct daily routine inspections of their work area, machinery, equipment, tools and materials. Supervisors are required to conduct “walk-through” inspections of the workplace as part of a daily routine. These types of informal inspections are not regularly scheduled and do not usually generate inspection checklist reports. Identified hazardous conditions or practices must be either corrected immediately or reported to the school principal, manager or supervisor for corrective action.

Other Types of Inspections

Noted below are examples of other types of inspections of buildings, structures, machinery, equipment and systems that are regularly performed by Newfoundland and Labrador English School District staff, outside contractors, service providers, government agencies and departments, municipal personnel, local/community fire departments, etc. Please note that this is not meant to be a complete listing of all inspections, checks and tests that are regularly done within the Newfoundland and Labrador English School District:

1. Annual inspections of fire extinguishers;
2. Annual inspections of fire alarm systems;
3. Annual inspections of alarms and fire-detection systems;
4. Annual inspections of elevators;

5. Daily fire inspections of schools by custodial staff (completion of the School Fire Inspection Form);
6. Inspections of schools by local fire departments/services (completion of the Fire Inspection Report);
7. Enhanced workplace inspections by environmental health officers with Service NL;
8. Health & safety inspections by OH&S officers with Service NL;
9. Bi-annual bus inspections by the Motor Registration Division (Service NL);
10. Inspections of school kitchens/cafeterias by environmental health officers with Service NL;
11. Inspections of boilers and pressure vessels by Service NL;
12. Annual school inspections by Newfoundland and Labrador English School District facilities/maintenance managers and supervisors (completion of the School Inspection Checklist);
13. Inspections and testing of emergency lighting and/or generators, and
14. Inspections and testing of emergency eye/face wash stations and showers

School Inspection Checklist



School		Inspection Team Members
Area/Zone		
Date of Inspection		
Time (From/To)		

Please indicate “Y” if the condition is satisfactory and “N” if the condition is deficient with relevant comments. **Serious hazards that present imminent danger must be immediately reported to the principal or respective manager.** Please use this checklist as a guide: it is **NOT** a complete listing of all potential workplace hazards. The findings of this inspection must be discussed at the next OH&S committee meeting.

Items	Y/N	Comments
Floors, Corridors, Exits & Stairs		
Free of slip, trip & fall hazards		
Water stained ceiling tiles are changed out within 48 hours		
Light fixtures have protective sleeves and they are secure		
Glass in doors is not cracked or broken		
Steps/treads and railings are in good condition		
Floor mats are in good condition and used in entrances		
All entrances and exits are unobstructed		
Electrical panels are closed and locked		
Material Handling		
Carts are available & used to move heavy items		
Carts are in good working condition		
Adequate clearance for safe lifting/handling		
Proper lifting techniques are used to safely lift/move items		
Workplace Hazardous Materials Information System (WHMIS)		
SDS are up-to-date (within the last 3 years)		
SDS are readily available and accessible to workers		
WHMIS products are used, handled & stored properly		
Containers with WHMIS products are labeled properly		
Where applicable eye/face wash station is accessible		
Appropriate staff have received WHMIS training		
Appropriate personal protective equipment is used		
Cleaning equipment & tools are in good working condition		

First Aid		
First Aid kit is readily available & accessible		
Kit is restocked/replenished as required		
Adequate number of staff are trained in First Aid		
Names of First Aid attendants are posted		
Emergency telephone numbers are posted		
Storage & Storerooms		
Aisles/passageway spaces are adequate for movement		
Stacked items are stable & do not exceed maximum height		
Heavy items on shelves are stored at waist height		
Frequently used items are stored at waist-shoulder height		
Shelving units are stable & secure		
Materials are at least 18" from sprinkler heads		
Step stools & ladders are available & in good condition		
Classrooms		
30" egress aisle maintained for all points in the room.		
Materials are properly stored; no overhead storage		
Extension cords are only used on a temporary basis		
Electrical outlets are not overloaded		
Windows are routinely opened to improve indoor air quality		
Safety Centre (Information noted below should be posted)		
Approved minutes for the last OH&S committee meeting		
Current OH&S committee membership listing		
Approved terms of reference for the OH&S committee		
Worker's Report of Injury & Hazard Report Forms		
OH&S and RTW Policy Statements		
Poster: In Case of an Injury at Work		
Staff		
Staff knows how to report a work-related injury/illness		
Staff knows how to report an OH&S concern/complaint		
Staff knows how to report a hazardous condition or act		
Staff members are familiar with the OH&S committee		
Staff follows safe work practices and procedures		
Staff operates equipment/machinery in a safe manner		

General Housekeeping		
Wet floors are identified with appropriate signage		
Spills are cleaned up immediately		
No visible signs of water damage or mould		
No unpleasant or unusually strong odours or smells		
Fire & Life Safety		
Fire procedures & evacuation routes are posted		
Fire extinguishers are available & regularly inspected		
Fire system is tested annually & documentation is posted		
Fire drills are conducted on a regular basis (10 per year)		
School Fire Inspection Form is completed daily		
Mechanical, Electrical & Boiler Rooms		
Doors are labeled and locked at all times		
Guards are installed on compressors and rotating shafts		
Floors are clear of water, oil & other slip/trip hazards		
No combustible materials are stored in the electrical room		
Flammable liquids are stored in a proper storage container		
Exterior & Grounds		
Roadways/sidewalks/parking lots are in a safe condition		
Stair treads/risers and hand railings are in good condition		
Snow clearing & ice control are adequate		
Fire hydrants & standpipe systems are accessible		
Lighting during the night is adequate		
Road signs are posted where applicable		
Crosswalks and fire lanes are clearly marked		
Roadway entrances/exits have good lines of sight		
Buses are un/loading in a safe manner; no pushing		
Playground equipment is in good working condition		
Playground area is free of slip/trip and other hazards		
Access to the roof of the school is restricted		