

STATEMENT OF WORKPLACE SAFETY AND HEALTH RESPONSIBILITIES

The Superintendent or designate shall be responsible for the administration of this policy.

Superintendents, Department Directors, School Administrators and Building Managers shall be responsible for the implementation and ongoing administration of this policy in their department, school or building.

Seven Oaks School Division shall:

- (a) Provide a safe and healthy workplace.
- (b) Take necessary precautions to ensure the safety, health and welfare of workers.
- (c) Provide and maintain a safe workplace, equipment, tools and systems.
- (d) Ensure all workers and supervisors are aware of hazards in the workplace as well as the precautions necessary for their protection.
- (e) Provide workers with competent supervision.
- (f) Provide the necessary training to protect workers' safety and health before they begin a new job.
- (g) Take necessary precautions to ensure that other persons are not exposed to safety or health risks due to the activities of the workplace.
- (h) Consult and cooperate with the workplace safety and health committee or representative.
- (i) Cooperate with other people on workplace safety and health matters.
- (j) Set up effective Workplace Safety and Health committees ensuring that workers have the means to participate effectively in safety and health discussions.
- (k) Ensure medical/first aid facilities are provided as needed.
- (l) Ensure workers have information, training, certification, supervision and experience to perform their job safely.
- (m) Manage the safety and health performance of their managers and supervisors.
- (n) Ensure that managers and supervisors are trained, supported and held accountable for fulfilling their workplace safety and health requirements.
- (o) Allocate enough resources (money, time, equipment, and people including competent managers and supervisors) to implement the program.
- (p) Ensure that legal safety and health requirements are met.
- (q) Establish and maintain an effective safety and health program and obtain input from the safety and health committee.
- (r) The Superintendent or designate shall distribute the Workplace Safety and Health Policy to all Senior Administrative Staff, School Administrators and Directors. The Workplace Safety and Health Policy will be posted in locations where it is accessible and visible to all employees, students and visitors.

The Workplace Safety and Health Policy will be provided to all employee groups. The Workplace Safety and Health Policy will be included in all appropriate orientation sessions, training opportunities and programs.

Department Directors, School Administrators and Building Managers shall:

- (a) Ensure the development and implementation of safety rules and procedures consistent with the work practices of the worksite and the regulations in effect for the Province of Manitoba.
- (b) Ensure regular inspections of their area or building are performed and take action to improve unsafe conditions.
- (c) Ensure that all employees are trained in and follow safety procedures and safe work practices.
- (d) Ensure that the workplace and all necessary equipment, systems and tools are safe and without risks to safety or health of employees working at the worksite, students and/or visitors.
- (e) Ensure workers comply with safety and health procedures and use safety equipment clothing devices.
- (f) Take necessary precautions to protect the safety and health of workers under their supervision.
- (g) Advise workers of health and safety hazards in their work areas.
- (h) Cooperate with other people on workplace safety and health matters.
- (i) Ensure staff are informed of accident and incident reporting procedures, post copies of accident/incident procedures and report forms on the Workplace Safety and Health Boards.

Supervisors shall:

- (a) Ensure regular inspection of their area or building is performed and take action to improve unsafe conditions.
- (b) Ensure that all known hazards and safety concerns are brought to the attention of Department Directors, School Administrators and Building Managers.
- (c) Cooperate with other people on workplace safety and health matters.
- (d) Advise workers of all known or reasonably foreseeable risk to safety and health in the area where the worker is involved in work.
- (e) Ensure that workers use all devices and wear all clothing and PPE designed or provided by the Seven Oaks School Division.
- (f) Ensure that workers under their supervision work in the manner and in accordance with the procedures and measures required by the Act and regulations.
- (g) Take all precautions necessary to protect the safety and health of workers under their supervision.

Employees shall:

- (a) Adhere to all safety rules and procedures associated with the performance of their duties and take an active part in practicing safe work habits.
- (b) Immediately report any accident or injury or unsafe condition to their supervisor.
- (c) Properly use and care for personal safety equipment provided by the Division.
- (d) Participate in mandatory safety and health training.
- (e) Participate in mandatory safety and health testing (i.e. hearing testing).
- (f) Use safety equipment, machine guards, and safety devices.

- (g) Follow safe work procedures.
- (h) Understand and follow legislation and workplace safety and health requirements.

The Assistant Director of Operations

- (a) Undertake regular inspections of Division facilities and recommend actions to eliminate unsafe conditions in compliance with Safety and Health Regulations.
- (b) Support Department Directors, School Administrators and Building Managers in the implementation of the Workplace Safety and Health Policy.
- (c) Coordinate the implementation of Workplace Safety and Health Awareness and training programs.
- (d) Assist in the preparation, maintenance and submission of data pertaining to accidents, accident prevention, results of examinations and tests.
- (e) Investigate and maintain records in connection with the receipt and disposition of concerns and complaints.
- (f) Cooperate with other people on workplace safety and health matters.
- (g) Assist employees in carrying out their safety and health responsibilities.
- (h) Conduct research on special problems.
- (i) Provide advice about safety and health at management meetings.
- (j) Support safety and health systems and programs throughout the workplace.

Students shall:

- (a) Adhere to all safety rules and procedures as conveyed to you by teachers and administrators.
- (b) Use proper Personal Protective equipment where applicable.
- (c) Report unsafe conditions.
- (d) Report injuries to your teacher or administrator.

Suppliers shall:

- (a) Ensure products and materials, tools and equipment supplied to our workplaces are safe when used according to instructions provided.
- (b) Supply current MSDS sheets when requested.
- (c) Provide information on Health & Safety matters when asked.

Contractors, Owners and Self-employed persons shall:

- (a) Agree to and sign all Seven Oaks School Division Safety Requirements (Contractor Safety Plan, etc.).
- (b) Provide to employees any required PPE and ensure its use.
- (c) Take necessary precautions to ensure that activities and hazards within their control do not create a safety or health risk.
- (d) Cooperate with other people on workplace safety and health matters.

Prime Contractors shall:

- (a) Coordinate, organize, and oversee the work on the project to ensure the safety and health of workers and others who may be affected by activities on the project (this includes coordinating the safety and health programs of employees working on the project).
- (b) Setting up an effective system to ensure everyone working on the project fulfills their legal safety and health responsibilities.
- (c) Cooperate with other people on workplace safety and health matters.
- (d) Hold weekly tailgate meetings, submitting minutes to owner.
- (e) Agree to and sign all Seven Oaks School Division Safety Requirements (Contractors Safety Plan, etc.).
- (f) Provide first aid and supplies as required by the workers.

WORKPLACE SAFETY AND HEALTH COMMITTEE

Central Workplace Safety and Health Steering Committee:

- (a) The Division shall maintain a Workplace Safety and Health Steering Committee comprised of representatives of the administration and representatives of employee groups.
- (b) The Superintendent shall appoint administrative representatives to the committee.
- (c) Employee groups, as required under the Workplace Safety and Health Act, shall appoint their representatives to the committee.
- (d) The committee, operating within the guidelines of the Workplace Safety and Health Act, shall develop procedures to review and recommend policy, to review accident reports and safety and health concerns and to recommend and develop programs to address areas of concern.

School/Building Committees

- (a) The Division shall ensure all schools have in place a Workplace Safety and Health Committee comprised of representatives of the administration and representatives of employee groups.
- (b) The school administrator shall represent administration on the school committee.
- (c) Employee groups within the school, as required under the Workplace Safety and Health Act, shall appoint their representative to the committee.

Workplace Safety and Health Representatives

- (a) Employee groups within the school, as required under the Workplace Safety and Health Act, shall appoint their representative.

ACCOUNTABILITY

Seven Oaks Schools Division and Contractors/Self Employed Persons working on Division property shall be accountable for complying with the Policy and procedures established by the Division.

PROGRAM AND PROCEDURE MANUAL

The Administration shall develop a Safety and Health Program Procedures manual that all staff shall be required to follow.

DISCIPLINE

Failure to comply with this policy may subject an employee to disciplinary action up to and including dismissal and non-employees to other actions as may be deemed by the Division.

REVIEW

Formal policy reviews will be conducted no less than every three (3) years or sooner if the policy requires revision.