
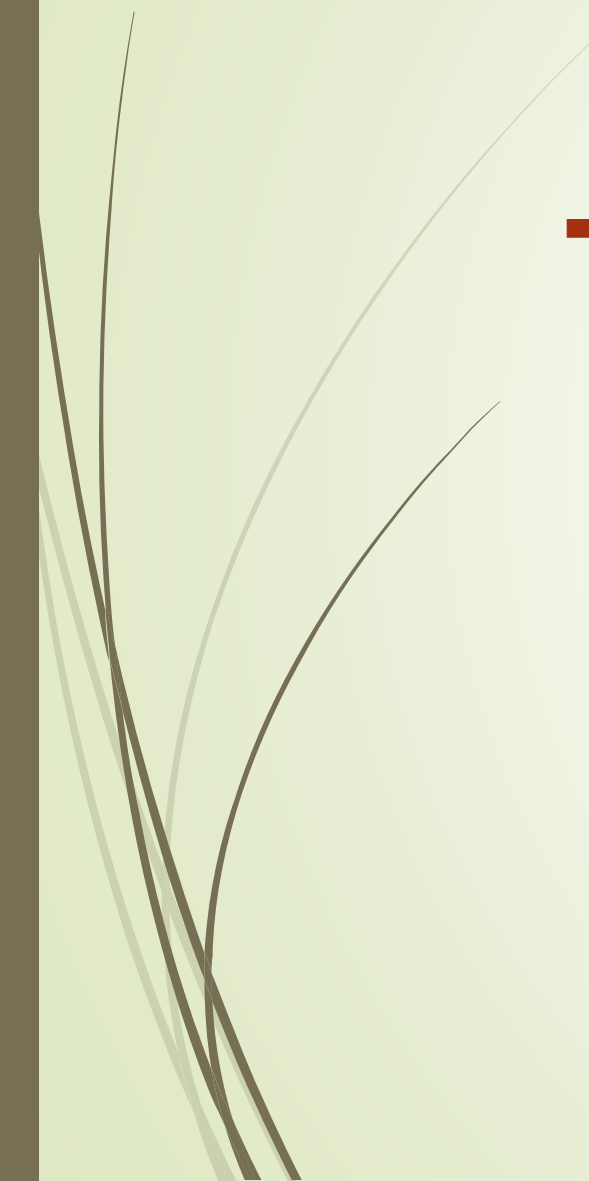




Safety & Health Orientation

Evergreen School Division

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- ▶ Evergreen School Division is committed to providing a safe and healthy environment in which to work and to learn by:
 - ▶ Recognizing rights, roles and responsibilities related to W S & H
 - ▶ Complying with S & H standards and legislative requirements
 - ▶ Promotion of S & H and ongoing education
 - ▶ Establishing a S & H Committee to ensure requirements met and to serve as a resource



ESD SAFETY & HEALTH

- ▶ Evergreen School Division is committed to the belief that:
 - ▶ Safety & health are core values linked to every part of our Division
 - ▶ Active management commitment and employee involvement are key to ensuring an injury-free and healthy workplace
 - ▶ Each task can be performed without injury by observing safety rules, reporting unsafe conditions, and by practicing safe behavior
 - ▶ Operating without injuries is the foundation of operational excellence.



WORKER RIGHTS AND RESPONSIBILITIES

- ▶ Every worker has the right to:
 - ▶ Know: about hazards and precautions to take. For example: WHMIS, job specific training
 - ▶ Participate: in safety and health activities in the workplace. For example: participation on the safety committee, participating in investigations, etc.
 - ▶ Refuse: tasks believed to be dangerous to his/her own safety and health or that of others.
 - ▶ Work: in a workplace free from harassment and violence



EMPLOYEE RESPONSIBILITIES

- ▶ Workers are responsible for their own actions or in-action. Workers' legal safety and health responsibilities include:
 - ▶ Taking reasonable care to protect themselves and others who may be affected by their actions or omissions;
 - ▶ Proper use of safety equipment, clothing and devices;
 - ▶ Cooperating with the workplace safety and health committee or representative;
 - ▶ Cooperating with other people on workplace safety and health matters;
 - ▶ Requesting training until you feel safe or competent.



EMPLOYER RESPONSIBILITIES

- ▶ Employers also have duties and responsibilities under Workplace S & H Legislation. Some of these duties include:
 - ▶ Ensuring the safety, health and welfare of workers;
 - ▶ Providing and maintaining a safe workplace, equipment, tools and systems;
 - ▶ Ensuring all workers and supervisors are aware of hazards in the workplace as well as the precautions necessary for their protection;
 - ▶ Providing workers with competent supervision;
 - ▶ Providing workers with training and supervision;
 - ▶ Consulting and cooperation with the workplace safety and health committee or representative.



SUPERVISOR RESPONSIBILITIES

- ▶ Supervisors have responsibilities that are similar but separate from the employer's responsibilities under the Workplace S & H Legislation. They include:
 - ▶ Protect the safety and health of employees under their supervision;
 - ▶ Ensuring that workers comply with safety and health procedures and use safety equipment, clothing, and devices;
 - ▶ Provide all workers with information, instruction and training to ensure their safety and health while at work.
 - ▶ Advising workers of safety and health hazards in their work area;
 - ▶ Cooperating with the workplace safety and health committee or representative;
 - ▶ Cooperating with other people on workplace safety and health matters.



WHO IS YOUR SUPERVISOR?

- ▶ Each school and each administration building department has different supervisors:
 - ▶ The school administrators (Principals & Vice Principal) are responsible for teachers, counsellors, educational assistants, library technicians, school secretaries, cleaners and caretakers
 - ▶ The Assistant Superintendent is responsible for their assigned administration personnel.
 - ▶ The Secretary Treasurer is responsible for their assigned administration personnel.
 - ▶ Maintenance Manager is responsible for Maintenance staff
 - ▶ Transportation Supervisor is responsible for Courier, Bus Mechanics and Drivers
 - ▶ IT Manager is responsible for the IT staff.



SAFETY AND HEALTH COMMITTEE

- ▶ Evergreen School Division is required, under the Workplace Safety and Health Act, to have a safety & health committee. The central committee is made up of representatives from the unions present within the Division. The Safety & Health Committee has the following responsibilities:
 - ▶ Making safety and health recommendations to the employer;
 - ▶ Bringing safety and health concerns of workers to the attention of the committee (employees must first inform their direct supervisor if they have a concern. If the concern cannot be resolved at this level, the WS&H Committee may be requested to review the concern and provide recommendations for resolution)
 - ▶ Participating in development and promotion of safety and health precautions, as well as safety and health education and training programs;
 - ▶ Conducting workplace inspections;
 - ▶ Participating in safety and health investigations;
 - ▶ Maintaining records of S & H Committee meetings, inspections and complaints




Safety & Health Procedures





Policies to be aware of :

- ▶ No smoking is allowed within 30 m of any public building.
 - ▶ The unlawful manufacture, distribution, dispensation, possession or use of controlled substance or alcohol is prohibited while on duty or on Division property, unless the substance is a requirement of a medical intervention and being taken according to prescription directions.
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VIOLENT INCIDENTS & HARASSMENT

- The Division recognizes the right to a work environment free from all forms of violence and harassment. All incidents of violence involving staff must be reported so that appropriate action and follow-up can be taken.
- Harassment: is a type of discrimination that can take many forms, such as: threats, intimidation, or verbal abuse; unwelcome remarks or jokes about subjects such as race, religion, disability or age; displaying sexist, racist or other offensive pictures or posters; sexually suggestive remarks or gestures, etc. and can consist of a single incident or several incidents over a period of time.
- Violent incidents include, but are not limited to, physical violence, verbal abuse, threats, harassment, theft and vandalism of personal property. The incidents may involve personal contact, written material or electronically transmitted material.
- Attempts, acts or threats of aggression are considered to be unsafe behavior for students with special needs whether:
 - The act is intentional or not
 - Whether the aggressor is or is not capable of knowing right from wrong
 - The Division has developed a reporting system that employees must complete if they have been involved in a violent incident.



CRAWLSPACES

- ▶ All schools contain crawl spaces.
- ▶ There is risk associated with entering the space.
- ▶ Anyone entering a crawl space must have training. As a result, only caretakers, maintenance workers, trades and contractors are allowed to access the school crawl spaces.
- ▶ The fire code prohibits the use of crawl spaces for storage of any materials.



FIRST AID & CPR

- ▶ The emergency plan for each building lists staff trained in first aid and CPR. Each school also has a list of first aiders posted on their S & H Bulletin Board.
- ▶ First Aid kits are available throughout all divisional buildings and in schools, can be found in the main office, gym, custodial office, Industrial Arts, science labs, and Home Economics rooms.
- ▶ There is one Defibrillator located in each regularly staffed, Divisional building. Defibrillators are either located next to the school gym or at the entrance to the main office. Please look for the AED signs in your building.
- ▶ ESD offers first aid training & CPR to specific staff within the school division including Educational Assistants and Bus Drivers.



EPI-PEN PROTOCOL

- ▶ Any staff member working with a student with special needs or students that have allergies are required to be trained in how to deliver an Epi-Pen.
- ▶ All students (and staff) who are required to carry Epi-Pens shall have their name, particular allergies or triggers and photograph displayed in the main office.
- ▶ Each student who requires emergency interventions will have a written care plan.
- ▶ Clear notices to avoid peanuts and other severe triggers of anaphylaxis will be displayed in the appropriate room or area.



EMERGENCY RESPONSE PLANS

- ▶ Every school has an emergency response plan.
- ▶ Lockdowns and fire drills are routinely monitored and practiced throughout the school year. Schools practice 10 evacuation and 2 lockdown drills each year.
- ▶ All staff are required to know about exits, codes and procedures, including being out of the classroom when an emergency exists.
- ▶ Staff and visitors are required to conduct and respond to roll call during an emergency.
- ▶ This is part of your site specific orientation.



WORKING ALONE PROTOCOL

- ▶ Working after hours at any worksite?
- ▶ You must have supervisor approval to work after hours at any building in the Division
- ▶ Once you have approval the following rules apply:
 - ▶ Inform the custodian that you are in the building;
 - ▶ Let him/her know where and how long you will be working,
 - ▶ If staying for a longer period of time, let the custodian know when you will be leaving.
 - ▶ Check in regularly. It is the staff's responsibility to keep in touch with the caretaker.
 - ▶ Do not let the outside public into the school once the main doors have been locked.
 - ▶ If you are planning on working late you must review the Divisional working alone plan found on the ESD web site and have a plan in place prior to starting work.
 - ▶ In the event of an emergency, call 911 or pull the fire alarm.



FIRE EXTINGUISHERS

- **To operate an extinguisher:**
- **P**-Pull the pin
- **A**-Aim the nozzle at base of fire
- **S**-Squeeze the handle
- **S**-Sweep nozzle side to side



FIRE CODE

Inspections by the Fire department occur in all educational facilities. The following items are some of the fire hazards that have been identified by the fire inspectors and must be adhered to:

- ▶ Items are not allowed to be hung from the ceiling
- ▶ Paper covering only 20% of classroom walls and 5% of hallway walls;
- ▶ Paper located in the hallway must have all 4 corners secured and must be posted on a bulletin board. Please do not post paper directly onto the walls;
- ▶ Keep fire loads to a minimum in the classroom, i.e. no accumulation of boxes, books, paper cluttered on the floors, etc.;
- ▶ Maintain 1m clearance around all electrical panels and heaters;
- ▶ Maintain 1 m clearance around all exits and leave a 1m unobstructed path to all exits;
- ▶ Appliances (whether personal or divisional) are not allowed in the classroom or offices. Please leave them at home or in the staff room.



JOB SPECIFIC TRAINING

- The school division offers a variety of job specific training to staff:
- WHMIS
- Fall protection
- Emergency First Aid
- Safe work procedures
- Requested, Specific Training may also be approved



WHMIS-GHS PROGRAM

WHMIS-the Workplace Hazardous Materials Information System or the GHS-Globally Harmonized System, is a Federally & Provincially legislated requirement that has three main components that MUST be met:

- *All hazardous products (chemicals) must be labelled.
- *Each product must have a Safety Data Sheet.
- *Training-any staff member that works with or in close proximity to chemicals is required to take training and must have the required level of understanding of W.H.M.I.S.

All chemicals used in the school division must be labelled with chemical name, health risks, required personal protective equipment information and the material safety data sheet is available.

If you purchase any chemicals to bring into the workplace, you are required to have a MSDS for that product. The MSDS sheet must also be forwarded to the divisions safety officer. The MSDSonline site is a divisional search site for material safety data sheets. All divisional SDS sheets are found on this site. The MSDSonline link can be found on the ESD website homepage.

Please contact the ESD safety officer for more information.



PERSONAL PROTECTIVE EQUIPMENT

It's important to protect yourself from hazards in the workplace. Some examples of hazards you may encounter are:

- ▶ Loud noises-wearing hearing protection such as ear muffs or ear plugs will protect you. Annual hearing tests may also be required;
- ▶ Pinch, crush or twist hazards-protective footwear is required for all industrial arts teachers, head caretakers, and all trade staff. Enclosed footwear is required for fine arts, gym classes, and field trips, and EA's working with special needs students;
- ▶ Dust, flying objects, cuts and scrapes- wear masks, safety glasses, protective gloves as required;
- ▶ Voice strain-microphone systems are available for teachers to prevent voice strain
- ▶ Falls-fall protection training and safety harness are required when working in excess of 3m or working on powered mobile equipment
- ▶ If you are unsure if your job requires personal protective equipment, please speak with your supervisor or the divisional safety officer



HAZARD AWARENESS: SLIPS, TRIPS AND FALLS

- ▶ Slips, trips and falls are the number one cause of injury in the workplace. Be able to identify the hazards and take precautions to prevent incidents.
- ▶ Be aware of and report safety hazards found both inside and outside the workplace;
- ▶ Wear appropriate clothing, footwear and equipment
- ▶ Leave climbing, heavy lifting and use of dangerous equipment to the experts or those who have received training;
- ▶ Only those with specific training should climb ladders.
- ▶ There are many hazards that contribute to slip, trips and falls. Most notable are walking surfaces and footwear. Walking surfaces contribute to over half of all slips, trips and falls in the workplace. This may be due to slippery, uneven or sloped surfaces, rain, wind or snow. One quarter of slips, trips and falls are from inappropriate or lack of proper footwear.



HAZARD AWARENESS: Ergonomics

Ergonomics and safe work includes:

- ▶ Proper seating, desk/computer positions
- ▶ Proper lifting/transferring
- ▶ Stretching and taking breaks to avoid injury
- ▶ Repetitive strain triggers
- ▶ Appropriate footwear

Talk to your direct supervisor if you feel you may require a modification to your work station



HAZARD AWARENESS: MSI & LIFTING

There are no simple formulas or limits when judging safe lifting. Safe lifting depends on:

- ▶ The size and physical ability of the lifter
- ▶ The shape and weight of the object/person
- ▶ Its place of origin and final resting place

Some lifting of people or objects may require:

*specialized training, techniques, equipment and even additional personnel

*specialists provide training for lifting and handling students with physical disabilities

If you have not been trained, do not lift any student or operate any equipment. Additional or specific training can be requested through your direct supervisor.



SERIOUS ACCIDENT/INCIDENTS

In the event of a serious accident, all of your focus should be on seeking medical treatment, calling for assistance or calling 911 for assistance. The employee's direct supervisor must be contacted immediately, who will contact the Divisional Safety Officer.

The Workplace Safety & Health Act and Regulations defines a serious accident/incident as one:

- *in which a worker is killed;
- *in which a worker suffers electrical shock, unconsciousness, fracture, amputation, burns, loss sight, asphyxiation or poisoning;
- *serious cut/laceration that requires medical treatment at a hospital.



ACCIDENT/INCIDENT REPORTING: TEACHERS

Report all incidents, injuries, hazards and “near misses: to your Supervisor (Principal or Vice Principal).

- *complete all required paperwork and submit to your supervisor

- *complete the online Western Financial form (the Division’s insurance carrier, and must be reported via the online form)

If your injury results in lost time or requires medical treatment

- *the incident may require investigation by the supervisor with the help of the Safety and Health committee to determine if alternate or modified duties are available at the school or an alternate worksite

If your accident occurred as a result of a violent incident, you will be required to complete a violent incident report form. Completion of this form allows the Division to investigate and implement measures that may help to prevent this violent incident from reoccurring.

Serious accidents may require investigation by the supervisor and assistant superintendent; who may request help from the Divisional Safety Officer and/or Workplace Safety & Health member or representative.



ACCIDENT/INCIDENT REPORTING : NON-TEACHING STAFF

Report all incidents, injuries, hazards and “near misses” to your Supervisor. Supervisors for non-teaching staff are the principal and/or vice principal.

- *complete all required paperwork and forward to your supervisor
- *complete the online Western Financial non-student accident form
- *complete all WCB paperwork.

***Green Form:**

Must be completed and signed by both the employee and the supervisor.

***WCB Incident Report:**

All WCB paperwork is forwarded to the Division. The Division will initiate your WCB claim.

Time loss injuries require a Doctor’s note stating that you can not work.

Complete the violent incident report form for incidents involving violence against staff members

Incidents may require investigation by the supervisor with the help of the S & H representative or member. Serious accidents may require investigation by the supervisor and assistant superintendent; whom may request help from the Divisional Safety Officer and/or Workplace Safety & Health member or representative.



ASSESSMENT

All workers must have their doctor complete an assessment if they seek medical treatment for their injury and or if they will be missing any work.

Return the assessment to your supervisor, who will forward to the Evergreen Support Centre.

The Division will schedule a return to work meeting with the injured worker, supervisor and union representation.



RETURN TO WORK-AFTER AN INJURY

WCB legislation requires all workers to participate in a return to work (RTW) program, regardless of the mechanism responsible for your absence (home or work). The RTW program works as follows:

- *If you sustain an injury you must have your doctor complete an assessment

- *The assessment lets the employer know if your physician has determined that you can return to work with some restrictions, e.g. lifting or standing limitations. ESD may provide “light duty” work for occupational injuries based on operational needs.

- *Light duty work is a temporary measure to help transition back to a full day work status. Generally, light duty is limited to six weeks.

- *Light duty work may be assigned on a shift other than your scheduled shift due to operational needs.

- *If you are having difficulty with your return to work duties you must speak with your direct supervisor, and the Division will work toward resolution.



RETURN TO WORK



- ▶ You are expected to follow your physician's treatment plan; attend all scheduled follow-up visits or physical therapy appointments; and provide work status reports from your physician to WCB and the Division
- ▶ To facilitate the healing process, adhere to your medical restrictions at home as well as at work.
- ▶ Cooperate fully with your supervisor and the insurance company adjuster that may be assigned to your claim. Failure to do so may result in your claim being declined.
- ▶ Keeping a positive attitude during your recovery is essential to the healing process.
- ▶ If restricted from work, keep you Supervisor and WCB case manager informed on a weekly basis of your progress.
- ▶ Immediately advise your supervisor and WCB case manager when you have been released back to work for full or light duty.



Safety is everyone's responsibility

Thank you.

