



Workplace Safety and Health Program

Administrative Procedure 8.90

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: Workplace Safety and Health Act

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Introduction:

A Workplace Safety and Health Program is a systematic plan to identify and control hazards and respond to emergencies. The program lays out responsibilities, resources and procedures for keeping the workplace safe and healthy. Its objective is to integrate safety and health into all work practices and conditions.

The program will be designed in consultation with Evergreen School Division's Workplace Safety and Health Central Committee and made available to all persons employed at the workplace via the administration manual. The program is also available to Manitoba Safety and Health Officers upon request.

The Evergreen School Division's Workplace Safety & Health Program is made up of the eleven mandatory elements identified in the Workplace Safety & Health Act, Section 7.4 and is as follows:

WORKPLACE SAFETY AND HEALTH PROGRAM

1. POLICY STATEMENT:

The Evergreen School Division is committed to provide all staff, students, contractors and visitors to its facilities a safe and healthy environment in which to work and to learn.

The Division recognizes the rights, roles and responsibilities of all employees with respect to workplace safety and health and accepts responsibility to maintain a comprehensive workplace safety and health program.

It is the intent of the Evergreen School Division to comply with the requirements of the Manitoba Workplace Safety & Health Act, the regulations and the relevant Codes of Practice. It shall promote education and foster attitudes that are manifested in a culture of safety and health.

All relevant laws and regulations are incorporated in the program as minimum standards.

All Evergreen School Division personnel have a shared responsibility for providing and maintaining a safe environment by conducting activities in a safe manner, by observing safety rules and by practicing safe behaviour. All personnel will be held accountable for implementing this program.

In the event of any conflict between Evergreen School Division's procedures related to Workplace Safety & Health and the Manitoba Workplace Safety and Health Act and Regulations, the Act and Regulations will govern.

2. RESPONSIBILITIES OF THE SAFETY AND HEALTH TEAM:

The Division will have in place a Workplace Safety and Health Central Committee and a Subcommittee which will enable employees and administration to work together to provide and maintain a safe and healthy learning and working environment for students and staff of the Evergreen School Division.

The ***Workplace Safety & Health Central Committee*** will provide recommendations to the Division regarding making workplaces safer and healthier. Recommendations made by the committee will identify risks and develop and promote safety and health initiatives. The committee members and/or site representatives will accomplish this by:

- considering concerns and complaints
- inspecting workplaces at regular intervals
- reviewing accident summary reports and dangerous occurrences on division property and
- complying with this Divisional Safety Program

The ***Workplace Safety & Health Subcommittee*** will provide recommendations to the Central committee regarding risks associated with Vocational and Industrial Arts programming. Recommendations made by the subcommittee will identify risks and develop and promote safety and health initiatives. The subcommittee members and/or site representatives will accomplish this by:

- considering concerns and complaints in the Vocational and Industrial Arts programs
- inspecting Vocational and Industrial Arts areas at regular intervals
- reviewing Vocational and Industrial Arts accident summary reports and dangerous occurrences in Vocational and Industrial Arts areas and
- complying with this Divisional Safety Program

A. Committee Structures

The ***WS&H Central Committee*** is comprised of elected representatives from the employee groups:

- C.U.P.E Employees (3)
- Evergreen Teachers' Association (3)
- Employer (3)

The **WS&H Subcommittee** is comprised of representatives from the employee groups that report to the Central committee:

- C.U.P.E Employees (2)
- Evergreen Teachers' Association (2)
- Employer (2)

B. Meetings

- Regular meetings will be held a minimum of four times each school year (from September to June) during regular school hours.
- There will be two Co-Chairs – one representing the employer and one from the employees group.
- The Co-Chairs will alternate chairing the meetings.
- Minutes of all meetings will be forwarded within ten days to:
 - Workplace Safety & Health Central and Subcommittee Members
 - Provincial Workplace Safety and Health
 - School Principals
 - Site Representatives for posting WS&H bulletin boards
 - Bus Garages for posting on bulletin boards
 - Maintenance Facility for posting on bulletin board
 - Continuing Education Centre for posting on bulletin board
 - Education Support Centre for posting on bulletin board
 - Assistant Superintendent

C. Site-Based Representatives

- Each workplace must select a full-time employee as a Site-Based Representative. However, the Site-Based Representative cannot be a School Principal as they have other WS&H responsibilities.
- All site representatives will serve a two-year term with appointments made in September. There is no limit on the number of years a representative can continuously serve.

D. Responsibilities of WS&H Team

- Site-Based Representatives:
 - liaise with WS&H Committee
 - handle all local safety and health concerns
 - maintain information on WS&H bulletin board
 - participate in inspection of schools

- WS&H Central and Sub Committees:
 - receive and review concerns respecting safety and health issues
 - recommend how safety and health concerns may be resolved; the committee is not responsible for unsafe or unhealthy situations in the workplace
 - assist in the identification of safety and health concerns which may affect workers and others in the workplace
 - assist with the development and promotion of measures to protect the safety and health of persons in the workplace
 - review hazard identification and control reports, inspection reports, emergency procedures and accident investigation reports
 - recommend the development and promotion of programs for education and information regarding safety and health in the workplace
 - conduct accident investigations (minimum two-member team)

- School Principal (Supervisors):
 - develop and maintain emergency response preparedness
 - facilitate resolution of safety concerns and hazards
 - provide WS&H bulletin board
 - attend on-site inspection of school or assign a designate
 - ensure compliance with the provincial Workplace Safety & Health Act's regulations and requirements

- Committee Administration:
 - distribute meeting minutes
 - maintain records (WHMIS training, Material Safety Data Sheets, inventories and hearing conservation, crawl space access and fall arrest training)
 - serve as member of accident investigation team

- Employee:
 - follow safe work procedures by using safety equipment, safety devices and personal protective equipment
 - report unsafe acts, workplace hazards, incidents, near misses and injuries immediately to their supervisors/school administration and
 - cooperate with the Workplace Safety and Health Committee and Site
 - representative and with other employees helping them to work safely

- Division / Senior Administration:
 - establish and maintain an effective safety and health program

3. IDENTIFICATION AND CONTROL OF WORKPLACE HAZARDS:

The Evergreen School Division shall develop and maintain programs to identify, eliminate, minimize and/or control hazards.

The Division shall inform workers of known hazards and of how to minimize risk.

Hazard control methods used by the Division include:

- engineering controls
- administrative controls
- personal protection equipment

Hazards are anticipated and assessed using several strategies:

- Job Hazard Analyses (JHAs) are used to determine risks and develop safe work procedures.
- Administrative Procedures are developed to address regulatory requirements such as:
 - **6.45 Managing Hazardous/Chemical Materials**
 - **8.92 Workplace Harassment Prevention**
 - **8.94 Workplace Hearing Conservation & Noise Control**
 - **8.96 Working Alone / Working in Isolation Guidelines**
 - 8.96 A: Working Alone Form
 - 8.96 B: Working in Isolation Form
 - 8.96 C: Working Alone / Working in Isolation Log
 - **8.98 Workplace Violence Prevention**
 - 8.98 A: Violent Incident Report
- Ergonomic assessments will be conducted when a change or concern is reported or at a supervisor's request.
- Recommendations for corrective actions will be provided.
- Student and Non-Student accidents and incidents will be reviewed by the Safety Officer & W S & H Committee Members to determine possible trends and/or corrective action.
- Multiple site inspections will be conducted and records maintained.

4. EMERGENCY RESPONSE PLANS:

Annually each School Principal will review and submit a copy of its Emergency Response Plan (ERP) to the Division Safety Officer or designate.

The ERP shall include:

- **Procedure 8.21 Evacuation**
- **Procedure 8.22 Lockdown**
- **Procedure 8.23 School Closures / Bus Cancellations**

- School specific information including
 - evacuation routes/floor plans
 - “sweep plan”
 - evacuation site(s)
 - contact information for staff and students
 - emergency contacts
 - list of staff with first aid training

Other procedures related to emergencies can be found in **Section 8.0 Safe Schools** of the ESD Administrative Procedures Manual.

A **Crisis Response Team** consisting of Principal, Student Services Coordinator, and others will meet/plan in response to a tragedy/trauma. See **8.32 Crisis Response**.

Each school year staff and students are required to participant in ten (10) fire drills and two (2) lockdown drills.

Each facility/department within the Division shall ensure an adequate number of staff receive training in CPR/First Aid.

As per the W S & H Act Part 5, each facility supervisor shall ensure the required number of First Aid Kits are available.

Each first aid kit will include the mandatory supply list of items according to the Workplace Safety and Health Act Part 5, Schedule B:

- disposable gloves
- a disposable resuscitation mask
- disposable cold compress
- safety pins
- splinter forceps (tweezers)
- bandage scissors
- antiseptic swabs
- waterless hand cleaner
- surgical gauze pads
- adhesive dressings
- large pressure dressings
- triangular bandages (slings)
- conforming bandages
- adhesive tape
- elastic adhesive bandage
- tensor bandage

5. INSPECTION SCHEDULES:

W S & H Central Committee Site Inspections:

The W S & H Committee Co-Chair will notify each School Principal of inspection date in advance.

The School Principal will arrange an adequate meeting space for the W S & H Committee and inform the Co-Chair, who will add it to the agenda in order to inform the other members of the meeting space.

There will be four inspections conducted over the school year, with all division and school complexes and areas being inspected each year. NOTE: A school complex will be counted as one school.

- a. WS&H Committee members should obtain a ½ day substitute (if required).
- b. The facility's inspection team consists of:
 - School Principal, if available
 - Head Custodian if Principal not available
 - WS&H Committee
 - Site-Based Representative
- c. Inspections shall identify unsafe conditions, unsafe habits, health hazards and compliance with safety rules/procedures and government regulations. Committee Members are to use **8.90 A: Workplace Safety & Health Inspection Checklist** when conducting a site inspection.
- d. Upon completion of an inspection, an inspection report will be compiled identifying the concerns and appropriate actions to be taken, and by whom.
- e. Inspection report will then be sent to:
 - School Principal to address school – based concerns
 - Maintenance Manager to address maintenance concerns
 - Site Representative for posting
- f. The minutes will be prepared and distributed within ten working days.

W S & H Subcommittee Inspections:

The W S & H Subcommittee inspects Industrial Arts areas. These areas are to be inspected once each school year.

The W S & H Subcommittee Co-Chair will notify each School Principal of inspection date in advance.

The School Principal will arrange an adequate meeting space for the W S & H Subcommittee and inform the Co-Chair, who will add it to the agenda in order to inform the other members of the meeting space.

- a. WS&H Sub - Committee members should obtain a ½ day substitute (if required).
 - b. The inspection team consists of:
 - School Principal, if available
 - Head Custodian if Principal not available
 - WS&H Subcommittee
 - Site-Based Representative
 - c. Inspections shall identify unsafe conditions, unsafe habits, health hazards and compliance with safety rules/procedures and government regulations. Committee Members are to use **8.90 A: Workplace Safety & Health Inspection Checklist** when conducting a site inspection.
 - d. Review regular inspection reports for Community-Based Learning Placements and/or Work Placement/Career Development programs.
 - e. Upon completion of an inspection, an inspection report will be compiled identifying the concerns and appropriate actions to be taken, and by whom.
 - f. Inspection reports will then be sent to:
 - School Principal to address school – based concerns
 - Maintenance Manager to address maintenance concerns
 - Site Representative for posting
 - g. The minutes will be prepared and distributed within ten working days.
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- Each month, the Principal and Head Custodian/custodian will complete a **school safety and maintenance walk – through** to identify any concerns.
 - **Procedure 6.40** provides guidance in what to inspect.
 - These concerns will be recorded on **6.40A Buildings and Grounds: Concerns**.
 - Any deficiencies need to be addressed either at the school level or brought to the attention of the Maintenance Department / Maintenance Manager.
 - The Maintenance Manager conducts random site inspections during facility visits. Any concerns are shared with the Principal and Head Custodian.
 - **6.40A Buildings and Grounds: Monthly Report** is a joint responsibility between Head Custodian and Principal.
 - It includes:
 - daily checks of school interior, exterior (including playground) and exits
 - weekly inspections of the playground
 - monthly inspections of the gymnasium, automated external defibrillators and fire extinguishers
 - a month end school safety and maintenance walk – through

6. CONTROL OF CHEMICALS AND BIOLOGICAL HAZARDS:

Evergreen School Division employees may perform activities that require the use, storage and disposal of chemicals.

Please refer to: ***6.45 Managing Hazardous/Chemical Materials***

This administrative procedure is designed to identify, eliminate and/or control chemical hazards and applies to all staff that may be required to handle hazardous chemicals.

7. CONTRACTED EMPLOYERS:

Signed contracts between the Division and contractors will include adherence to all safety requirements as prescribed in the Workplace Safety & Health legislation.

Please refer to: ***6.30 Construction Projects***

- a. The Contracted Employer shall act as the Prime Contractor as defined in The Workplace Safety and Health Act.
- b. The Contractor shall:
 - take reasonable precautions to ensure everyone working on the project complies with legal safety and health requirements.
 - establish a project safety and health committee if 20 or more workers are expected to last more than 50 days, and
 - coordinate the safety and health programs of employers contracted to work on the project.

8. SAFETY TRAINING:

The Division believes that training is important to the success of the Workplace Safety and Health Program.

W S & H Central Committee & Subcommittee:

- a. Committee members and Site-Based Representatives are allowed to take the equivalent number of hours normally worked during two normal working days for the purpose of safety and health training.
- b. WS&H Central Committee, Subcommittee members and Site-Based Representatives wishing to take professional development must submit a request in writing to the employer co-chair. The employer co-chair will coordinate and approve professional development based on criteria to include immediate need and knowledge base of the committee.

- c. Training needs of the committee will be assessed and addressed on a yearly basis.

First Aid Training will be provided to employees as per the Workplace Safety and Health Regulation 140/98 Schedule A.

Employees involved with the use of hazardous chemicals will receive Workplace Hazardous Materials Information System (WHMIS) training annually.

Employees working with students in high risk areas such as an Industrial Arts Shop shall provide safety instruction for the students. Student Safety Sign Off sheets are mandatory.

Appropriate supervisors will orient new staff hired and make them aware of potential hazards and safety procedures.

9. INVESTIGATING DANGEROUS OCCURENCES AND WORK REFUSALS:

Employees must report dangerous occurrences, serious incidents and work refusals to their supervisor.

See **8.90 B: Reporting a Concern**

Procedures for Dealing with Concerns

Definition:

A *concern* is a situation brought about by a hazard or condition at the physical location or any equipment or tools an employee utilizes to fulfill their job responsibilities which is, or potentially may, endanger the safety and health of employees working in, or persons attending a Division building.

- a. When a concern arises which an employee believes is of a safety or health nature, the employee should report the concern to the School Principal or Supervisor.
- b. If the concern is not resolved as a result of the action taken in 'a', the employee may report the concern to the Site-Based Representative in the building. The Site-Based Representative will attempt to resolve the concern with the School Principal or Supervisor.
- c. If the concern is not resolved as a result of the action taken in 'b', the Site-Based Representative will bring the concern forward to one of the Co-chairs of the Central WS&H Committee for resolution.
- d. The Co-chair of the WS&H Central Committee will attempt to resolve the concern with the School Principal or supervisor. The Co – chair may also may request others to be involved, provide recommendations or attend a special meeting.
- e. If the concern is not resolved as a result of "d", the WS&H Central Committee Co-chair shall submit in writing, recommendations from the committee or

representative, identifying anything that may pose a danger to safety or health of any person.

- f. The employer shall respond in writing to the committee or representative no later than 30 days after receiving the recommendations unless the employer implements all of the recommendations within 30 days of receiving the recommendations.
- g. Under emergency conditions, the time frames for resolution will be escalated as appropriate and feasible.

PROCEDURES FOR DEALING WITH DANGEROUS WORK

Definition:

Dangerous work generally means work involving safety and health risks that are *not normal* for the job.

- a. When an employee believes they have been assigned dangerous work, the employee must report immediately to the School Principal/Supervisor, or the person in charge at the workplace indicating their reasons for refusing to work. Both the employee and the person in charge must attempt to resolve the concern to the employee's satisfaction for the work to proceed.
- b. If the concern is not resolved as a result of the action taken in 'a', the employee must report immediately to the Site-Based Representative in the building indicating their reason for refusing work. The Site-Based Representative will participate in the inspection of the workplace and achieving a satisfactory resolution.
- c. If the concern is not resolved as a result of the action taken in 'b', the Site-Based Representative will bring the concern forward to the worker co-chair of the Central WS&H Committee for the purpose of inspecting the workplace and facilitating a resolution.
- d. If the concern is not resolved as a result of the action taken in 'c', any person involved, preferably the worker co-chair, will notify Manitoba Workplace Safety and Health of the refusal to work and the reasons for it. An officer from the province will investigate and render a decision regarding whether the work refused constitutes a danger to the safety or health of the worker or any other worker. The provincial safety and health officer shall submit in writing their findings to the employer and the worker.
- e. The employer shall respond in writing to the committee or representative no later than 30 days after receiving the recommendations unless the employer implements all of the recommendations within 30 days of receiving the recommendation

- f. Under emergency conditions, the time frames for resolution will be escalated as appropriate and feasible.

Employees have the right to appeal the findings of the report to Manitoba Workplace Safety Officials.

The Workplace Safety and Health Division must be informed immediately when an incident occurs which results in any of the following:

- Death
- Internal hemorrhage
- Loss of sight
- Poisoning
- Amputation
- Fracture of a major bone
- Third degree burns
- An injury resulting in paralysis
- Cuts requiring hospitalization or time off work (or school)
- Any other injury likely to endanger life or cause permanent disability
- Unconsciousness resulting from concussion, electrical contact or asphyxiation.

Please refer to:

8.00 A: *Serious Incident Report*

8.12 A: *Non-Student Accident Report*

8.13 A: *Student Accident Report*

8.98 A: *Employee Violent Incident Report*

10. STRATEGY TO INVOLVE EMPLOYEES:

- a. The Evergreen School Division Workplace Safety & Health Committee consists of one central committee representing all the workplaces in the Division and one subcommittee representing Industrial Arts and Career Training Programs.

The **Central WS&H Committee** is comprised of elected representatives from:

- C.U.P.E Employees (3)
- Evergreen Teachers' Association (3)
- Employer (3)

The **Subcommittee** is comprised of representatives from:

- C.U.P.E Employees (2)
- Evergreen Teachers' Association (2)
- Employer (2)

- b. Central Committee Members and Site representatives are involved in the site inspection process.
- c. Central Committee Members are involved in the review of existing procedures and or the development of new procedures.
- d. Central Committee Members determine which procedures are to be reviewed by the committee members on an annual basis.
- e. Subcommittee Members and Site representatives are involved in the Industrial Arts inspection process.
- f. Subcommittee Members are involved in the review of existing procedures related to Industrial Arts and Career Training programs.
- g. The WS&H Bulletin Board located in each workplace is used to post:
 - new Safe Work Bulletins
 - new WS&H legislation
 - ESD Administrative Procedures
 - WS&H Education & Awareness Posters/Bulletins
 - WCB Injury Reports
 - Concern Registers
 - WS&H Central Committee Meetings – Agendas & Minutes
 - List of WS&H Central Committee Members (Name, telephone number & location)
 - List of certified First Aiders in each workplace.
 - Copies of Manitoba WS&H Improvement Orders (as required).

11. WORKPLACE SAFETY & HEALTH PROGRAM EVALUATION:

Every three years, the Central W S & H Committee will formally review the Safety and Health program.

The program will also be reviewed if there are changes in the workplace which may affect the safety and health of employees.