

WORKPLACE SAFETY AND HEALTH

Preamble

The Workplace Safety and Health Act requires that the School Division “establish a written workplace safety and health program for each workplace where 20 or more workers...are regularly employed.” [WSH Act 7.4(1)] It further requires that “the employer shall design the workplace safety and health program in consultation with the committee for the workplace...” [WSH Act 7.4(6)] It is recognized that programs will vary somewhat from one workplace to another. There are nonetheless eleven elements that must be present in all locally developed programs. The intent of this administrative rule is to assist each committee to develop its own program and to ensure that it incorporates those elements, as specified under Section 7.4(5) of the Act. They are as follows.

1) Summary of the Division’s Workplace Safety and Health policy.

The Portage la Prairie School Division is concerned for the safety of students, staff, and visitors. It is intent on promoting a sound culture of health and safety. Senior Management will oversee the establishment of committees and the implementation of programs with plans designed to identify and control hazards and respond to emergencies. A safe environment is a shared responsibility of supervisors, employees, students, and visitors. Substandard safety and health performance will not be tolerated.

2) Measures to Identify and Control Hazards.

The Committee will list those policies and procedures which are already in place, such as EBA – Emergency Situations, or JGFA-R – Fire Alarms and Fire Drills. Measures or systems to identify hazards, such as a Job Hazard Analysis (safe work procedures) for the more hazardous jobs will be developed. Other topics to be considered include: mechanisms to address the concerns of workers, record keeping, reports, assignment of responsibilities, etc.

3) People, resources, and procedures to deal with emergencies.

The school’s Emergency Preparedness Plan will form the basis of the Committee’s focus in identifying all potential emergencies. The committee will ensure that it is complete, up-to-date, and understood by all concerned.

4) Responsibilities.

Statements of responsibilities regarding workplace safety and health are to be prepared in regards to the employer, supervisors, workers, and “other persons” (students, visitors, suppliers, contractors, self-employed persons).

5) Inspections.

Schedules and procedures are to be developed. Plans to provide training will be made.

- 6) Plans to control chemical and biological hazards.**
This will involve the preparation of an inventory of chemicals and biological hazards. The WHMIS (workplace Hazardous Materials Information Systems) regulation will need to be studied and administered by the committee.
- 7) Dealing with contractors and self-employed persons.**
In order to deal with the safety and health risks of contracted employers and employees, the program must have a system for evaluating and monitoring outsiders who do jobs at the workplace. This particular aspect of the local program will be developed in close cooperation with Senior Administration.
- 8) Training**
The committee will develop a long term and an annual training plan. It will determine how the training will be delivered, to whom, and what it will involve.
- 9) Investigations of incidents and dangerous occurrences.**
Investigations procedures for incidents and dangerous occurrences should state, among other things: the objectives of investigations; who investigates what types of incidents; the type of training the investigators will receive; who receives written investigation reports; who follows up on corrective action; who maintains documents and records, who reports to the Division of Workplace Safety and Health.
- 10) Develop a strategy to involve workers.**
All employees and other persons need to be involved in efforts to prevent injuries and illnesses. They need to be aware of the Safety and health program, know their rights and responsibilities, and understand how to handle concerns.
- 11) Evaluation and revision of the program.**
Each committee will develop a procedure to address how its program will be reviewed and revised with a minimum of 3-year intervals.

Adopted: November 25, 2004