

CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

Policy:	Workplace Health & Safety
Reference:	CC-PO-002-2011
Adopted:	June 2, 2011
Revised:	June 13, 2018, June 15, 2023



Policy Goal:

Chatham-Kent Lambton Administrative School Services (CLASS) is committed, together with its employees, to developing and maintaining a safe and healthy work environment. CLASS will undertake measures to ensure reasonable precautions are taken to protect staff and visitors and reduce workplace injury and illness by providing a safe and healthy environment.

Policy Statement:

The member Boards and Chatham-Kent Lambton Administrative School Services (CLASS) have a vital interest in the well-being of its employees and as the employer have has the ultimate responsibility for worker health and safety. CLASS will meet or exceed legislated requirements with respect to Workplace Health and Safety; and, ensure that a health and safety program is provided, maintained and revised as required.

Supervisors are accountable for the health and safety of those workers under their supervision. It is the responsibility of supervisory staff to ensure that the work environment, including machinery and equipment, is safe; that all work is performed in compliance with established safe work practices, procedures and applicable legislation; and that all workers are trained in their specific work tasks to protect their health and safety.

Every employee of CLASS has a responsibility to protect their own health and safety in compliance with applicable legislation and safe work practices as outlined by CLASS. Every employee has an obligation to report unsafe circumstances or practices to their CLASS Health and Safety representative and/or supervisor.

Preamble:

CLASS is a joint venture between the Lambton Kent District School Board and the St Clair Catholic District School Board.

CLASS is comprised of various departments that are equally owned by the Lambton Kent District and the St Clair Catholic District School Boards who mutually benefit in the provision of shared services. CLASS is comprised of various departments including Student Transportation, Community Use of Schools, Child Care and Energy & Environmental Services.

CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

Policy Guidelines:

Administrative Procedures

1. General

- 1.1. CLASS will ensure that a health and safety program is maintained, communicated and implemented in accordance with the provisions of the applicable legislation and regulations, and employees will actively participate in the program.
- 1.2. CLASS will review the Workplace Health and Safety Policy as required and have it clearly posted in the workplace.
- 1.3. CLASS will maintain and support a Health and Safety representative(s) as per the provisions of the applicable legislation and regulations.
- 1.4. All staff can provide direction and support for the health and safety programs within CLASS.
- 1.5. Where health, safety, environmental and other related legislation / regulations have been proclaimed by the Province of Ontario, CLASS will institute the necessary programs, including, but not exclusive of:
 - a) Training and supervision to protect the health and safety of the worker and familiarize workers with workplace hazards;
 - b) Health programs to disseminate the latest developments in health and safety and disease prevention;
 - c) A reporting system whereby injury trends can be recognized and analyzed for preventive measures;
 - d) An inventory of chemicals and other hazardous materials that exist in staff facilities and a process for safe storage;
 - e) Health and safety committees or representatives as required, so health and safety and environmental issues can be addressed;
 - f) Emergency procedures for dealing with such sudden unexpected situations as fires, explosions, major releases of hazardous materials, violent occurrences or natural hazards;
 - g) A schedule and process for regular inspections of the workplace to assess and control hazards.
- 1.6. Employees have a responsibility for their own health and safety and that of others and are required to adhere to safe work practices. Employees will report to their CLASS Health and Safety representative and/or supervisor any unsafe or unhealthy conditions or practices.

CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

2. Solitary Workers

CLASS acknowledges that some employees may on occasion be a solitary worker. This is an employee performing approved duties while alone and not in communication with another person in the same facility. Any employee working alone must have a communication plan during that time.

- 2.1. The employee must communicate to their supervisor the circumstances when they will be working alone.
- 2.2. The supervisor is responsible to ensure that each employee is aware of their obligation to establish a communications plan to ensure follow-up in the event of distress or disability.
- 2.3. Employees who work after hours or over the weekend are responsible to ensure they have a communication plan in place for an emergency.
- 2.4. When employees are working after hours or over the weekends they must advise a colleague or a family member that they will be at work at a particular time. The two parties will agree on a check time and a plan of action if the employee is not reporting in at the agreed upon check time.

3. Expectations

- 3.1. CLASS will model and promote efforts that lead to a safe and healthy environment. All staff are accountable for implementing applicable safety programs, for complying with the *Occupational Health and Safety Act*, and for ensuring workplaces under their direct control are kept in a healthy and safe condition.
- 3.2. Every supervisor who has charge of a workplace or workers will be trained on a continual basis, as appropriate, with the Health and Safety Program and will maintain and implement the program in the workplace.
- 3.3. Each worker will report to their supervisor, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace.
- 3.4. CLASS reserves the right to establish and enforce more stringent standards as may be considered appropriate.

4. Additional Information

- 4.1. The Ontario *Occupational Health and Safety Act* can be viewed at the following link: <https://www.ontario.ca/laws/statute/90o01>