



**SUDBURY
CATHOLIC
SCHOOLS**

HEALTH & SAFETY

August 2018

Health & Safety

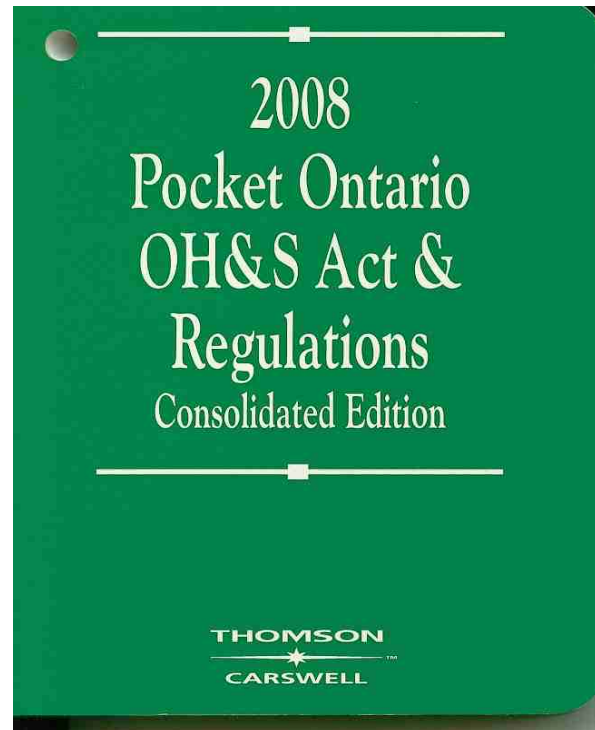
Important for All Employees

- **OH&SA:** Ontario's cornerstone legislation for workplace health and safety.
- The goal of our Health & Safety program is to prevent occupational injury and disease
 - health & safety is “everyone’s” responsibility.



The Occupational Health and Safety Act of Ontario (The Green Book)

- Consolidated Edition



Health & Safety

Important for All Employees

- The Ministry of Labour (MOL) recommends that employers and employees work in partnership to promote and improve health and safety within an organization.
- Three pillars for internal processes:
 - 1) Enforcement
 - 2) Compliance
 - 3) Partnership

Everyone has a responsibility in securing that message and commitment.



OH&SA and the Education Act

- OH&SA Section 2(2):
 - Despite anything in any general or special Act, the provisions of this Act and the regulations prevail.
- This means that the *Occupational Health & Safety Act* supersedes all other Acts respecting safety of workers, including the *Education Act*; however, we must comply with both Acts to ensure the safety of our students.



Duties and Responsibilities - Employer

- Take all responsible precautions for the protection of employees.
- Provide information, instruction and supervisor for the protection of employees.
- Ensure that all supervisors have working knowledge of the Act and Regulations.



Duties and Responsibilities – Supervisors/Administrators

- Ensure that employees comply with the Act and Regulations.
- Take all precautions reasonable in the circumstance for the protection of employees.
- The supervisor is responsible to ensure that an employee follows all safety procedures.
- Investigate all accidents and submit the Incident Report Form within 24 hours.



Three Rights of Employees

1. The Right to Know

Physical Hazards

- Electricity
- High exposure to sunlight/uv rays/heat or cold
- Liquids/spills on the floor
- Constant loud noise
- Ladders and scaffolds
- Unsecured objects such as filing cabinets

Biological Hazards - Blood and body fluids; Bacteria and viruses

Chemical Hazards

- Liquids like cleaning products, paint, acids and solvents
- Gases like acetylene, propane, carbon monoxide and helium

Ergonomic Hazards

Poor lighting; poor workstations and chairs; Improper lifting technique; repeating the same movements over and over



Three Rights of Employees

1. The Right to Know (e.g. Specific Hazards)

As identified in Major Risk Assessment

- Slips/trips/falls may cause sprains/strains or fractures
- Exposure to body fluids e.g. HIV/Viruses/Hepatitis C
- Ergonomics/improper lifting may cause strains/sprains
- Fire Emergency (burns/asphyxiation)

Asbestos Exposure (asbestosis)



Three Rights of Employees

1. The Right to Know

As identified in Major Risk Assessment, continued...

- Chemical Exposure (burns, inhalation, irritated eyes, etc.)
- Controlled Energy Source (electrical shock)
- Yard duty (exposure to sun, ground condition may lead to trips and falls)
- Workplace Violence (student, stranger)
- Ergonomic hazards (strains/Repetitive Strain Injuries/eye fatigue)



Three Rights of Employees

2. The Right to Refuse

Employees have the right to refuse work that they believe is unsafe and unhealthy.

Speak with your supervisor, who will investigate to determine whether danger exists.

Locate our Work Refusal Reporting Form on Intranet,
under Health & Safety forms



Three Rights of Employees

3. The Right to Participate

Employees can participate in the Joint Health and Safety Committee (JHSC)

current members of JHSC:

Aaron Barry – Principal

Joe Snofl – Occasional teacher

Krystal Rewega – Secondary teacher

Marc Boisvert – Custodial

Cheryl Ann Corallo – Superintendent of Business

Catia Temelini – Communicative Disorders Assistant (CDA)

Lucie Cullen - Principal

Danny Blake – Custodial

James Morgan – Facilities Administrator

Maurice Martin – Elementary teacher

Alan Levesque – Facilities Manager



Duties and Responsibilities - Employee

- Work in compliance of the Act and Regulations.
- Use or wear any equipment or safety devices as provided by the employer, and follow all safety procedures as directed by your supervisor or the training provided.
- Report to your supervisor/administrator all safety defects in equipment, missing protective devices or hazards.
- Report to your supervisor any known violation of the Act and Regulations.



Duties and Responsibilities - Employee

- Do not remove or make ineffective any required protective devices as required for performing the duties of your job.
- Do not use unsafe equipment or work in such a way that would endanger yourself or others.



Examples of what this means

Employees should wear appropriate footwear for your working conditions. Refer to APG#HS09 – Footwear Safety for more details.

- Utilize your professional judgement and choose appropriate footwear to meet the needs related to your duties.
- Check with your supervisor when unsure and request a recommendation. (e.g. field trips).
- Be aware of surroundings and conditions that may dictate the use of appropriate footwear.
- Ensure that footwear is in good condition.
- Report potentially hazardous conditions that could contribute to a slip/trip or fall to your supervisor.



Examples of what this means

- Employees should use a proper step ladder and never stand on a table, desk, or chair.
- Employees must ensure they have proper safe electrical equipment (all plugs have grounds, extension cords are CSA approved and not frayed).



Be Aware Of...

- The safety of the other workers. Remind them and help them to be safe. (Get the step ladder for someone and help carry it if necessary ...)
- Health & Safety includes the Building Code and Fire Code. (Keep all materials {especially combustible} off the heating vents, do not hang things from ceiling, do not pile boxes to the point where they become unmanageable and dangerous to move, etc.)
- Report unsafe situations to your administrator/supervisor and record incidents of violence and harassment.



Workplace Accidents and Injuries

- Definition of a workplace accident or injury as defined by WSIB:
 - a wilful and intentional act, not being the act of the worker
 - a chance event occasioned by a physical or natural cause, and
 - disablement arising out of and in the course of employment
- Reporting Workplace Accidents:
 - Workplace accidents/injuries must be reported to your supervisor and to Human Resource Services if the worker
 - Seeks medical attention from a health care practitioner and/or
 - Incurs an absence from work (referred to as a lost time injury)
- Complete an Accident Report Form to report accident. Ask your supervisor for the form. The form is also located on the intranet under Health and Safety forms.



Workplace Hazardous Materials Information Systems (WHMIS)

- All hazardous materials used in the workplace, (e.g. schools, departments) must be properly labeled.



Material Safety Data Sheets (MSDS)

- For employees using hazardous materials – MSDS Sheets are located on the Board's website under the 'For Staff' tab. Please see 'Resources' in the column on your right. Please click on 'CCOHS Material Safety Data Sheets'
- **REMINDER:** Do not bring products (i.e., cleaning or chemical) from home to school



Universal Precautions

- Five Steps of Universal Precautions:
 - Education
 - Hand Washing
 - Wearing Protective Barriers
 - Cleaning Contaminated Surfaces
 - Disposal of Contaminated Articles



Workplace Safety Inspections

APG HS03

Inspections are a proactive means of preventing accidents

All employees are responsible for:

- 1. Conducting pre-use inspections of equipment, materials and operating procedures**
- 2. Reporting to their supervisor any unsafe acts or conditions**
- 3. Providing info during a regulated inspections regarding any h & s concern in workplace**

Formal workplace inspections are conducted by the worker rep on the JHSC or by an Alternate Member.



Health & Safety Information

- First Aid training

At least one school secretary per school, all principals, all vice-principals, and all Assistant Custodians, Custodians, and BSTs are trained in First Aid



- Fire Prevention

- Upon Discovery of Fire:

- Call 9-1-1
 - Sound fire alarm
 - Close doors
 - Leave fire area immediately
 - Leave building via nearest exit
 - Do not use elevator



Emergency Procedures

Anyone working within the school should be prepared for emergencies. All schools will have emergency binders. Please see your principal and/or supervisor for further instructions/directions and for the location of worksite specific information.

Ensure you are aware of the following:

- Location of emergency exits
- Fire/lockdown and any other emergency procedures
- necessary steps to take in an emergency situation



Emergency Contact Numbers

- Life Threatening Emergency Situation
 - 9-1-1
- Poison Information
 - 1-800-268-9017
- Telehealth Ontario
 - 1-866-797-0000

