

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> POLICY FOR HEALTH AND SAFETY ON SCHOOL BOARD PREMISES	
<i>Source:</i> DIRECTOR HUMAN RESOURCES	<i>Adopted:</i> Resolution no. ETSB17-05-88 Effective May 23, 2017	<i>Reference Number:</i> P039

PREAMBLE

The employer must take the necessary measures to protect employees, to maintain facilities, to identify risks, to provide information and any required safety equipment and training (section 51 Act Respecting Occupational Health and Safety – R.S.Q. c.S-2.1)

Among other things, workers must participate in the identification of health and safety problems in their work environment (section 49 Act Respecting Occupational Health and Safety – R.S.Q. c.S-2.1)

The Eastern Townships School Board is responsible to provide a healthy and safe work environment. It must make the best use of its available financial, material and human resources to meet this responsibility. In this context, the School Board adopts the current policy, to share the roles and responsibilities amongst the various parties involved.

OBJECTIVES

- Identify the roles and responsibilities of the ETSB and its employees.
- Develop a formal practice of communication addressing concerns raised by employees.
- Ensure measures are in place to prevent occupational injury and illness.
- Define procedures to address issues.

DEFINITIONS

The following types of situations are covered by this policy:

1. Accident – A sudden and unforeseen event, attributable to any cause, which happens to a person arising out of or in the course of his work and resulting in an employment injury.
2. Incident – A relatively insignificant event that might have serious consequences.
3. Risk – A situation that might have the possibility of causing injury or harm.
4. Violence – Any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.
5. Emergency – There are three types of emergencies

- Natural emergencies – floods, earthquakes, tornadoes, wind storms, snow storms;
 - Technological emergencies – fire, explosions, building collapse, radiation, toxic substance spill, loss of power, water, communication;
 - Human emergencies – intruder alert, civil demonstrations, aggression.
6. Emergency Situations – An emergency situation is any situation or occurrence of a serious nature, developing suddenly and unexpectedly, which demands immediate action.
 7. Emergency Plan – An emergency plan is an integrated set of policies and procedures that allow one to prepare for, respond to and recover from emergency situations.
 8. Emergency Procedure – An emergency procedure is a set of steps designed to respond to an event and minimize the consequences.
 9. Prevention – Prevention is a set of steps to ensure that the risk of occurrence of emergencies is either eliminated or minimized.
 10. Recovery – Recovery is the process that allows the organization to recover and return to normal operation with as little disruption as possible.

LIST OF PROCEDURES

Procedures have been established for the following situations:

- a) Evacuation
- b) LERT / SQ Emergencies
- c) Medical Care
- d) Closure
- e) Safe School
- f) Accidents or Incidents
- g) Dignity in the Workplace

ROLES AND RESPONSIBILITIES

Board Administration

- a) Maintain a Board level Health and Safety Committee;
- b) Provide a framework for a safe and healthy environment on school board property;
- c) Investigate incidents of unsafe conditions and violence;
- d) Develop corrective action plans in response to situations that arise throughout the year;
- e) Provide a biannual report of CNESST log entries;

Site Administration

- a) Review with all staff the Health and Safety Policy at the beginning of the school year;
- b) Apply the Health and Safety Policy;
- c) Take the necessary preventive measures to minimize or eliminate dangerous situations;
- d) Collaborate with the local fire and police department;
- e) Discuss issues of health and safety at an appropriate local level;
- f) Inform the Board about incidents related to health and safety;

Employees

- a) Apply the Health and Safety Policy and Procedures;
- b) Discuss issues of health and safety at an appropriate local level;
- c) Report any known health and safety issues to their administrator.

December 19, 2016