

## OCCUPATIONAL HEALTH AND SAFETY POLICY

### POLICY

#### PREAMBLE

The Halifax Regional School Board is committed to:

- providing a healthy and safe work environment for its employees
- preventing occupational illness and injury in all of its workplaces
- providing regular health and safety training and education
- compliance with the Nova Scotia *Occupational Health and Safety Act* and its regulations.

#### RELATED DOCUMENTS

1. Nova Scotia *Occupational Health and Safety Act* (1996)
2. Halifax Regional School Board *Health & Safety Manual* (2000)

#### POLICY

1. All employees of the Board are required to comply with the Occupational Health and Safety Act and to consult with the workplace JOHSC or site representative and with others exercising authority under all applicable laws.
2. It is the duty of each employee to report to the principal or supervisor, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, employees must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures as defined in the HRSB *Health and Safety Manual*, and instructions as prescribed by the Board.
3. Wherever possible, the Board will eliminate hazards and, thus, the need for personal protective equipment. If that is not possible, and where it is a requirement, employees will be required to use safety equipment, clothing, devices and materials for personal protection.
4. The Board recognizes the employees' duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the Health and Safety program.
5. The following responsibilities will apply to ensure effective implementation of this policy:

##### 5.1 Elected Board Members

- As an employer, the Halifax Regional School Board is responsible for the health and safety of its employees.
- The Board will ensure that the Superintendent implements this policy and related procedures as defined in the HRSB *Health and Safety Manual*.

## 5.2 Superintendent

The Superintendent will ensure that:

- Effective procedures defined in the HRSB *Health and Safety Manual* and practices are in place in all of the board's workplaces as required by the *Occupational Health and Safety Act*.
- Principals and supervisors receive training in relevant procedures and guidelines.
- Principals and Directors implement this policy and related health and safety programs in their site(s)/department.
- All areas of management cooperate with the workplace Joint Occupational Health and Safety Committees (JOHSC) or the Site Health and Safety Representative and employees to create a health and safe working environment. This cooperation will extend to others such as contractors, owners, officers, etc.

## 5.3 Directors, Supervisors and Principals

Directors, supervisors and principals will ensure that:

- Employees under their supervision follow this policy and related procedures as defined in the HRSB *Health and Safety Manual*
- Staff use safe work practices and receive training to protect their health and safety.
- Equipment and their site(s) are safe, to the extent of their authority and ability to do so.
- There is effective cooperation with the workplace Joint Occupational Health and Safety Committees (JOHSC) or the Site Health and Safety Representative and employees to create a healthy and safe working environment. This cooperation will extend to others such as contractors, owners, officers, etc.

## 5.4 Non-supervisory Staff

- All employees of the Board are required to follow this policy and related procedures as defined in the HRSB *Health and Safety Manual*.
- All employees must/should consult with the workplace JOHSC or site representative and with others exercising authority to contribute to the creation of a healthy and safe working environment.