



**Section Three: Staff**

*“Together We Learn”*

**335 – OCCUPATIONAL HEALTH AND SAFETY**

The Board of Education believes that the workplace should be a healthy and safe environment. To achieve this, an occupational health and safety program has been designed, and will be maintained, to reduce injuries and disease.

In accordance with the Worker’s Compensation Act and Regulation, a copy of the program is available electronically to all staff through the FirstClass site “All Staff – Health & Safety – Occupational Health and Safety Program”.

1. The Superintendent of Schools shall be responsible for:
  - 1.1 ensuring the Health and Safety Program is being maintained;
  - 1.2 conducting an annual review of the Occupational Health and Safety Program in December of each year;
  - 1.3 ensuring that management has knowledge of the Occupational Health and Safety Program.
  
2. All directors, principals and supervisors are required to:
  - 2.1 provide a healthy and safe environment;
  - 2.2 orientate new workers;
  - 2.3 provide ongoing training of workers;
  - 2.4 participate in regular safety meetings;
  - 2.5 perform inspections and conduct incident investigations;
  - 2.6 correct unsafe acts, health or safety hazards.
  
3. Workers’ responsibilities include:
  - 3.1 learning and following safe work procedures;
  - 3.2 correcting hazards or reporting them to supervisors;
  - 3.3 participating in inspections and incident investigations when required;
  - 3.4 using personal protective equipment where required;
  - 3.5 helping to keep a safe workplace by recommending ways to improve the occupational health and safety program.