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EBA-RA: Workplace Safety and Health

Measures to Identify and Control Hazards

The school division proactively seeks to identify and control hazards to safety or health.

Measures include, but are not limited to:

Job hazard analysis of division tasks to develop Safe Work Procedures (SWPs),

Machine safety (including guarding)

Noise control and hearing conservation program,

Fall protection strategies

Electrical safety,

Work alone procedures,

Ergonomic hazard control strategies

People, resources, and procedures to deal with emergencies

The schools' Emergency Preparedness Plans must include procedures to deal with a number of emergencies including, but not limited to:

Fire emergencies,

Lockdowns

Bomb threats,

Tornados,

Snow storms,

Chemical spills (interior and exterior)

Pandemic

Accidents and Medical emergencies

Responsibilities

The Superintendent and Secretary-Treasurer shall be responsible for the administration of this policy. School Administrators and Division Coordinators shall be responsible for the implementation of this policy; for ensuring the appropriate supervision of activities and the regular inspection and repair of buildings and equipment; for ensuring that all employees are aware of and follow safe work procedures, and for notifying appropriate authorities if required by the situation. The Workplace Safety and Health Committee shall participate in conducting incident investigations, and facility inspections; and for recommending appropriate improvements, policies, training, and/or programs based on their reviews. All employees, students and volunteers, shall be responsible for adhering to this policy; for using personal protective equipment; for immediately reporting any accident, injury, violent or unsafe condition or dangerous occurrence to their supervisor; and for following safe work procedures. Failure to comply with this policy will subject an employee to disciplinary action up to and including dismissal and non-employees to other actions as may be deemed appropriate by the Division.

Inspections

Building inspections will be performed annually by site-based personnel as per policy, and surprise inspections may be conducted as directed by the central committee.

Plans to control chemical and biological hazards.

Policies, procedures, and programs to control chemical and biological hazards include, but are not limited to:

Asbestos management program,
W.H.M.I.S program
Chemical storage, use, and disposal
Mould investigation and remediation,

Dealing with contractors and self-employed persons.

Contractors and self-employed persons working on Division property shall be required to adhere to the document entitled: *"Contractor's terms and conditions governing work at Pine Creek School Division"*.

Training

Workers and students need to be trained to work safely. Training should occur when a new worker is hired, when a worker starts a different task, or when a process or procedure is changed. Young workers need special attention. They are at a high risk to injure themselves. Students must be trained for every machine they use.

Incidents and dangerous occurrences investigations

Incident investigations should determine direct, indirect, and root causes for all incidents. Once the causes are determined, both short-term and long-term changes to prevent a recurrence are to be explored. The division will maintain written procedures to investigate incidents, near misses, and refusals to work.

Strategy to involve workers.

All employees and other persons should be involved in efforts to prevent injuries and illnesses. Staff will be encouraged to submit concerns or ideas and will be involved in the development of safe work procedures. Staff will participate in emergency drills and will be encouraged to participate on the WSH central committee or as site reps.

Evaluation and revision of the program.

The safety program shall be reviewed and revised at least once every 3 years or as the need arises