

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 410

SUBJECT: ENVIRONMENTAL HEALTH AND SAFETY

Legal References: *Education Act: Section 8 (1) 9 Powers of Minister: Application of Workplace Safety and Insurance Act; Education Act: Section 283 Chief Executive Officer; Ministry of Education Policy/Program Memorandum 161 Supporting Students with Prevalent Medical Conditions in Schools; Ontario Occupational Health and Safety Act; Environmental Protection Act; Health Protection and Promotion Act; Building Code Act; Dangerous Goods and Transportation Act; Emergency Management Act; Environmental Bill of Rights; Fire Protection and Prevention Act; Ontario Water Resources Act; Pesticides Act; Safe Drinking Water Act; Technical Standards and Safety Act; Workers Compensation Act; Workplace Safety and Insurance Act*

Related References: *Administrative Procedure (AP) 175 Accidents, Incidents and Occupational Illness; AP314 Supporting Students with Prevalent Medical Conditions in Schools; AP540 Hazardous Materials Disposal; AP541 Hot Work; AP542 Indoor Environmental Quality; AP546 Pesticides: Use of*

1. Healthy and Safe Workplace Environment

- 1.1 This administrative procedure has been established to support the commitment of all stakeholders in Avon Maitland District School Board to the prevention of illness, injury and property damage through the provision and maintenance of a healthy and safe workplace environment for all students, staff members, volunteers, visitors and contractors.
- 1.2 To fulfill this commitment, the Director of Education and designates shall comply with and enforce legislative requirements including the *Ontario Occupational Health and Safety Act, Environmental Protection Act*, and other federal and provincial statutes, local bylaws, plus all administrative procedures, policies or rules issued in the district.

2. Implementation: Joint Health and Safety Committee

- 2.1 Avon Maitland District School Board shall establish a Joint Health and Safety Committee. The Terms of Reference for the structure and function of the Joint Health and Safety Committee are agreed between Avon Maitland District School Board and its union and non-union groups.
- 2.2 This advisory committee, under the supervision of the Director of Education or designate, will develop, revise, implement and enforce procedures and programs under the authority of the *Ontario Occupational Health and Safety Act*.
- 2.3 Avon Maitland District School Board will give priority to safe working conditions and safe job practices in the planning, budgeting, direction and implementation of the activities of the district. The Committee shall report to the Director of Education and to the board from time to time as required.

- 2.4 The board, Director of Education and senior staff are committed to these objectives, and recognize that excellence in environmental, health and safety practices can only be achieved through the support and active participation of everyone.

3. Administrative Procedures

3.1 Shared Responsibility

- 3.1.1 It is the responsibility of all employees to become familiar with and to comply with environmental, health and safety legislation and any administrative procedures, policies or rules established in Avon Maitland District School Board. All staff members shall work in a safe manner and report any unsafe or unhealthy conditions or circumstances to their supervisor.
- 3.1.2 Supervisors, as defined by environmental, health and safety legislation, shall ensure that all persons under their authority are made aware of hazards in the workplace and such persons will comply with all requirements adherent to this procedure. Further, supervisors shall ensure that all reported unsafe or unhealthy conditions are addressed.
- 3.1.3 Contractors, sub-contractors and their workers, as part of their contracts, agree to meet or exceed all relevant environmental, health and safety legislation and board requirements.
- 3.1.4 Students, volunteers, community use groups and visitors shall comply with all administrative procedures, policies or rules and shall conduct themselves in a manner consistent with care for their health and safety and that of others.
- 3.1.5 All individuals associated with the board shall be held accountable for environmental, health and safety performance. Failure to meet their obligations may, depending on the circumstances, result in disciplinary action, up to and including dismissal, in accordance with applicable policies and collective agreements.
- 3.1.6 Excellence in environmental, health and safety practices can only be achieved with everyone's support and active participation.

4.0 Environmental Health and Safety Statement

- 4.1 AMDSB will develop an environmental health and safety statement. The statement will be signed by the Director of Education and posted on the health and safety bulletin board at each school/site. The statement will be reviewed at least annually. Refer to Appendix A – Environmental Health and Safety Statement.

Environmental Health and Safety Statement

COMMITMENT

Avon Maitland District School Board is committed to the prevention of injury, illness, workplace violence, harassment, discrimination and property damage through the provision and maintenance of a healthy and safe learning environment for all students, staff, families, volunteers, visitors and contractors.

To fulfill this commitment, the Director of Education and designates shall comply with and enforce legislative requirements including the Ontario Occupational Health and Safety Act, Environmental Protection Act, and other federal and provincial statutes, referenced standards, local bylaws, plus all administrative procedures, policies or rules issued in the district.

JOINT HEALTH AND SAFETY COMMITTEE

Avon Maitland District School Board will establish a Joint Health and Safety Committee. The Terms of Reference for the structure and function of the Joint Health and Safety Committee are agreed between Avon Maitland District School Board and its unions and non-union groups.

This advisory Committee, under the supervision of the Director of Education or designate, will be consulted and make recommendations for the development, revision, implementation and enforcement of procedures and programs under the authority of the Ontario Occupational Health and Safety Act.

Avon Maitland District School Board will give priority to safe working conditions and safe job practices in the planning, budgeting, direction and implementation of the activities of the district. The Committee shall report to the director of education and to the board from time to time as required.

SHARED ACCOUNTABILITY

It is the responsibility of all employees to become familiar with and to comply with environmental, health and safety legislation and any administrative procedures, policies or rules established in Avon Maitland District School Board. All staff members shall work in a safe manner and report any unsafe or unhealthy conditions or circumstances to their supervisor.

Supervisors, as defined by environmental, health and safety legislation, shall ensure that all persons under their authority are made aware of hazards in the workplace and such persons will comply with all requirements adherent to this procedure. Further, supervisors shall ensure that all reported unsafe or unhealthy conditions are addressed.

Contractors, subcontractors and their employees, as part of their contracts, agree to meet or exceed all relevant environmental, health and safety legislation and board requirements.

Students, volunteers and visitors shall comply with all administrative procedures, policies or rules and shall conduct themselves in a manner consistent with care for their health and safety and that of others. All individuals associated with the board shall be held accountable for environmental, health and safety performance. Failure to meet their obligations may, depending on the circumstances, result in disciplinary action, up to and including dismissal, in accordance with applicable policies and collective agreements.

The Board, Director of Education and senior staff are committed to these objectives, and recognize that excellence in environmental, health and safety practices can only be achieved through the support and active participation of everyone.