

Adopted: 2013-01-08

POLICY GBGA

## HEALTH AND SAFETY POLICY

### STATEMENT:

The New Frontiers School Board is committed to providing a healthy and safe environment for all staff, students, and visitors. It is the intent of the Board to eliminate workplace hazards and unsafe work practices in order to maintain employee safety and to avoid the occurrence of workplace injuries with a constant effort to decrease workplace accidents, and keeping in line with the Board's strategic plan.

The New Frontiers School Board recognizes that to attain this objective, it must make the best use of its available financial, material and human resources in order to engage in planning activities relative to both health and safety and emergency situations in its buildings and grounds. It is the responsibility of every employee to work safely and help eliminate the risk of injury in the work place. The Board encourages employees to report hazards and submit safety suggestions to their immediate supervisor.

The provisions of this Policy and its related procedures combined with requirements under Quebec's Act Respecting Occupational Health and Safety are meant to ensure reporting and responses to the occurrence of an injury in the workplace are attended to in a clear and consistent manner.

### IMPLEMENTATION:

The Board will establish, communicate, and enforce rules and guidelines for safe behaviour and work habits. Furthermore, the Board will establish safety standards and procedures to ensure a safe workplace. Safety rules are posted and available to all staff in the schools, departments and centres.

Each workplace (school, centre and Board Office) with more than ten employees will establish a Joint Health & Safety Committee (JHSC) which consists of the Principal/Centre Director, a board representative, and one employee representing each union and shift. The list of Safety Committee members will be posted in the school/centre. Committee members will be paid their wage for the time they spend meeting or performing Committee activities. Employees may be rotated annually to allow other employees an opportunity to serve. The Committee will meet a minimum of twice per year, or as required by urgent needs, and will follow the agenda outlined in Organizational Guide - Appendix 1. The Committee should solicit and address safety suggestions and the identification of hazards from school/centre and department employees. All Health and Safety committee meeting minutes should be posted in the facility.

Principal/Centre Director and Safety Committee members will perform periodic school inspections to identify and address any unsafe work practices or safety hazards.

Employees will receive appropriate safety training during job orientations, and training will be ongoing as needed and as deemed necessary by the Principal/Centre Director and department heads or delegates.

The school board may, when deemed beneficial and in consultation with stakeholders, modify current procedures or develop new ones to be added to the list.