

18.0 HEALTH AND SAFETY STANDARDS/PRACTICES

Purpose

Health and Safety Standards will be developed as required.

The purpose of Health and Safety Standards and Practices is to address a specific issue or identified potential hazard.

The Board will endeavour to 'consult' with the JHSC in the development of these standards and practices.

18.1 GENERAL SAFETY RULES

1. Follow and obey all instructions, rules and signs.
2. Report the following to your supervisor:
 - hazardous/dangerous conditions and practices;
 - absence of, or defects in protective equipment or device; and
 - all accidents, injuries and incidents.
3. Use or wear designated and approved protective equipment and devices and personal protective equipment.
4. Use the right tools and equipment for the job.
5. Make sure you are trained and 'authorized' to use or operate equipment and machinery or to perform the job.
6. Do not take chances or shortcuts, follow procedures.
7. *Never stand on a chair, always use an appropriate stool or step ladder*
8. If you are not sure about something, ask.
9. Keep your work area clean and orderly.
10. Do not bring any personal items (chainsaws, heaters etc.) onto Board property unless authorized by management
11. Make sure you know what to do and where to go in the event of emergencies.
12. Stay alert, and always ... THINK!

MAKE SAFETY A HABIT NOT AN ACT!
(Please post or place in your worksite)

18.2 FOOTWEAR POLICY

In the School Board workplace, there are potential risks for foot injuries. These risks could arise from objects that fall or roll, sharp objects, slippery surfaces, chemical products, power sources or any other risk that may cause injury to the foot, or cause a person to slip, trip, or fall. All reasonable effort will be taken by the Board to eliminate or reduce these risks by establishing physical or administrative control measures. In addition to these measures, the Board has established requirements regarding the type of footwear to be worn, in order to counter the risks that cannot be covered by the control measures in place.

This Policy applies to all employees of the Board, while on Board business, either on or off Board property and contractors while on Nipissing-Parry Sound Catholic District School Board property.

RESPONSIBILITIES

Senior Management, School Administration, Managers and Supervisors must:

- Identify the activities and instances that require protective footwear as indicated in this policy;
- Determine the appropriate type of protective footwear according to the identified risk;
- Direct those under their supervision to wear the appropriate footwear;
- In consultation with the Health and Safety Officer, determine if any hazards exist that necessitate footwear over and above what is indicated in this policy.

Health and Safety Officer shall:

- Provide assistance, guidance and expertise to Senior Management, Administrators, Managers and Supervisors in their roles and responsibilities;
- Provide assistance, guidance and expertise to all employees in complying with this policy;
- Monitor the effectiveness of this policy.

All personnel shall:

- Wear the appropriate protective workplace footwear at all times;
- Ensure that footwear used is in good condition;
- Check with their supervisor, when unsure about what might be required;
- Be aware of conditions and surroundings that may dictate the use of appropriate footwear;
- Report unsafe or hazardous surface/work situations to their supervisor.

All personnel shall not:

- Walk around workplaces in bare feet or in socks;
- Wear inappropriate footwear such as:
 - open-toed sandals, flip flops, beach shoes (shoes with no back or heel strap) or slippers;
 - moulded/plastic “gummy” shoes, “crocs” or similar footwear;

- platform shoes with soles greater than 1 inch;
- “wheelies”, roller blades, roller skates, or similar type of footwear.
- Walk outdoors in wet, ice, or snow conditions, without proper outdoor footwear.

Types of Footwear to Be Worn

In general, footwear should be designed for the task being performed and must:

- provide adequate protection against injury;
- have soft rubber and non-skid soles;
- fit properly.

General classroom or office duties:

- Closed-toe shoes;
- Soft rubber soles;
- Flat or a maximum 2 1/2 inch heel;
- When supervising/teaching/working in the gymnasium, all staff shall wear appropriate footwear (i.e., running/court/cross training shoes).

Special Education Programs

Fully enclosed, closed toe footwear is required where special education programs or classrooms present a higher risk of injury due to hazards.

Shops, Technical Classrooms, Science labs, and similar risk areas:

- Appropriate protective footwear must be worn at all times in the areas where chemical products are used or stored. Perforated shoes, sandals or other shoes of this type shall not be worn in the laboratories, prep rooms, or areas where spillage may occur;
- An appropriate shoe must cover and protect the entire foot. Footwear manufacturing materials including the sole and the upper must be compatible with the laboratory or shop environment, the material being handled and the functions that are carried out;
- Depending on the type of risk one faces, footwear that offers more protection may be warranted. Footwear with soles resistant to slippery surfaces, abrasives, oils, or heat might be considered;
- Any uncertainty in what would be appropriate footwear must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Physical Education and related athletic activities:

- Non-skid soft rubber sole athletic shoe for indoor sport activities;
- Athletic shoe for outdoor activities appropriate for the activity being performed.

Maintenance and Custodial staff:

- **Outside and Grounds work:** Footwear must carry a CSA protection class of Grade 1 (green label), and protect the entire foot from lawn care equipment and flying debris. This applies to all workers, whether operating grounds care equipment, or working in other areas;
- **Indoor work:** When working indoors and particularly when performing floor care tasks which may cause exposure to wet or otherwise unusual or slippery floor conditions, footwear should be chosen which is slip resistant and suitable for the task. When moving furniture or performing similar tasks, CSA Grade 1 (green label) rated footwear must be worn;
- **Specialized work:** Where there is potential for injury to feet due to an impact, perforation, electrical shock, static electricity, etc., it is necessary to wear protective footwear approved by the Canadian Standards Association (CSA) that is specific to the risk faced. Any uncertainty in this area must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Contractors and others on Board Property:

- Contractors, Architects, Engineers, Inspection staff, and all others that enter onto Board property to carry out services, must abide by the Footwear Policy as it applies to Maintenance and Custodial staff.

Winter Footwear

Outside work (including recess/bus duty, walking to and from vehicles etc.) during the winter requires footwear with soles resistant to slippery surfaces along with flat soles with a raised pattern that grip the walking surface. Platform shoes, high heels are not permitted.



Product Areas

You are here: [Home](#) > [Product Areas](#) > [Occupational Health and Sports Safety Products](#) > [Footwear Marking](#)

CSA International Certifies Footwear For North America




CAN/CSA Z195 Protective Footwear for Canada

The National Standard of Canada deals with protective footwear and includes requirements for resistance against toe impact, sole puncture, electric shock, chainsaws, as well as requirements for static discharge and electrical conductivity.

Footwear that has been certified by CSA International to the CAN/CSA Z195-02 standard is eligible to bear our Protective Footwear Certification Markings.



CSA CERTIFICATION MARK FOR CANADA

Indicates footwear is CSA certified to Canadian national requirements.

LABEL	DESCRIPTION	LOCATION
	This serialized label indicates certification by CSA International and is available only through CSA.	This label will be side-stitched or heat-sealed inside the top of the tongue or inside the quarter lining of the right shoe.

CLASSES OF PROTECTION

One or more of the markings will appear on the outer side or the tongue of the right shoe.

PROTECTION MARKINGS	SAFETY FEATURES	RECOMMENDED USE
	Green triangle indicates sole puncture protection with a Grade 1 protective toe to withstand impacts up to 125 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.6 m Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.	For any industry, especially construction and heavy work environments, where sharp objects, such as nails are present.
	Yellow triangle indicates sole puncture protection with a Grade 2 protective toe to withstand impacts up to 90 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.4 m Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.	For light industrial work environments requiring puncture protection as well as toe protection.



Blue rectangle indicates Grade 1 protective toe without sole puncture protection. Grade 1 protective toe withstands impacts up to 125 Joules. Comparable to a 22.7 kg (50lb) weight dropped from 0.6 m.

For industrial work environments not requiring puncture protection.



Grey rectangle indicates Grade 2 protective toe without sole puncture protection. Grade 2 protective toe withstands impacts up to 90 Joules. Comparable to a 22.7 kg (50lb) weight dropped from 0.4 m.

For institutional and non-industrial work environments not requiring puncture protection.



White label with green fir tree symbol indicates chainsaw protective footwear. Protective features are designed into the boots to prevent a running chainsaw from cutting all the way through the boot uppers so as to protect the shins, ankles, feet and toes.

For forestry workers and others exposed to hand-held chain saws or other cutting tools.



White rectangle with orange Greek letter omega indicates soles that provide resistance to electric shock. Such certified footwear contains a sole and heel design assembly that, at the point of manufacturing, has electrical insulating properties intended to withstand 18,000 Volts and a leakage current not exceeding 1mA.

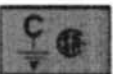
For any industry where accidental contact with live electrical current conductors can occur.

Warning: Electrical Shock Resistance deteriorates with wear and in wet environments.



Yellow rectangle with a green "SD" and grounding symbol indicates soles are static-dissipative. The outer soles are made from an antistatic compound, chemically bound into the bottom components, capable of dissipating an electrostatic charge in a controlled manner. The test criteria are 10^6 to 10^9 Ohms. Note that SD footwear without toe protection will not have sole protection certified by CSA.

For any industry where a static discharge can create a hazard for workers or equipment.



Red rectangle with a black "C" and grounding symbol indicates soles are electrically conductive. The outer soles are made from a conductive compound that is permanently bound to the bottom components to provide electrical

For any industry where static discharge can create a hazard of explosion.

grounding of each foot. Test criteria are 0 to 500 000 Ohms.

MARKING

The right foot of each pair bears the following information permanently marked in a conspicuous location:

1. Manufacturer's name, trade name, or CSA Master Contract number
2. Date of manufacture by month and year or by date code
3. Outsole construction style or name

METATARSAL PROTECTION

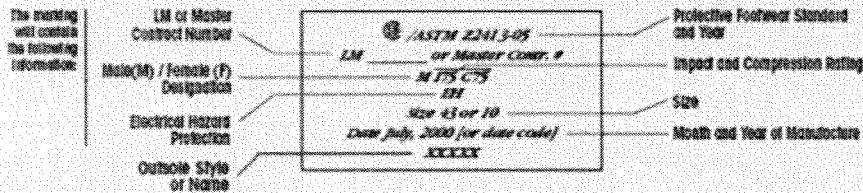
Metatarsal Protection is intended to safeguard the upper foot (metatarsal bones) and toe areas. To meet CSA design requirements the footwear must provide sufficient width and height to cover the dorsum of the foot. Note that there is no CSA certification for metatarsal protection as the standard does not currently contain performance requirements.

ASTM F 2413 FOOT PROTECTION FOR THE UNITED STATES

CSA International certifies footwear to the ASTM F 2413 Standard Specification for Performance Requirements for Foot Protection

This standard provides requirements for impact and compression protection and optional requirements for conductive, electrical hazard, sole puncture resistance, metatarsal, and static dissipative protection.

CSA's ASTM Certification Marking shall appear on one shoe of each pair and will be placed on the inside or outside surface of either the tongue, gusset, inside shaft or quarter lining. The following is an example of a marking that would appear on any CSA Certified Product for the US:



For more information on our Protective Footwear Certification Program:

Call 1-866-797-4272 or Email client.services@csa-international.org

[Product Areas](#) | [Products CSA Certifies](#) | [Components Certification](#) | [Certification Marks](#) | [Who Accepts CSA Marks](#)
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18.3 WORKPLACE VIOLENCE POLICY AND PROGRAM

WORKPLACE VIOLENCE

AG37.0

June 15, 2010

POLICY

The Nipissing-Parry Sound Catholic District School Board (the "Board") is committed to providing a safe working environment in which all employees are treated with respect and dignity.

It is the policy of the Board to ensure conduct in its workplaces are in accordance with the gospel values of Jesus Christ, the Board's Mission Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.

1. Definition of Workplace Violence

Workplace Violence means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2. Definition of Workplace

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

3. To Whom Does This Policy Apply

The Workplace Violence Policy applies to all Board employees, trustees and other users, such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.

The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviour.

4. Information

4.1 Information and Instruction with Respect to Workplace Violence

- a) The Board will provide an employee with,
 - (i) information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
 - (ii) any other prescribed information or instruction.

- b) The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if,
 - (i) the employee can be expected to encounter that person in the course of his or her work; and
 - (ii) the risk of workplace violence is likely to expose the employee to physical injury.

- c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

4.2 Domestic Violence

- a) If the Board becomes aware or ought reasonably to be aware that domestic violence that is likely to expose an employee to physical injury may occur in the workplace, the Board will take every reasonable precaution to protect the employee.

4.3 Assessment of the Risks of Workplace Violence

- a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.

- b) The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.

- c) The assessments and reassessments shall take into account,
 - (i) circumstances that would be common to similar workplaces;
 - (ii) circumstances specific to the workplace; and
 - (iii) any other prescribed elements.

- d) Circumstances that would be common to schools of the Board are:
 - (i) the existence of potential risks due to interactions with the public, students, parents and employees; and
 - (ii) the existence of protocols between the Board and the police force on its territory.
- e) Circumstances specific to a school are:
 - (i) the school safety plan;
 - (ii) the provisions of the lockdown plan of the school;
 - (iii) the relationship between the school and the local police.
- f) The Board shall advise the Joint Health and Safety Committee of the results of the assessment and reassessment, and provide a copy, if the assessment or reassessment is in writing.
- g) If there is no committee or health and safety representative, the Board will advise the employees of the results of the assessment and reassessment and, if the assessment or reassessment is in writing, will provide copies on request and advise the employees how to obtain copies.

4.4 Program to Implement the Policy with Respect to Workplace Violence

- a) The Board will develop and maintain a program to implement the policy with respect to workplace violence.
- b) Without limiting the generality of paragraph (a) above, the program will,
 - (i) include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 4.3, as likely to expose an employee to physical injury;
 - (ii) include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
 - (iii) include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor;
 - (iv) set out how the Board will investigate and deal with incidents or complaints of workplace violence; and
 - (v) include any prescribed elements.

4.5 Posting of the Policy

- a) The policy and procedures concerning workplace violence will be posted on the Health and Safety bulletin board in each work location.

4.6 Review of the Policy

- a) The Board will review the policy with respect to workplace violence as often as is necessary, but at least annually.

5. DUTIES OF THE SUPERVISOR

5.1 The supervisor will advise an employee of the existence of any potential or actual danger to health or safety of the employee of which the supervisor is aware, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if,

- a) the employee can be expected to encounter that person in the course of his or her work; and
- b) the risk of workplace violence is likely to expose the employee to physical injury.

5.2 ***The supervisor will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.***

6.0 DUTIES OF THE EMPLOYEE

6.1 The employee shall advise the Board or the supervisor of any incident or risk of workplace violence of which he or she is aware.

7.0 REPRISAL

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

8.0 REFERENCES/RELATED DOCUMENTS

Criminal Code (Canada)
Ontario Human Rights Code
Ontario Occupational Health and Safety Act
Teaching Profession Act
Ontario College of Teachers Act, 1996



18.4 SCHOOL/WORKSITE RISK ASSESSMENT FORM

School:	
Date:	
Auditors:	
Worksite Representatives:	

Questions:	Yes	No	Comments:
GEOGRAPHIC LOCATION & HOURS			
Location of School			
Urban setting			
Rural setting			
High crime area			
Isolated area			
Close to emergency services			
What are the school hours?	---	---	
HISTORY			
Have there been any incidences in the past 3-5 years of strangers approaching staff at the school (resulting in staff feeling unsafe?), vandalism putting staff at risk, conflicts with community members on school property?			
Do violent, criminal, drunk, or drugged persons (unfavorable individuals) ever come into your building?			
Has the school ever been vandalized?			
ACCESSIBILITY & SECURITY MEASURES			
Are all doors, except main entrance kept locked at all times?			
If not, are non-locked doors monitored?			
Is there a sign-in & out book for parents or visitors?			
If so, is it used/enforced?			
Does office staff regularly check and follow up with sign in/out sheet?			
Are there posters/signs at the main doors/entrances asking visitors to report to the main office when they arrive at the school?			
Does main office staff have a clear vision line to the main entrance?			

Questions:	Yes	No	Comments:
Is the main office staffed at all times during school hours?			
What is the emergency protocol for main office staff should someone undesirable enter the school?	---	---	
Do all guests (parents, visitors, service providers, etc.) wear special visitor passes?			
Can staff access the school after hours? What are the guidelines for this?			
Is there a communication procedure for staff accessing the schools after hours? (tracking?)			
Are there any safety and security measures in place for entrance into the school after hours for staff? (i.e. key/code sign out, notifying supervisor, etc.)			
Is there evening custodial staff at this school who work alone?			
What are their hours of work?	---	---	
What safety and security measures are in place for these staff persons?	---	---	
Is the school connected to a security company through an alarm system?			
Is the security system regularly checked?			
Are there signs stating a security system is in use?			
Is there a system for tracking staff keys?			
If so, is it enforced?			
Is there a camera system <u>inside</u> the school?			
Is there a camera system <u>outside</u> the school?			
Can the main doors be locked from a remote location?			
Are there any security perimeters of the building after hours?	---	---	
Can staff lock classroom doors quickly in an emergency?			
Are garbage bins, equipment that staff regularly use outside well lit?			
PORTABLES			
Are there portables at the school?			
How do students/staff enter into the school from the portables?	---	---	
Are there any security measures			

Questions:	Yes	No	Comments:
followed for staff/students entering the school from the portables/yard during the day (i.e. buddy system with key?)			
Can the portable doors be locked from the inside and outside?			
Is there a notification system to the portables should a crisis occur?			
LIGHTING OUTSIDE & INSIDE			
Is the school well lit outside at night (specifically entrances)?			
Are there zones around the school where someone may hide?			
Is the school well lit inside when staff are accessing the building after hours or on weekends?			
Are stairwells lit appropriately?			
Are washrooms lit appropriately?			
Are there any areas requiring more light?			
PARKING LOTS			
Do staff park in designated parking lots?			
Are parking lots well lit at night?			
Are parking lots monitored at all?			
Are there any security reminders in the parking lot? (i.e. "Lock Your Car", "Security Patrolled", "Parking Lot Monitored")			
Have cars been broken into while in the parking lot?			
POTENTIAL HIDING SPOTS AROUND GROUNDS			
Is there any overgrown vegetation that could be a potential hiding place for strangers around the parking lot, walking paths, play areas, field, on school property? (note: this vegetation should be cut back or removed if so)			
DAYCARES			
Is there a daycare in or attached to the school?			
Does the daycare have its own entrance door?			
Does the daycare have access to the school?			
Does the daycare have security measures in place for intruders?			
Are the daycare staff familiar with the schools emergency plan?			

Questions:	Yes	No	Comments:
Does the daycare staff control access to the school for parents who come to pick up their children after school hours?			
AFTERSCHOOL & COMMUNITY USE ACTIVITIES			
Are there after school or community use activities in the school after hours?			
If so, when and where in the school?	---	---	
Is there a room use occupancy permit system/agreement for use after hours?			
Are there fundraising activities at the school?			
Where are the profits from fundraising kept?	---	---	
Is there a program for special needs children at this school?			
Is there a safe room for special needs children?			
Has the safe room had a safety review?	---	---	
Are there any low windows at the school that can be opened?			
CLASSROOMS			
Do all classrooms have operating communication systems to the main office?			
Where are they located?	---	---	
What is the emergency contact number in an emergency? Is it posted?	---	---	
Is furniture arranged in classrooms to allow for a quick exit?			
PROCEDURES			
Have staff been trained on the Lock Down procedure? When does this happen?			
Are student codes of conduct communicated to students?			
Are codes of conduct communicated to staff?			
Are staff trained on how to report incidents of conflict (with peers, parents, community members, etc.) to their supervisor?			
What are the current response measures in place for when a conflict or violent incident is	---	---	

Questions:	Yes	No	Comments:
reported?			
Is there a process in place for having parent-teacher meetings in common areas instead of portable structures?			
OTHER:			
What improvements would you like to see at your school in terms of security and safety related to conflict or violence?			
Other:			

- review history of incidents
- perform a worksite parameter check

18.5 HARASSMENT POLICY AND PROGRAM

WORKPLACE HARASSMENT

AG 36.0
June 15, 2010

POLICY

The Nipissing-Parry Sound Catholic District School Board (the "Board") is committed to providing a working environment in which all employees are treated with respect and dignity.

It is the policy of the Board to ensure conduct in its workplaces are in accordance with the gospel values of Jesus Christ, the Board's Mission Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments and of responsiveness to the damaging effects of harassment in the workplace.

1.0 DEFINITION OF WORKPLACE HARASSMENT

Workplace Harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

The normal proper exercise of supervisory responsibilities, including training, evaluation, counselling, and discipline when warranted, does not constitute workplace harassment.

2.0 DEFINITION OF WORKPLACE

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

3.0 TO WHOM DOES THIS POLICY APPLY

The Workplace Harassment Policy applies to all Board employees, trustees, and other users, such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy covers harassment by such persons which is proven to have repercussions that adversely affect the Board's learning/working environment.

The rights of students to a respectful working and learning environment, free from harassment, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviour.

4.0 INFORMATION

4.1 *Information and Instruction with Respect to Workplace Harassment*

The Board will provide an employee with,

- (i) information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace harassment; and
- (ii) any other prescribed information.

4.2 *Program to Implement the Policy with Respect to Workplace Harassment*

- a) The Board will develop and maintain a program to implement the policy with respect to workplace harassment.
- b) Without limiting the generality of paragraph (a) above, the program will:
 - (i) include measures and procedures for workers to report incidents of workplace harassment to the Board or the supervisor;
 - (ii) set out how the Board will investigate and deal with incidents and complaints of workplace harassment; and
 - (iii) include any prescribed elements.

4.3 *Posting of the Policy*

- a) The policy and procedure concerning workplace harassment will be posted on the Health and Safety bulletin board in each work location.

4.4 *Review of the Policy*

- a) The Board will review the policy with respect to workplace harassment as often as is necessary, but at least annually.

5.0 DUTIES AND RESPONSIBILITIES

An educational community is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All persons in its learning/working environment will:

- respect differences in people, their ideas and opinions;
- that one another with dignity and respect at all times, and especially when there is disagreement;
- respect the rights of others;
- show proper care and regard for Board property and for the property of others;

- demonstrate honesty and integrity; and
- respect the need of others to work in an environment of learning and teaching;

The Board strives to maintain an environment respectful of human rights and free of objectionable behaviour for all persons served by it. It must be ever vigilant of anything that might interfere with this duty. The Board expects that all persons in its learning/working environment will:

- be aware of and sensitive to issues of harassment;
- support individuals who are, or have been targets of harassment;
- prevent harassment through training;
- take all allegations of harassment seriously and respond promptly;
- provide positive role models; and
- not demonstrate, allow or condone behaviour contrary to the Policy, including reprisal.

The department of the Board responsible for human resources management has the responsibility to designate resources for ensuring the implementation of and compliance with this policy.

The department of the Board responsible for human resources management will ensure that new employees receive a copy of this Policy and ensure that it will receive profile at orientations for new principals and supervisors and at parent meetings.

6.0 REPRISAL

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace harassment or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

7.0 COMPLAINTS

All employees have a right to complaint about harassment and are entitled to have access to the complaint procedures. Every attempt should be made to resolve matters through an informal resolution. The first step is to inform the individual that his/her behaviour is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach. In order to stop workplace harassment, supervisory and managerial personnel must

address and attempt to resolve complaints under this policy and procedure in a timely fashion.

8.0 REFERENCES/RELATED DOCUMENTS

Canadian Charter of Rights and Freedoms

Ontario Human Rights Code

Ontario Occupational Health and Safety Act

Municipal Freedom of Information/Protection of Privacy Act

Teaching Profession Act

Ontario College of Teachers Act, 1996