

5.0 DUTIES/RESPONSIBILITIES OF THE WORKPLACE PARTIES

The Occupational Health and Safety Act sets out the duties of contractors, employers, supervisors, workers, and other persons. They help achieve effective health and safety outcomes in the workplace. The most important duties are summarized below.

5.1 THE INTERNAL RESPONSIBILITY SYSTEM

The Internal Responsibility System (IRS) is the underlying philosophy of Ontario's *Occupational Health and Safety Act* (OHSA) and a major focus of the Ministry of Labour's (MOL) enforcement efforts. It provides the organizational structure for much of this manual and guides the content throughout.

The IRS assigns an interlocking set of responsibilities and accountabilities to the workplace parties (employer, supervisors and workers) and affords workers three main responsibilities described below:

- The employer, supervisors and workers have **direct responsibility** for health and safety – that is, they have legal liability and must be able to demonstrate due diligence.
- The Joint Health and Safety Committee (JHSC), certified members, the Safety Officer, unions, etc. have **contributive responsibility** – that is, they are not legally liable for performance of their roles (except for their duties as supervisors and workers).
- Everyone has a duty not only to abide by the provisions of the OHSA and the regulations made under it, but to actively enforce those provisions throughout the Board.

5.2 HEALTH AND SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

NPSCDSB in its capacity as the **employer** is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the organization.

All individuals in the workplace, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

A. MANAGEMENT RESPONSIBILITIES AND ACCOUNTABILITIES

Purpose

To ensure that all management complies with their specific requirements within the health and safety program. This level of the organization includes the Director of Education, the Superintendents of Education and the Superintendent of Business.

Scope

These responsibilities reflect the requirements from the Occupational Health and Safety Act (sections 25 and 26).

Standards

Review the program on an annual basis to ensure understanding and implementation. Ensure that any changes are understood by management and staff under management authority.

ROLES AND RESPONSIBILITIES

1. General

Management must perform and adhere to the following:

- a) Performing workplace inspections
- b) Conducting information sessions (safety talks, staff meetings)
- c) Conducting incident investigations
- d) Conducting employee training
- e) Correcting substandard acts or conditions
- f) Commending employee health and safety performance
- g) Performing employee safety observations

2. Management responsibilities, as found in sections 25, 26 of the OHSA:

Section 25 (1) An employer shall ensure that:

- (a) Equipment, materials and protective devices as prescribed are provided.
- (b) Equipment, materials and protective devices are maintained in good condition.
- (c) Prescribed measures and procedures are carried out.
- (d) Equipment, materials and protective devices are used as prescribed.
- (e) All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act Section 25 (2) without limiting the strict duty imposed by subsection (1), an employer shall:
 - (a) Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
 - (b) In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
 - (c) When appointing a supervisor, appoint a competent person. For the purpose of this clause, an employer may appoint him or herself as a supervisor where the employer is a competent person.

- (d) Acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- (e) Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
- (f) Only employ in or about the workplace a person over such age as may be employed.
- (g) Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
- (h) Take every precaution reasonable in the circumstances for worker protection.
- (i) Post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, outlining the rights, responsibilities and duties of workers.
- (j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
- (k) Post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
- (l) Provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and
- (m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

3. Additional management duties

In addition to the duties imposed in Section 25 of OHSA, an employer shall:

- (a) Establish an occupational health service for workers as prescribed;
- (b) Where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;

- (c) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
- (d) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
- (e) Notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
- (f) Monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
- (g) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
- (h) Establish a medical surveillance program for the benefit of workers as prescribed;
- (i) provide for safety-related medical examinations and tests for workers as prescribed;
- (j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
- (k) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
- (l) Carry out such training programs for workers, supervisors and committee members as may be prescribed.

4. Communication

Health & Safety responsibilities will be communicated to all management during their health and safety training program.

Each management person is responsible to communicate any revisions to their staff at each staff meeting.

Copies of the management training program and minutes will be located in the Director's Office and will be kept for a period of two years.

5. Training

- All management require training on their legislative and their health and safety responsibilities.
- Each manager must sign the training record at the completion of the management health and safety training session.
- All records of any health and safety training must be kept in their personnel file.

6. Evaluation

A review of the management responsibilities will be done on an annual basis. This evaluation will measure compliance of each health & safety responsibility (see Form 5.2A: Performance Appraisal/Evaluation Form – Management appraisal).

7. Forms/Records

All health and safety forms must be reviewed as part of the annual program review.

B. SUPERVISOR/PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITES

Purpose

To ensure that all supervisors comply with their specific responsibilities within the health and safety program. This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisor, Principals, Vice-Principals, Managers, and up, and could include the curriculum leads and teachers in charge.

Scope

These responsibilities reflect the requirements from the Occupational Health and Safety Act (sections 27).

Standards

Review the program on an annual basis to ensure understanding and implementation. Ensure that any changes are understood by supervisors and staff under their authority.

ROLES AND RESPONSIBILITIES

1. General

Supervisors must perform and adhere to the following:

- a) Performing workplace inspections
- b) Conducting information sessions (safety talks, staff meetings)
- c) Conducting incident investigations
- d) Conducting employee training
- e) Correcting substandard acts or conditions
- f) Commending employee health and safety performance
- g) Performing employee safety observations

2. Supervisor/Principal responsibilities, as found in sections 27 of the OHSA:

Section 27. (1) A supervisor shall ensure that a worker,

- (a) Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

(b) Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

3. Additional duties of supervisor as per the OHS Act

(2) Without limiting the duty imposed by subsection (1), a supervisor shall,

- (a) Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- (b) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- (c) Take every precaution reasonable in the circumstances for the protection of a worker.

The health and safety responsibilities attached to this level also include the following:

- (a) Taking care of the occupational health and safety of the employees within their respective area.
- (b) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
- (c) Understand and enforce the Health & Safety Policies and Procedures.
- (d) Responsible for ensuring workplace inspections are performed including those conducted by the JHSC or H/S Rep.
- (e) Ensure that employees wear the appropriate personal protective equipment.
- (f) Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor/principal is aware.
- (g) Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
- (h) Take every precaution reasonable in the circumstance for the protection of a worker.
- (i) Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
- (j) Identify and inform superiors of occupational health and safety concerns.
- (k) Responsible for correcting substandard acts or conditions.
- (l) Responsible for commending good health and safety performance.
- (m) Responsible for performing employee safety observations.
- (n) Accountable for health and safety.
- (o) Responsible for performing regular staff visits.
- (p) Set a good example by always wearing the appropriate PERSONAL PROTECTIVE EQUIPMENT when required.
- (q) Ensure that supervisors regularly attend safety meetings.
- (r) Ensure that health and safety reference materials readily available to and workers.

4. Communication

Health & Safety responsibilities will be communicated to all supervisors during their health and safety supervisor training program.

Each supervisor is responsible to communicate any revisions to their staff at each staff meeting. Principals will include Health and Safety on their monthly staff meeting agendas as a 'standing item'.

Copies of the supervisor Health and Safety training program can be found in the Human Resources Department.

Supervisors must keep copies of their staff meeting agendas and minutes for a period of two years.

5. Training

All Supervisor(s) require training on their legislative and their health and safety responsibilities.

Each supervisor must sign the training record at the completion of the supervisor health and safety training session.

6. Evaluation

A review of the supervisor responsibilities will be done on an annual basis. This evaluation will measure compliance of each health & safety responsibility (see Form 5.2B, Supervisor Accountabilities: Performance Appraisal/Evaluation Form – Supervisor Appraisal).

7. Forms/Records

All records of any health and safety training must be kept in the employee personnel file.

C. WORKER/SUPPLIED LABOUR RESPONSIBILITIES

Purpose

To ensure that workers comply with their specific responsibilities within the health and safety program. The term worker/employee will include supplied labour.

Scope

These responsibilities reflect the requirements from the Occupational Health and Safety Act (sections 28).

Standards

All workers will demonstrate their knowledge of the Board's health and safety program.

1. Roles and Responsibilities

Worker responsibilities as outlined in Section 28 of the OSHA Section 28. (1)

A worker shall:

- (a) work in compliance with the provisions of the OSHA and the regulations;
- (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

Section (2) No worker shall,

- (a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- (c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

2. Safety Responsibilities

Workers shall:

1. Ensure that any equipment/machinery will not be operated without being given proper instruction and authority to do so.
2. Refrain from horseplay and running.
3. Ensure that all personal protective equipment will be properly worn at all times, where required.
4. Refrain from climbing any of the shelving/racking systems.
5. Ensure that all long hair is tied up in order to prevent entanglement when working with machinery.
6. Not remove any machine guards.
7. Adhere to all safety rules and signs.
8. Refrain from smoking on Board property.

A worker's failure to comply with their safety responsibilities will result in the application of the progressive disciplinary procedure.

3. Communication

Supplied Labour will receive a copy of our employee responsibilities and disciplinary procedures.

Temporary workers will be required to sign an orientation form when the supervisor has communicated their health and safety responsibilities to them. The orientation form must be kept in the personnel file.

4. Training

All workers shall:

- Attend any training required by the employer.
- Ensure their training records are in their personnel file.

5. Evaluation

Employees will be evaluated on an ongoing basis using observations and one-on-one meetings.

6. Forms/Records

Note: Employee's should check their employee file, at least every three (3) years to ensure that copies of their training record(s) are in their employee file.

D. WORKER ACCOUNTABILITIES

All workers must understand the established policy for discipline related to health and safety. [The term employee will include supplied labour].

All workers shall abide by their health and safety roles and responsibilities as outlined in this health and safety program. Failure to comply will result in the application of the progressive discipline procedure.

This procedure is in compliance with Board Policy 13.0: *Hiring, Tenure, Demotion, Suspension and Dismissal of Staff* and includes the following steps:

Verbal Warning

1. The immediate supervisor will review the facts of the case in private with the employee involved.
2. The employee will be told:
 - a) what action will be taken if specific expectations are not met; and
 - b) what time will be given to rectify the situation.
3. The immediate supervisor will send a notification of the verbal warning to the Supervisory Officer concerned, who will refer it to the employee's personnel file, with a copy to the individual.

and/or

Written Warning

1. The immediate supervisor will review the facts of the case with the employee involved.
2. The employee will be told:
 - a) what action will be taken if specific expectations are not met; and
 - b) what time will be given to rectify the situation.
3. A record of the meeting, stating the facts which were reviewed with the employee, will be prepared by the immediate supervisor, a copy given to the employee, and a copy sent to the Supervisory Officer concerned who will refer it to the employee's personal file.

Follow-up

1. If after the above warnings have been given, the immediate supervisor is satisfied that a demotion or a dismissal is warranted, a recommendation to that effect will be made to the Supervisory Officer, with a copy to the employee and the Human Resources Department.
2. The Supervisory Officer concerned will consult with the immediate supervisor and submit a report to the Director of Education, with a copy to the parties concerned.

E. HEALTH AND SAFETY OFFICER RESPONSIBILITIES

Scope

The Health and Safety Officer shall be responsible to the Director of Education and/or Designate in matters of Occupational Health and Safety and shall be a member of the Joint Occupational Health and Safety Committee.

The following are the Health and Safety Officer's duties:

- (a) Assist in the development and implementation of health and safety standards and procedures.
- (b) Be a certified management member of the Joint Health and Safety Committee.
- (c) Ensure that the Joint Health and Safety Committee minutes are documented, distributed and posted.
- (d) Participate in monthly workplace inspections, where required.
- (e) Facilitate the provision of hygiene tests, as required.
- (f) Ensure that the members of the Joint Health and Safety Committee are provided with a copy of the testing results.
- (g) Ensure that the results of any hygiene testing are distributed and posted on all workplace health and safety bulletin boards.

- (h) Assist in the completion of annual audits of the company's health and safety program.
- (i) Provide resources for company health and safety training.
- (j) Be the company contact for any Ministry of Labour inspections.
- (k) In conjunction with senior management, review/revise the health and safety program/policy annually.

The Health and Safety Officer must have the following training as a minimum:

- a) Applicable Safety Legislation
- b) Injury/Incident Investigation
- c) Planned Workplace Inspection OR Basic Certification Training.

Documentation of the training will be retained in the employee's personnel file.

Roles and Responsibilities

The Health and Safety Officer's responsibilities are to:

- a) Ensure that due diligence is undertaken to ensure the health and safety of all employees.
- b) Advise and assist staff and supervisors on occupational health and safety matters.
- c) Coordinate inspections of all Board equipment, places, processes and working practices in order to identify hazards and recommend remedial action, according to the applicable schedules.
- d) Take appropriate action to investigate all accidents, injuries, job-related illness, incidents and reported hazards.
- e) Ensure that recommendations are made and properly followed up with respect to accidents, injuries, job related illness, incidents, and reported hazards.
- f) Keep necessary records and submit reports as required.
- g) Maintain a liaison with external safety and accident prevention agencies.
- h) Generate an on-going safety awareness attitude in all staff through disclosure of topical information relating to health and safety issues.
- i) Attend all meetings of the Joint Health and Safety Committee.
- j) Coordinate health and safety educational programs within the Board.
- k) Ensure Emergency Preparedness Plans are in place.

F. WSIB CLAIMS ADMINISTRATOR RESPONSIBILITIES

Scope

- a) Shall be responsible to the Manager of Human Resources.
- b) The WSIB claims Administrator must have the following training as a minimum:
 - Applicable Safety Legislations
 - Injury/accident investigation
 - Planned workplace or basic certification

Roles and responsibilities

- a) Assist the Health and Safety Officer with accident investigations and ensure clear written procedures for investigating accidents are in place.
- b) Coordinate and implement the workers' claims management program to ensure an injured worker's claim is managed in an efficient and timely manner.
- c) Coordinate modified work programs within the Board in conjunction with Workplace Safety & Insurance Board rehabilitation representatives.

G. JOINT HEALTH AND SAFETY COMMITTEE (JHSC) RESPONSIBILITIES

Roles and Responsibilities

The JHSC has an advisory role. Its role is to encourage awareness of health and safety issues, identify workplace hazards through regular inspections, and recommend controls to the employer.

It is the JHSC that ensures the performance of appropriate health and safety practices in the workplace through regular audits.

H. CONTRACTOR AND SUB-CONTRACTOR RESPONSIBILITIES

Scope

This classification is external to the NPSCDSB and includes all those individuals or organizations working on a contract basis for the Board.

Roles and responsibilities

The health and safety responsibilities attached to this classification include the following:

- (a) Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified, trained workers and meet all applicable legislation as well as NPSCDSB health and safety policy and procedures.
- (b) Are held accountable for their health and safety performance.
- (c) Provide a WSIB clearance certificate and equivalent insurance.

- (d) Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area.

Additional expectations:

- (a) Health and Safety Responsibilities for Contractors will be included in all contracts tendered and proof of items outlined above may be required by the Board at any time from tendering to project completion.
- (b) Contractors are responsible to familiarize themselves with and follow the NPSCDSB staff, contractor sub-contractor Health and Safety Standard Operating Procedures, prior to performing any work on Board property.

I. VISITORS AND GENERAL PUBLIC RESPONSIBILITIES

Scope

This classification is external to the School Board's organization and includes all those individuals or organizations not identified in the above classifications.

Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.

Roles and Responsibilities

Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.

In the event that a visitor is required to enter a work area or school:

- (a) The supervisor/principal will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
- (b) Any and all required personal protective equipment will be used by the visitor.
- (c) All visitors must sign in with the office at each facility.

Visitors must:

- a) Sign in and sign out in the log, after reading their health and safety responsibilities.
- b) Remain with their designated host.
- c) Not smoke on Board property at any time.
- d) Report immediately to the host, any injury / illness or hazard, no matter how minor.
- e) Follow all posted signs and rules.
- f) In the event of an emergency follow the instructions of the host and remain in the gathering area until given further instruction.

Please refer to Forms 5.12, Visitor responsibilities and 5.12 Visitor Sign-In Log.

5.2A MANAGEMENT ACCOUNTABILITIES



PERFORMANCE APPRAISAL/EVALUATION FORM MANAGEMENT APPRAISAL (to be completed on an annual basis)

Date of Issue: August 2011	Review/Revise Date: August 2012
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LEGEND:

1 – Unacceptable 2 – Requires improvement 3 – Meets standard 4 – Performs above standard

Name:					
Position Title:					
	1	2	3	4	n/a
Performing workplace inspections					
Conducting information sessions (safety talks, staff meetings)					
Conducting incident investigations					
Conducting employee training					
Correcting substandard acts or conditions					
Commending employee and supervisor health and safety performance					
25. (1) An employer shall ensure that,					
(a) The equipment, materials and protective devices are provided as prescribed;					
(b) The equipment, materials and protective devices provided by the employer are maintained good condition;					
(c) The measures and procedures prescribed are carried out in the workplace;					
(d) The equipment, materials and protective devices provided by the employer are used as prescribed; and					
(e) A floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.					
25. (2) Without limiting the strict duty imposed by subsection (1), an employer shall,					
(a) Provide information, instruction and supervision to a worker to protect the health or safety of the worker;					
(b) In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;					
(c) When appointing a supervisor, appoint a competent person;					
(d) Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;					
(e) Afford assistance and cooperation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;					

Name:					
Position Title:					
	1	2	3	4	n/a
(f) Only employ in or about a workplace a person over such age as may be prescribed;					
(g) Not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;					
(h) Take every precaution reasonable in the circumstances for the protection of a worker;					
(i) Post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;					
(j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;					
(k) Post at a conspicuous location in the workplace a copy of the occupational health and safety policy;					
(l) Provide to the committee or to a health and safety representative the results of a report respecting employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and					
(m) Advise workers of the results of a report referred to in clause (a) and, if the report is in writing, make available to them on request copies of the portions of the reports that concern					
25. (3) An employer may appoint himself or herself as a supervisor where the employer is a competent person.					
Additional duties of employers:					
26. (1) In addition to the duties imposed by section 25, an employer shall,					
(a) Establish an occupational health service for workers as prescribed;					
(b) Where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;					
(c) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.					
(d) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;					
(e) Notify the Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;					
(f) Monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;					
(g) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;					
(h) Establish a medical surveillance program for the benefit of workers as prescribed;					
(i) Provide for safety-related medical examinations and tests for workers as prescribed;					

Name:					
Position Title:					
	1	2	3	4	n/a
(j) Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;					
(k) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and					
(l) Carry out such training programs for workers, supervisors and committee members as may be prescribed.					
26. (2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. 0.1, s. 26(1, 2).					
26. (3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,					
(a) The worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;					
(b) The worker's reasonable travel costs respecting the examinations or tests; and					
(c) The time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. 0.1, s. 26 (3); 1994, c. 27, s. 120 (3)					
Overall Assessment					

Additional Comments: _____

I have read and discussed this review with my supervisor.

Signed

Date

Approval Signature:	Distribution to: Personnel file
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5.2B SUPERVISOR ACCOUNTABILITIES



PERFORMANCE APPRAISAL/EVALUATION FORM SUPERVISOR APPRAISAL (to be completed on an annual basis)

Date of Issue: August 2011	Review/Revise Date: August 2012
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LEGEND:

1 – Unacceptable 2 – Requires improvement 3 – Meets standard 4 – Performs above standard

Name:					
Position Title:					
	1	2	3	4	N/A
Performing workplace inspections					
Conducting information sessions (safety talks, staff meetings)					
Conducting incident investigations					
Conducting employee training					
Correcting substandard acts or conditions					
Commending employee health and safety performance					
Performing employee safety observations					
Duties of supervisor					
27. (1) A supervisor shall ensure that a worker,					
(a) Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and					
(b) Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.					
Additional duties of supervisor					
(2) without limiting the duty imposed by subsection (1), a supervisor shall,					
(a) Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;					
(b) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and					
(c) Take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.					
Overall Assessment					

Additional Comments: _____

I have read and discussed this review with the Superintendent/Supervisor.

Appraiser Signature:	Distribution to: Personnel file
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Employee Signature

Date

5.3 ROLE OF STUDENTS AND VOLUNTEERS

The Board is committed to ensuring the health, well-being and safety of all its facility users, including staff, students, parents, volunteers and contractors and community users.

All parties are expected to report identifiable hazards to minimize risk of injury to the school administration.

Students and volunteers must adhere to established safety rules and procedures for specific class curriculum and programs.

Students and Volunteers are expected to follow all established Board health and safety rules.

Students', parents' and volunteers' suggestions are always welcome.

5.5 HEALTH AND SAFETY BULLETIN BOARDS

All workers shall designate a bulletin board for the sole purpose of health and safety related materials.

It is the responsibility of the Site Supervisor to ensure the following Health & Safety materials are posted on the Health and Safety bulletin board at each Board worksite location. It must be kept current. It is the responsibility of the Health and Safety Officer to provide all materials required to do so.

The Joint Health & Safety Committee members conducting the monthly inspections will check the health and safety bulletin board for compliance and currency.

- Occupational Health & Safety Act (most current)
- Industrial regulation (see Important Reminder)
- Most current WHMIS regulation
- Most current Material Safety Data sheets (Not more than 3 years old)
- Designated substances If applicable - most current
- Ministry of Labour – explanatory material
- Guide to the OHSA
- Guide to JHSC
- Hazard Alerts
- Form 82 – In case of injury poster First aid stations:
- First Aid Regulation (1101) First Aid stations:
- Emergency Services and numbers
- Reports
- Joint Health & Safety Committee minutes of meetings
- Ministry of Labour
- Injury / Incident summary
- Inspections
- Workplace Violence Policy and Procedures
- Workplace Harassment Policy and Procedures



5.6 POSTED HEALTH AND SAFETY MATERIAL

Title: Posted Health & Safety Material	Date of Issue: August 29, 2011
Approved by: Senior Administration	Review / Revise Date:
Location: Health & Safety Bulletin Boards	

Item	Date of Issue
Occupational Health & Safety Act	Most current
<ul style="list-style-type: none"> • Industrial regulation 	Most current
WHMIS regulation	Most current
Designated substances	If applicable - most current
Ministry of Labour	As released
<ul style="list-style-type: none"> • Guide to the OHSA • Guide for JHSC and Worker Representatives • Hazard Alerts • Fact Sheets 	
Form 82 – In case of injury poster Reporting Work-Related Accidents, Injuries and Illnesses	Most current
Material Safety Data Sheets (MSDS)	<ul style="list-style-type: none"> • Available to all employees in a known location • Inventory must be current (no more than 3 years old)
First aid Regulation (1101)	Most current
Emergency Services and numbers	<ul style="list-style-type: none"> • Placed by all primary phones
Reports	Most Recent version for a minimum of a month
<ul style="list-style-type: none"> • Joint Health & Safety Committee Meeting Minutes • Health and/or safety assessments/surveys • Ministry of Labour Orders • Workplace Incident Summaries • Worksite Inspections 	
Policies	Most current
<ul style="list-style-type: none"> • Health and Safety with List of JHSC Member Names • Workplace Violence • Workplace Harassment • Footwear • First Aid Transportation Requirements 	
Other Emergency plan	<ul style="list-style-type: none"> • Floor plans must be posted by all emergency exit doors • Floor plans must be posted by lunchroom(s)

It is the responsibility of the Health and Safety Officer to ensure the following Health & Safety material is posted and/or available in the workplace. It must be kept current. The Joint Health & Safety Committee members conducting the monthly inspections will check the health and safety board for compliance.

5.12 VISITOR RESPONSIBILITIES

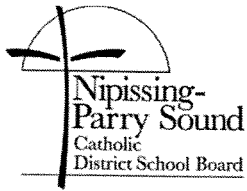


VISITOR SIGN-IN LOG

By signing this log you are acknowledging that you have read, understood and will abide by the visitor responsibilities (see reverse side).

DATE	PRINT NAME	PERSON VISITING / REASON FOR VISIT	TIME IN	TIME OUT	SIGNATURE

NOTE: This form MUST be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and are accounted for.



VISITOR RESPONSIBILITIES

Any visitor to a school must report directly to the school office.

Visitors must:

- Sign in and sign out in the log, after reading their health and safety responsibilities.
- Remain with their designated host.
- Not smoke on Board property at any time.
- Report immediately to the host, any injury / illness or hazard, no matter how minor.
- Follow all posted signs and rules.
- In the event on an emergency follow the instructions of the host and remain in the gathering area until given further instruction.