

HEALTH AND SAFETY PLACEMAT

HEALTH AND SAFETY CONCERN REPORTING

Health and Safety Procedure HS 02-01

Internal Responsibility System - joint effort of both management and employees to resolve safety concerns.

Employees - responsible to address concerns to their immediate supervisor (Principal, Vice Principal, Manager, Supervisor).

Principal/supervisor - responsibility to review and endeavour to resolve the concern.

Concerns classified as:

1. Urgent / Life Threatening (i.e. Gas, Chemical, Fire)

- Employee shall immediately:
 - notify Principal/Manager and occupants in area;
 - assist with securing area
- Principal/Manager shall ensure safety of occupants and initiate remedial action (APM A7020)
- Upon resolution Principal/Manager and Employee complete section 1 & 2 (Appendix A) of **Health and Safety Concern Reporting Form**

2. Non-Life Threatening (i.e. General indoor air quality, Housekeeping, Ergonomics, Lighting)

- Employee completes section 1 of the **Health and Safety Concern Reporting Form** and notifies Principal/Manager
- Investigation conducted by Principal/Manager with employee
- Concern Resolved** – Principal/Manager completes Section 2 of Concern Form
- Concern Not Resolved** – Principal/Manager shall notify employee of reasons and complete section 2 of Concern Form
- Employee may:
 - Contact Joint Health and Safety Committee (JHSC) representative
 - Initiate work refusal if warranted (refer to HS 02-03)



REPORTING WORKPLACE INJURY/ILLNESS

Administrative Procedures Memorandum APM A4002

If staff are injured in the workplace and experience any of the following situations, then it should be reported:

- Situations where there was an incident, but no personal injury
- An injury where first aid was or was not performed
- An injury occurred and medical attention was sought at a hospital, clinic, or family physician

Please ensure that you immediately report the incident to your **Principal/Vice Principal/Manager/Supervisor**. You will then be required to complete the online report.

Report of Workplace Injury/Illness form is available for completion and submission on the [Staff Website](#) by going to: **Board > click on the following link:**

**Report of Workplace
Injury/Illness**

Instructions on using online webform

1. To enter an incident select **Lookup**
2. Enter First Name, Last Name & Birth Date
3. Select your profile
4. Complete report to the bottom
5. Click **Submit**
6. You will get an submission ID #



Completed form sent electronically to supervisor and Human Resource Services - Health and Wellness Department.

The Board is committed to ensuring an early and safe return to work in accordance with legislation. The Board in most situations is able to provide employees modified work.

The worker is obligated under legislation to co-operate in their early and safe return to work by keeping in contact and assisting the employer in the return to work process.



CRITICAL INJURIES

Health and Safety Procedure HS 03-02 Administrative Procedure Memorandum A4002 & A5410

Reporting and investigation of "Critical Injuries" is a requirement under the Occupational Health and Safety Act (OHSA).

Applies to staff, students and visitors

Call 911 - Obtain emergency medical treatment.

Critical Injuries are defined by the OHSA as:

- places life in jeopardy or
- Produces unconsciousness or
- Results in substantial loss of blood or
- Involves the fracture of a leg or arm but not a finger or toe or
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe or
- Consists of burns to a major portion of the body or
- Causes the loss of sight in an eye

The Ministry of Labour interpretation of this definition is as follows:

- the fracture of the foot or the ankle may constitute a critical injury
- the fracture of a single toe does not constitute a critical injury, but the fracture of more than one toe may constitute a critical injury
- the fracture of the hand or the wrist may constitute a critical injury
- the fracture of a single finger does not constitute a critical injury, but the fracture of more than one finger may constitute a critical injury

Ensure the scene of the incident is not interfered with, except:

- for the purpose of saving life,
- relieving human suffering or
- the prevention of unnecessary damage to equipment or other property,

until permission is given by the Ministry of Labour.

Notify Corporate Risk – Health and Safety (staff) or Corporate Risk – Operational Hazards and Insurance (students and visitors) immediately, as well as your respective Principal/Vice Principal/Manager/Superintendent.

HEALTH AND SAFETY PLACEMAT

AGGRESSIVE INCIDENT REPORTING

Administrative Procedures Memorandum APM A4071

- Process for collecting/tracking incidents of aggressive behaviour against employees
- Definition – any physical, verbal or non-verbal incident or injury which results in an employee feeling threatened for his/her safety and security
- May involve a student, co-worker, parent, visitor
- Electronic Process to track and follow-up
 - Access through Staff web site
 - Employee completes Section 1
 - Once submitted - Reports go directly to Supervisor
 - Supervisor to review incident with employee, complete Section 2
 - Forms saved into a database
 - Aggressive Incident forms & summary reports available/reviewed by:
 - Special Education Department
 - Superintendent of Education
 - Joint Health and Safety Committee

DISPUTE RESOLUTION PROCEDURE ARISING FROM WORKPLACE HARASSMENT / OBJECTIONABLE BEHAVIOUR

Administrative Procedures Memorandum A4075

- Combines workplace harassment and objectionable behaviour
- Provides a mechanism for dealing with both concerns

SAFE SCHOOLS REPORTING

Administrative Procedures Memorandum APM A7635

- Create expectations for behaviour for all persons on school property
- Outlines strategies to be taken to address incidents
- Establishes a process to be used when imposing appropriate consequences for student

Written Report

- ⇒ Form A 7635 – Part 1
- ⇒ Submitted to:
 - Principal
 - Vice-principal
 - Teacher-in-charge **during the absence of administration**
- ⇒ When safe to do so
- ⇒ No later than the end of the school day
- ⇒ At end of a transportation run
- ⇒ Questions should be directed to the principal

HEALTH AND SAFETY WORK REFUSAL

Health and Safety Procedure HS 02-03

A worker may refuse to work or do particular work where they have reason to believe they, or another person are likely to be endangered.

Worker must immediately notify the Principal or Vice Principal:

1. That the work is being refused, and
2. Explain the circumstances of the refusal.

Two stages for investigating and resolving a work refusal:

Stage 1

- Internal Investigation & Resolution Internally by Workplace Parties
- Investigation to include Principal, Vice Principal & Joint Health and Safety Committee Worker Member
- Other Resource staff may be present to assist (i.e. Special Education, Corporate Risk – Health and Safety, Facility Services)

Stage 2

- Cannot be resolved internally by Workplace Parties.
- Ministry of Labour contacted & conducts investigation with Workplace Parties.
- Ministry of Labour makes decision and writes report

Reprisals by the employer are prohibited when a worker acted in compliance with the OHS Act/ Regulations.

PROCEDURES ARE AVAILABLE ON THE SCDSB STAFF WEBSITE.

- Enter the address <https://staff.scdsb.on.ca> in browser
- Enter your User Name and Password to login (if access denied contact the Information Services – Helpdesk)
- Once logged into the staff website navigate as follows:

HEALTH AND SAFETY PROCEDURES MANUAL

- ⇒ Click > “Board” > “Departments” > “Corporate Risk” > “Health and Safety” > “H & S Procedures Manual”.
- ⇒ Once in the Health and Safety Procedures Manual:
 - Click on “Section #” or “Alphabetical Index” to view contents
 - Click on specific procedure to view

ADMINISTRATIVE PROCEDURES MEMORANDUM

- ⇒ Click > “Board” > “Memos, APMs, Policies” > “APMs”.
- ⇒ Once in the Administrative Procedures Memorandums:
 - Click on “Section #” to view contents
 - Click on specific procedure to view