

	POLICY NO: 4.3
Adopted	2020
Projected Review Date	2027
Revisions	ANNUAL REVIEW

POLICY: OCCUPATIONAL HEALTH AND SAFETY

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to providing and maintaining a safe and healthy workplace in accordance with the Occupational Health and Safety Act (OHSA) and HWDSB's commitment to the safety and well-being of its employees.

GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy workplace, in accordance with provincial standards and in compliance with legislative requirements.
- Endeavour to eliminate any foreseeable hazards to workers.
- Recognize intersecting identities and how staff may experience workplace hazards and risks differently.
- Commit to occupational health and safety being an integral part of HWDSB's operations.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Implement strategies to reduce workplace injuries.
- Support the Internal Responsibility System (IRS) by completing workplace inspections and eliminating hazards.
- Ensuring contractors work safely in our workplace.

RESPONSIBILITY:

Chief Executive Officer

TERMINOLOGY:

Central Joint Health and Safety Committee (CJHSC): A single Joint Health and Safety Committee established to cover multiple workplaces where the committees' structure has received approval by order of the Minister of Labour, Immigration, Training and Skills Development.

Internal Responsibility System (IRS): A system, within an organization, where everyone has direct responsibility for health and safety as an essential part of their job. It does not matter who or where the

person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis.

Workplace Harassment: OHSa defines workplace harassment as

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome, or
- b) Workplace sexual harassment.

Supervisor: The person who has charge of a workplace or authority over a worker. This includes a principal, vice-principal, manager or teacher appointed by HWDSB to direct and supervise a school or organizational unit of a school.

Worker: Includes any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates in the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- Such other persons as may be prescribed (by the OHSa) who perform work or supply services to an employer for no monetary compensation.

Workplace: Any land, premises, location, or thing at, upon, in or near which a worker works. Examples include, but are not limited to:

- Schools, Board offices, properties, and facilities, as well as vehicles used in the course of completing work and traveling between work sites.
- School-related activities such as extracurricular activities, co-instructional activities, and excursions.
- Conferences, training sessions, workshops and other work-related events or functions.

ACTION REQUIRED:

Every worker protects their own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive, as appropriate, information, instruction, and supervision in their specific work tasks to protect their health and safety.

The CJHSC assists in identifying situations that may be a source of danger or hazard to workers and make recommendations to the HWDSB on matters of occupational health and safety.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals.	A comparison, year over year, of notifiable accidents, explosion, fire, or incident of workplace violence where a person is killed or critically injured, disabled from performing their usual work or requires medical attention.
Implement strategies to reduce workplace injuries.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Support the IRS by completing workplace inspections and eliminating hazards.	The successful completion of monthly and annual workplace inspections.
Ensuring contractors work safely in our workplace.	Performance will be evaluated by reviewing critical injuries involving contractors and WSIB claim data where applicable.

REFERENCES:

Government Documents

Education Act

Occupational Health and Safety Act

Revisions:

Policy Review & Template Migration, May 2025

Policy Review, May 2026