



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Occupational Health and Safety	Administrative Procedure Number 809
Directional Policy 800 - Healthy Schools and Workplaces	

Title of Administrative Procedure:

Occupational Health and Safety

Date Approved:

June 4, 2024

Projected Review Date:

2025

Directional Policy Alignment:

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy. The Board recognizes that the health and well-being of our staff is foundational to their success. A healthy environment involves being respectful of one another’s social, emotional, spiritual and physical well-being. We all have a collective responsibility to create healthy work environments to keep our staff safe.

Alignment with Multi-Year Strategic Plan:

The Board is committed to providing a safe and healthy working environment for all employees and shall comply with the responsibilities placed upon employers by the Occupational Health and Safety Act.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Board will take every precaution reasonable to protect the health and safety of employees. This shall be accomplished by ensuring the development of health and safety policies, procedures and programs to support this objective.

As workplace health and safety is a joint responsibility, the Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNC Catholic) and all of its employees are to act in compliance with the requirements of the Occupational Health and Safety Act.

The Board recognizes and endorses the Internal Responsibility System philosophy, whereby all workplace parties share the responsibility for health and safety. The Occupational Health and Safety Act defines responsibilities for the employer, the supervisor, employees, and the Multi-workplace Joint Health and Safety Committee.

Responsibilities:**The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Healthy Schools and Workplaces Directional Policy;
- Reviewing the Occupational Health and Safety Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for the implementation of and compliance with this Administrative Procedure;
- Reviewing this Administrative Procedure annually;
- Providing a semi-annual report on health and safety issues at a regular meeting of the Board.

Superintendent of Human Resource Services is responsible for:

- Implementing and operationalizing this Administrative Procedure;
- Ensuring the appointment of 'competent persons' as principals, managers and supervisors as defined under the Occupational Health and Safety Act and required within Section 25 (2)(c) of the same;
- Ensuring the provision of health and safety orientation sessions for all new hires or those transferring to new roles;

- Maintaining and supporting the Multi-Workplace Joint Health and Safety Committee (hereinafter referred to as the JHSC);
- Ensuring the JHSC establishes a Terms of Reference and maintains Ministry of Labour, Training and Skills Development approval of such.

Superintendents, Principals, Managers and Supervisors are responsible for:

- Ensuring compliance with health and safety training, legislation, policy, procedures and programs;
- Receiving health and safety concerns, investigating the concerns, and responding with appropriate corrective actions;
- Advising staff of potential hazards in their place of employment;
- Investigating accidents and taking steps to prevent recurrence.

Workers are responsible for:

- Protecting personal health and safety by working in compliance with legislation and with safe work practices and procedures established by the board;
- Immediately reporting to their supervisor any safety hazards of which they become aware.

Joint Health and Safety Committee is responsible for:

- Adhering to the responsibilities delegated under the Occupational Health and Safety Act and contained within the Multi-Site JHSC Terms of Reference approved by the Ministry of Labour, Training and Skills Development.

Progress Indicators:

- Ensuring the JHSC reports periodically to Director as defined in the Terms of Reference;
- Addressing and resolving Occupational Health and Safety concerns in a timely fashion.

Definitions:

Competent Person - as defined in the Occupational Health and Safety Act, a Competent person means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with the (Occupational Health and Safety) Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace.

Worker - as defined under the Occupational Health and Safety Act

References:

[Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)

Terms of Reference – Joint Health and Safety Committee