



**INTERNAL
AUDIT TEAM**
Toronto and Area Region

CONFIDENTIAL

**Toronto Catholic
District School Board
Employee Health and Safety**

Audit Report

August 2018

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Executive Summary

Introduction

In 2018, the Regional Internal Audit Team (RIAT) conducted an audit to assess the design and operational effectiveness of internal controls and processes related to employee health and safety at the Toronto Catholic District School Board (TCDSB or the Board).

“A vital component of our TCDSB Mission Statement is to provide a safe and welcoming learning environment that is an example of Christian community.”¹

Objectives and Scope

The objective of this engagement was to assess that processes and controls were designed and operating effectively to mitigate the risks related to employee health and safety. More specifically, we assessed the processes and controls within the following areas:

- Regulatory compliance (i.e. Occupational Health and Safety Act);
- Roles, responsibilities and accountabilities of those designated with health and safety functions (e.g. Multi-Workplace Joint Health and Safety Committee (JHSC), Safety Coordinating Committee, Health and Safety Coordinator and school level representative);
- Training and communication of workplace health and safety requirements;
- Monitoring and reporting; and
- Policy and procedure development.

To carry out this assessment, we reviewed supporting documentation and interviewed management including the following personnel:

- Melissa Eldridge - Legal Counsel Employee Relations
- Corrado Maltese - Coordinator Occupational Health and Safety Department
- Suzy Kawasaki - Supervisor Occupational Health and Safety Department

¹ TCDSB Occupational Health and Safety Policy

- Fabrizio Macieri - Manager, Facilities Operations
- Marty Farrell - Coordinator, Purchasing Department

As agreed with management, the scope of our engagement focused on employee health and safety and did not include student health and safety or compliance with any other regulations such as “Health Protection and Promotion Act” and the “Workplace Safety and Insurance Act”. As an example, the Health Protection Act provides for the organization and delivery of public health programs, and is not directly related to the management of employee health and safety. Although the Workplace Safety Act does involve employee health and safety, the Act’s purpose is to provide compensation and benefits to workers, and facilitate return to work from those that have already sustained an injury.

Summary of Key Observations and Recommendations

In addition to facilitating compliance with Ontario's Occupational Health and Safety Act, we found that the Occupational Health and Safety Department has procedures in place to address health and safety incidents and to support a safe working environment for their employees. These include:

- Conducting ongoing inspections of the workplace (e.g. schools) for potential health and safety risks;
- Follow-up on health and safety concerns with staff;
- Identification of training needs, and facilitation of training materials; and
- Development of health and safety related procedures.

The Occupational Health and Safety Department continues to face ongoing challenges of ensuring School Board compliance, while still devoting the time and resources to work with staff to improve processes with an aim at reducing the number of health and safety related incidents. Specifically, management has taken the initiative to identify and has begun to address areas of improvement. These include:

- The Coordinator Occupational Health and Safety Department has begun monthly meetings with the Management Co-chairs of the three JHSCs to discuss common safety concerns and establish a consistent management approach among the three JHSCs.
- Starting in September, the Coordinator Occupational Health and Safety Department will chair the Safety Coordinating Committee which is comprised of the Co-chairs (Management and Worker) of the three JHSCs
- Utilizing a grant from the Ministry of Education, TCDSB is looking to implement an electronic hazard reporting system. This will replace the manual hazard reporting form

While the Occupational Health and Safety Department has processes and controls in place to mitigate the risks related to health and safety compliance, these alone cannot completely mitigate the risk that employees will be injured while performing their duties.

In 2017 TCDSB has recorded the following incidents by category². While these incidents are recorded and tracked, the severity of the incident has not been quantified by management. Over the same time period, the Board has not been fined or levied for non-compliance of the Occupational Health and Safety Act (OHSA) and/or its regulations, or subject to any legal action related to employee health and safety.

- In 2017, TCDSB employees sustained 458 work-related injuries, 265 of which were lost-time injuries (“LTIs”)*.
- There were 4174 work days missed as a result of workplace injuries in 2017.

| 2017 | |
|---|----------------------|
| Total number of injuries | 458 |
| Total number of lost-time injuries* | 265 |
| Total number of injuries requiring health care or first aid (no lost-time injuries) | 193 |
| Workplace Fatalities | 0 |
| Lost-time injury rate | (2.57 per 100 FTE**) |

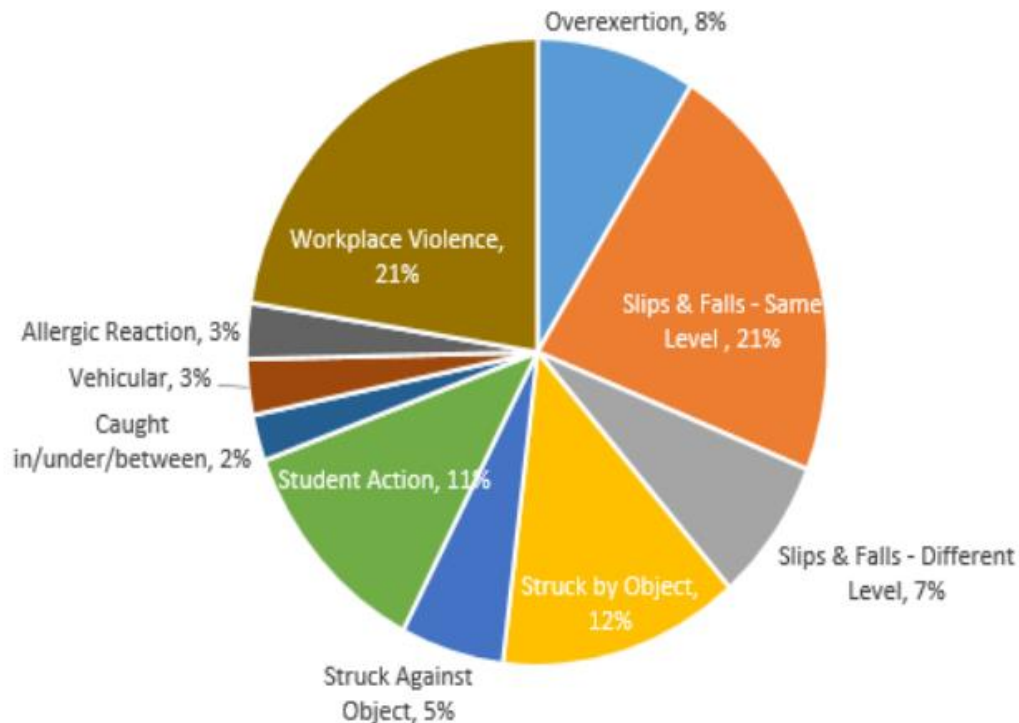
*A **Lost Time Injury (LTI)** is defined as any worker losing time from work and/or wages/earnings after the day of a work-related injury.

****Full-Time Equivalent (FTE)**: A FTE of 1.0 represents that a worker is equivalent to a full-time worker. A given employee’s work hours are converted into a FTE as a method of standardization to account for various work hours.

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² ANNUAL HEALTH AND SAFETY STATISTICS REPORT: A SUMMARY OF WORK-RELATED INJURIES & OCCUPATIONAL ILLNESSES IN 2017

Top 10 Injury Types (All Job Categories)



The “*Top 10 Injury Types (All Job Categories)*” chart illustrates the 10 most frequent injury types reported by TCDSB employees in 2017. Slips and falls, from ‘same’ and ‘different’ levels, make up 28% of all injuries. Workplace violence is the second leading injury type (21%).

TOP 5 INJURY TYPES in 2017

1. Slips & Falls
2. Workplace Violence
3. Struck by Object
4. Student Action
5. Overexertion

For detailed observations see the “Observations and Recommendations” section below.

Background

Reporting to Legal Counsel, Employee Relations, who reports to the Executive Superintendent, Human Resources & Employee Relations, the Occupational Health and Safety Department⁴ is responsible for facilitating and reporting on health and safety processes to support the safety of employees and the Board's compliance with governing legislation. Specifically, the group facilitates the implementation of employee health and safety processes, in accordance with the Occupational Health and Safety Act (OHSA).

The OHSA establishes a number of duties and responsibilities for employers (TCDSB) and employees⁵. These include but are not limited to: communication, training, inspection, and the implementation of processes to support employee health and safety. Accordingly, a Board health and safety policy and supporting programs have been designed and implemented to address these requirements. In addition, the Occupational Health and Safety Department serves as a resource to all Board staff on health and safety matters, and acts as the liaison with outside organizations (i.e. Ministry of Labour).

As part of its responsibilities, the Occupational Health and Safety Department performs the following:

- Keeps up-to-date with changes in legislation dictating health and safety requirements;
- Communicates health and safety requirements to each location (i.e. school, CEC);
- Communicates with the Ministry of Labour (MOL);
- Investigates, tracks and records workplace incidents / accidents;
- Develops and provides health and safety training and materials;
- Develops and implements health and safety policies, procedures and processes;
- Provides reports as needed through the Director of Education to the Board of Trustees on health and safety matters; and
- Ensures health and safety materials are accessible to employees through posting on the staff portal and in the workplace.

⁴ For an organizational chart of the Occupational Health and Safety department, refer to Appendix C.

⁵ For details on the Ministry of Labour's role, OHSA, Committees, Inspections, refer to Appendix D

Observations and Recommendations

Our observations and recommendations which follow have been grouped within the scope areas listed above.

Regulatory Compliance

As part of its goal to provide a safe working environment for all TCDSB employees, the Occupational Health and Safety Department must ensure that TCDSB is in compliance with all regulations related to health and safety. Primarily, these regulations are stated within the OHSA. The Occupational Health and Safety Department facilitates Board compliance with the OHSA through the achievement of the following objectives:

- Changes to the OHSA are monitored; and
- Implemented procedures and processes exist to ensure adherence to the OHSA.

To keep current on legislative health and safety changes, members of the Occupational Health and Safety Department maintain memberships in professional Health and Safety associations (e.g. OASBO) and also review updates on the MOL site, and subscribe to the annotated OHSA which provides updates on case law, fines, convictions, and updates to the act.

The group has established a number of procedures and policies to facilitate compliance with the OHSA. These include:

- A health and safety manual. The health and safety manual along with key policies such as Workplace Violence, Harassment and Discrimination and Occupational Health and Safety provide an overview of policies and procedures related to health and safety. This includes details on how TCDSB complies with the requirements of the OHSA, The manual is made readily available to employees through posting on the staff portal as well as at each worksite.
- A workplace violence and harassment program and policy. The program has been implemented and adheres to OHSA requirements, including procedures to control risks, to report incidents, to summon immediate assistance and provides details on how incidents/complaints will be investigated.

- A Joint Health and Safety Committee (JHSC). The Board has established three committees which represent the following employees:
 - (1) Elementary teachers;
 - (2) Secondary teachers; and
 - (3) CUPE staff.

While each committee is required to have at least two members who have been certified in safety training, currently the JHSC's at TCDSB exceed this requirement. In addition, at least half of these members are employees of the Board and do not exercise managerial duties.

- Training relating to workplace violence, safety and harassment is provided to employees upon hire and annually thereafter through health and safety awareness videos and in-person and online learning sessions.
- Risk assessments of workplace violence are performed for each site. The assessments consider the risk of violence, the nature of the workplace and the type or conditions of work. Further, they include measures and procedures to control identified risks that are likely to expose a worker to physical injury. Should a critical injury or fatality occur, they would be investigated by staff of the Occupational Health and Safety department and a written report is submitted to the MOL.

We assessed the processes and controls of regulatory compliance through discussion with management and review of supporting documentation. Specifically, we conducted two school site visits, and one maintenance facility to review the sites compliance to the OHSA. In addition, to assess processes for compliance to the OHSA, we assessed supporting documents against compliance requirements, including the following:

- Committee terms of reference;
- Meeting minutes;
- Position descriptions;
- Health and safety training;
- Health and safety manual;
- Inspection forms;

- Risk assessment forms;
- Critical injury forms; and
- Training materials.

In addition to the positive practices noted above, we identified some opportunities for further improvement.

Key Findings

1. Oversight and monitoring of the site inspection/risk assessment process

As part of our assessment of the processes related to OHSA compliance, we assessed the monthly building inspection process, including annual risk assessments. To ensure compliance with OHSA, each building is to be inspected on a monthly basis. These inspections are performed by unionized staff, and the results are reported to JHSC and also shared with the Occupational Health and Safety Department. In addition, on an annual basis, each site is to have an update performed to their workplace violence risk assessment. We found through our assessment that there is opportunity to improve the oversight and monitoring of the site inspection process. More specifically we found:

- Currently, tracking of site inspections is not performed by TCDSB to validate completion across all sites on a monthly basis. During our testing, 6 out of the 25 sample worksites selected, did not have an inspection completed for the month(s) selected.
- We assessed the site inspections for the Plant and Facilities East Warehouse on May 31, 2018 and found some of the risk areas identified in the March inspections had not been addressed. Without a centralized tracking process in place on the follow-up actions agreed upon by site Supervisors or Managers, it will be difficult to ensure that all remediation steps are sufficiently addressed.
- Occupational Health and Safety Inspection Reports used by Designated Worker Members during monthly inspections are not comprehensive enough to evidence sufficient and consistent inspections across all sites. Specifically, the forms only detail infractions that were observed. This does not provide enough evidence to confirm if all requirements of the inspection have been met.

- Currently the process for tracking risk assessments is done informally. The Coordinator, OHS sends out a reminder to all schools in October of the calendar year, reminding all schools to perform an annual review and tracks this on a printed list of all the workplaces. However, this list is not maintained. Out of the 15 samples selected for testing 8 Workplace Violence Risk Assessments did not have a revision log, one (a new build) had not yet been completed and only 6 were able to evidence an annual review performed within the last year. At the time of our review, we were informed by the Coordinator, OHS that the process of using revision logs is still being adopted and has not been implemented by all worksites.

We also noted that management has proactively identified an inspection monitoring system which would assist with oversight and monitoring of the inspection process.

Impact:

Without sufficient oversight over the inspection process, there is an increased risk that health and safety risks at school board locations may go unidentified. In addition, there is an increased risk that TCDSB will not be compliant with OHSA requirements.

Recommendation

- R1. Working with the JHSC, management should establish a centralized tracking process to ensure that all sites have been inspected completely and follow up actions are identified and tracked. Management has previously identified a system which would allow for inspections to be done electronically, and would include reporting functions. Management should consider continuing to explore the implementation of an inspection monitoring system.

Management Response and Action Plan:

The OHS Department will implement an inspection spreadsheet in September 2018 to track inspections. Monthly reports listing any outstanding inspections will be provided to the three JHSCs. The OHS Department will also consult with the JHSCs to implement an electronic inspection system using a tablet rather than paper inspection forms (implementation date: September 2019).

2. Structure of the JHSC should be addressed to ensure compliance with the OHSA

We found that TCDSB Management accounts for more than half (6 out of 10) of the Elementary School Teacher Committee composition. This is in violation of the OHSA, which states that at least half the members of a committee must be in non-management roles.

Impact:

Without ensuring that the JHSC is comprised in accordance with the OHSA, there is a risk that TCDSB will be in violation of the OHSA.

Recommendation

- R2. Working with the JHSC, management should ensure that the structure of the JHSC is composed of equal parts management and non-management roles.

Management Response and Action Plan:

The OHS Department will work with the new Management Co-Chair of the JHSC to ensure that the JHSC membership complies with the Terms of Reference (timeline: September 2018).

Roles, Responsibilities and Accountabilities

Although health and safety is everyone's responsibility in supporting a culture of wellbeing, TCDSB has established and promoted an internal responsibility system⁶ for health and safety. This system is promoted within the following:

- Defined roles and responsibilities;
- Organizational charts; and
- Joint Health and Safety Oversight Committees.

The health and safety manual and individual position descriptions for health and safety roles clearly define key responsibilities. Further, the organizational chart for the Occupational Health and Safety department clearly outlines accountabilities. In addition, all health and safety roles mandated by the OHSA have been filled at the Board. This includes:

- A supervisor at each location (i.e. school) who has been designated with responsibility for workplace health and safety; and
- Three Multi-workplace Joint Health and Safety Committees (elementary teachers, secondary teachers, and unions) who meet on a bi-monthly basis (throughout the school year). The OHSA requires the committee has at least two members who are certified⁷

We assessed the processes and controls supporting the internal responsibility system through discussion with the Occupational Health and Safety department and a review of supporting documentation, including the health and safety manual, position descriptions, organizational chart, listing of health and safety assignees, committee guidelines and meeting minutes.

We found that roles and responsibilities were defined and operating to facilitate health and safety governance at TCDSB, in line with OHSA requirements. There are opportunities to improve communication between the JHSC and the Occupational Health and Safety Department. As an example, the Occupational Health and Safety Department has recently scheduled ongoing meetings with the management representatives of the

⁶ For an organizational chart of the Occupational Health and Safety department, refer to Appendix C.

⁷ A certified member is a member who has received specialized training in occupational health and safety and has been certified by the Chief Prevention Officer under the OHSA.

JHSC, to provide guidance and support where needed. In addition, the Coordinator of the OHS department will chair a newly formed Safety Coordination meeting, which will include the Management and Worker Co-chairs from all three JHSC's. The intent is to improve coordination between the three committees and to discuss health and safety issues that are common to all employee groups.

Training and Communication

Ongoing training and communication of changes in regulation, policy, and process are an important aspect of ensuring employee safety at the Board.

The Occupational Health and Safety Department at TCDSB has implemented a number of controls and procedures to achieve the following objectives relating to training and communication:

- The Board trains employees on health and safety areas and hazards;
- Health and safety policies and procedures are easily accessible to employees;
- Hazards or serious potential hazards are communicated to employees; and
- Changes to the OHSA are communicated and appropriate action is undertaken.

All Board staff are trained in health and safety practices relevant to their job and responsibilities. On an annual basis, the Occupational Health and Safety Department provides schools with health and safety tasks and training requirements for the year. This includes mandatory and optional training offered through both online and live sessions. In addition, all health and safety procedures, videos, and training materials are posted on the staff portal for employee access. Further, the health and safety manual (including policies and procedures) is posted on the staff portal and at each worksite and copies of the OHSA are also posted in all worksites. Revisions are made to health and safety policies/procedures in response to changes in the OHSA (and related regulations). Revisions are communicated to relevant employees (i.e. principals, vice principals and supervisory officers) in a timely manner.

In addition, ongoing health and safety reminder memos are provided to school principals and vice principals covering topics such as incident/accident reporting procedures, health and safety information and training, and Joint Health and Safety Committee workplace inspections.

We assessed the processes and controls which support the achievement of the above objectives. Specifically, in addition to discussion with management, we assessed

- The staff portal;
- Training presentations;
- Reminder memos; and
- Health and safety calendar and emails.

We found that Management has developed their training programs to not only address the immediate risks of workplace hazards, but also to support a culture of ongoing safety awareness. In addition, the OHS department is in the process of formalizing a standardized training program for each employee group. As part of this process, Management may consider implementing a centralized tracking system, to allow the Board to monitor all complete and incomplete training.

Monitoring and Reporting

The Occupational Health and Safety Department at TCDSB facilitates the monitoring and reporting for all aspects of health and safety at TCDSB. This includes monitoring and reporting to the Director of Education, the Board, and the Ministry of Labour on items including:

- Workplace incident tracking;
- Inspection reporting; and
- Current initiatives.

As part of their monitoring and reporting responsibilities, the Occupational Health and Safety Department works to achieve the following objectives:

- Site inspections are completed on a periodic basis in accordance with the OHSA;
- Incidents related to health and safety are investigated and tracked;
- Reporting of health and safety matters occurs in a timely manner to relevant stakeholders; and
- Ministry of Labour orders are addressed.

Site inspections are completed for each site in accordance with workplace safety inspection procedures outlined in the health and safety manual. Completed inspection forms are provided to the school principal, Joint Health and Safety Committee, and Health and Safety group.

Also outlined in the health and safety manual are procedures governing health and safety incidents occurring at schools/administrative buildings. Incidents are reported through completion of an accident investigation report (AIR), and are investigated and signed off by the site supervisor with corrective measures documented. A copy of the form is provided to Health and Safety group for analysis and further investigation (if required). All incidents are entered into the Board's tracking system (i.e. Parklane). The forms include actions taken to prevent reoccurrence.

A health and safety concern report is completed when an employee identifies a hazard or hazardous situation. Once notified of the concern, the respective principal provides corrective action. A copy of the report is

sent to the Occupational Health and Safety Department for information and further investigation (if required).

Critical injuries are reported immediately to the Occupational Health and Safety department who submit a report to the MOL.

The Occupational Health and Safety Department monitors action items from the Joint Health and Safety Committee meetings and follows up (as necessary). Potentially significant and/or unusual issues are escalated to Senior Management.

Health and safety reports are provided to the Board of Trustees that contain information on specific system-wide procedures (e.g. : Hot Weather Standard Operating Procedure) or revisions to Board policies (Workplace Violence Policy).

Should the MOL conduct a site inspection, the reports (including any MOL orders) are provided to both the site supervisor and the Occupational Health and Safety Department. There have been 12 MOL orders from May 2017 – April 2018. These range from removing potential tripping hazards to investigations of workplace harassment. The Occupational Health and Safety Department tracks the reports/orders within a spreadsheet and ensures that appropriate, timely actions are taken to address the issues/orders.

We assessed the processes and controls relating to monitoring and reporting through discussion with management and a review of supporting documents. This included the health and safety manual, inspection forms, follow-up emails, incident forms, concern forms, critical injury reports, committee minutes, Annual reports, and MOL reports/orders.

We found that Management looks to continuously improve their program. This includes, utilizing a grant from the Ministry of Education, to implement an electronic hazard reporting system. This will replace the manual hazard reporting form, and ensure that it is consistently used.

Based on the audit work performed, we found some opportunities to continue to improve the monitoring and reporting process. In addition, to a continued focus on incident metric tracking and indirect route cause analysis, we identified opportunities to ensure that accident investigation

forms (AIR forms) are filled out completely, including preventative actions, and sign off by the Supervisor.

Key Findings

3. Accident forms are not consistently filled out.

Through our assessment of accident forms, we found that 8 of the 25 samples selected had not been completely filled out. Missing information included preventative action descriptions, and sign off by the Supervisor.

Impact:

Without ensuring that all forms are filled out completely (including sign off by the Supervisor), there is a risk that pertinent information (including preventative actions) may not be documented and implemented moving forward.

Recommendation

- R3. To ensure that all incidents are documented completely, including preventative action, management should ensure that all accident reporting forms are reviewed to ensure they are filled out completely and accurately, including sign off.

Management Response and Action Plan:

The Occupational Health and Safety Department will attend K-12 Principals' meetings to review accident reporting procedures (timeline September 2018)

Policies and Procedures

Formal documented policies and procedures support the ongoing health and safety of employees at the Board, by providing detailed processes to be followed to prevent and respond to health and safety incidents. In addition, documented policies and procedures support the orientation of new employees. TCDSB's health and safety function management has developed and implemented policies and procedures governing health and safety processes, which are available to all employees.

Specifically, in addition to the Board's policy on Health and Safety, the Occupational Health and Safety Department has developed detailed procedures within its "Health and Safety Manual". The manual is derived from requirements of the OHSA and specifically references sections of the Act.

Through discussion with management and through review of the policy and health and safety manual, we assessed whether the manual addresses OHSA requirements. Overall, we found that policies were in place and procedures (documented within the manual) addressed the requirements of the OHSA. Management should ensure that the manual is updated on a regular basis, and communicated to employees.

Appendix A - Acknowledgements

We would like to take this opportunity to thank the management and staff of the TCDSB for their support and assistance during this engagement.

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Appendix B - Report Distribution

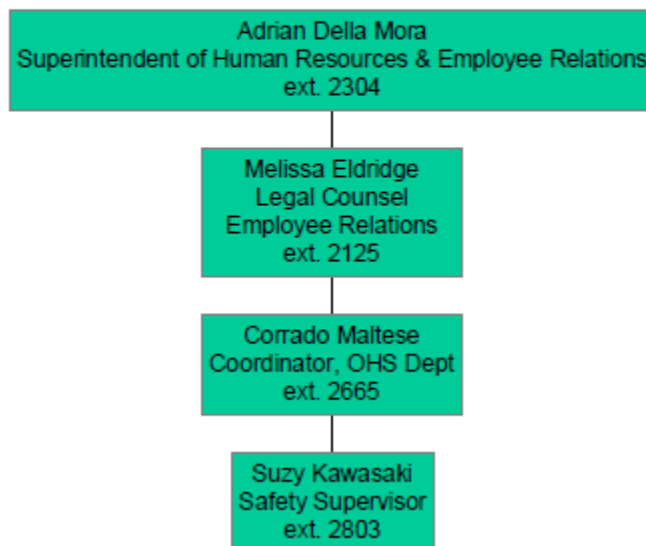
This report is intended primarily for the information and use of the individuals on the distribution list and should not be provided to any other individuals without the consent of the Senior Manager, Regional Internal Audit Team, Toronto and Area.

This report has been distributed to the following individuals:

- Toronto Catholic District School Board (TCDSB) Audit Committee
- Rory McGuckin, Director of Education
- Dan Koenig, Associate Director, Academic Services
- Adrian Della Mora, Executive Superintendent Human Resources & Employee Relations
- Lloyd Noronha, Chief Financial Officer and Executive Superintendent Business Services
- Paul DeCock, Comptroller (Business Services)

Appendix C - Occupational Health and Safety department Organizational Chart

OCCUPATIONAL HEALTH AND SAFETY DEPARTMENT (2017/2018)



Appendix D - Definitions

Occupational Health and Safety Act

“The Occupational Health and Safety Act (OHSA) and its many regulations are the main pieces of governing legislation that protects the health and safety of staff. The OHSA contains a number of duties and responsibilities for all employers (the Board and its supervisors) as well as duties and responsibilities for its workers (our employees). This includes but is not limited to the provision of information, instruction, and supervision to all workers in order to protect their health and safety, as well as the requirement to provide equipment, materials, and protective devices as prescribed”. (Health and Safety/Risk Management and Insurance Annual Report – 2015)

According to the Act:

“(1) Every person who contravenes or fails to comply with,

(a) a provision of this Act or the regulations;

(b) an order or requirement of an inspector or a Director; or

(c) an order of the Minister,

is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 or to imprisonment for a term of not more than twelve months, or to both.

(2) If a corporation is convicted of an offence under subsection (1), the maximum fine that may be imposed upon the corporation is \$500,000 and not as provided therein.

The Ministry of Labour

Established in 1919 to develop and enforce labour legislation, the Ministry of Labour's mission is to advance safe, fair and harmonious workplace practices that are essential to the social and economic well-being of the people of Ontario. Through the ministry's key areas of occupational health and safety, employment rights and responsibilities, and labour relations, the ministry's mandate is to set, communicate, and enforce workplace standards while encouraging greater workplace self-reliance. The Ministry

also develops, coordinates and implements strategies to prevent workplace injuries and illnesses and can set standards for health and safety training.⁸

Ministry of Labour Inspectors have the right to inspect schools on a random basis at any time. Whenever possible, the principal or vice principal should accompany the inspector during the inspection. The Act stipulates that Worker Joint Health and Safety Committee member(s) must accompany the inspector during the inspection or partial inspection of a school or administrative building. Copies of all Ministry of Labour reports shall be forwarded to the Health and Safety Department. The principal shall advise the Health and Safety Department immediately by telephone of any report containing an order by the Ministry of Labour Inspector so that appropriate action may be taken

Multi-Site Joint Health and Safety Committee (JHSCs)

The Joint Health and Safety Committee is an advisory body comprised of management and worker representatives under the Occupational Health and Safety Act and its Regulations. The goals of the Joint Health and Safety Committee are: to recognize workplace risks; to stimulate awareness of health and safety; and to provide greater protection against workplace injury and illness. Greater protection means, but is not limited to, reduced human suffering, work-related accidents, and work-related deaths. The Board shall provide necessary assistance and co-operation to Committee member(s) in carrying out any required duties and functions.

Joint Health and Safety Committees are a requirement of the OHSA. The Board's JHSCs continue to operate under a multi- site structure rather than a structure that has such committees at each of its sites / facilities. JHSCs committees are comprised of both workers and management and are an integral part of the Internal Responsibility System (IRS). Each of the committees meets five times per year which equates to fifteen meetings from September to June.

Depending on the nature of the hazard, members of the Board's Joint Health and Safety Committees will be called upon to be present and/or assist with controlling the situation.

⁸ <https://www.labour.gov.on.ca/english/about/index.php>

External authorities and agents may also participate in the management of the situation. Authorities such as the Ministries of Labour, Health, Education & Training and the Environment or the police have legal obligations to contribute to the resolution of these issues. These authorities must be advised of the circumstances by the Occupational Health and Safety Department, principal or supervisor. External consultants may be requested by the Health and Safety Department to become involved in evaluating and/or mitigating the hazard. The response to a particular hazard will be dependent upon the nature and severity of the hazard. It is essential that all parties in the event of identification of a health, safety or environmental hazard understand roles and responsibilities.

Workplace Safety Inspections

Under the OHSA the JHSCs are required to inspect the workplace on a monthly basis. Each of the Joint Committees have designated worker members seconded full time to perform these inspections. The committees divide the inspections such that every school/facility where Board employees work on a regular basis is inspected, at least in part, each month. The items from these inspections are reviewed, with follow up initiated by site administrators (i.e., principals, supervisors, managers) and a copy of each report is received in the Health & Safety Department.

These inspections are in addition to those required under the Education Act as well as the periodic inspections that may be conducted by government agencies such as the Public Health Unit and local Fire Departments etc.