

## APPENDIX B

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<b>POLICY NAME:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>
<b>POLICY SECTION:</b>	Human Resources
<b>DATE APPROVED:</b>	April 29, 2009
<b>DATE OF NEXT REVIEW:</b>	2025
<b>DATES OF AMENDMENTS:</b>	May 27, 2014; October 27, 2022; September 21, 2023; December 3, 2024
<b>RESPONSIBLE DEPARTMENT:</b>	Labour Relations and Occupational Health

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### Policy:

This Policy is created to comply with the Occupational Health and Safety Act (OHSA) and reinforces the Board's commitment in maintaining an occupational health and safety program that helps to reduce workplace injuries and illness to staff, students, and visitors.

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB considers the health and safety of all employees, students, and visitors to be of paramount importance and shares concerns related to the personal suffering, property damage and financial loss associated with workplace injuries and occupational diseases.

The TCDSB is committed to continuous improvement towards zero workplace injuries and occupational illnesses through effective administration, supervision, education, and training and shall continually demonstrate by attitude and example that health and safety is an integral part of every academic, operational and core business function.

The Internal Responsibility System (IRS) is the cornerstone of the OHSA. The TCDSB and its employees share responsibility for workplace health and safety. Every Board employee regardless of job title has direct responsibility and accountability for safety as an essential part of his or her job.

Employees, contractors, constructors, summer students, co-op students, visitors and volunteers shall comply with the OHSA and all applicable legislation,

regulations, TCDSB safety procedures and generally accepted safety standards.

The TCDSB's vision is that all employees will become safety leaders by promoting the IRS, by demonstrating through attitude and behavior that safety is part of the job and by working in partnership with their immediate supervisor in recognizing, evaluating, and controlling workplace hazards and risks.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

### **Scope and Responsibility:**

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors, and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

### **Regulations:**

1. The Director of Education shall maintain an occupational health and safety program that complies with all applicable health and safety legal requirements and meets Canadian Standards Association (CSA) Standard, CAN/CSA Z100014: Occupational Health and Safety Management System.
2. The Occupational Health and Safety Department and the Talent Management Department shall provide appropriate resources to facilitate the training of all employees with respect to their rights, duties, and responsibilities towards safety.
3. The Planning and Facilities Department shall ensure that all applicable health and safety legislation as well as TCDSB safety procedures are implemented into the planning, construction, and maintenance of buildings and facilities.
4. Supervisors shall place health and safety as a standing agenda item in all staff meetings.
5. Supervisors shall follow-up on health and safety concerns in a timely manner.
6. Supervisors shall ensure that staff under their jurisdiction complies with the provisions of the OHSA and TCDSB safety procedures.
7. Workers shall follow safe work procedures and report health and safety hazards to their immediate supervisor.
8. Workers shall report immediately to their supervisor all workplace-related injuries and occupational illnesses.
9. The TCDSB shall maintain Joint Health and Safety Committees (JHSC) as per the requirements outlined in the OHSA or by order from the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

10. JHSCs shall:

- a. Foster and promote the IRS by functioning effectively.
- b. Meet and inspect the physical condition of the workplace at least once a month as per the duties outlined in the OHSA and the Committee's Terms of Reference (TOR).
- c. Report to and advise the Employer in writing for the improvement of the health and safety of workers.
- d. Submit an annual report to the Director of Education outlining objectives, goals, activities, and accomplishments.

11. All applicable meeting minutes, inspection reports and other health and safety reports and information pertaining to a specific school shall be sent to the principal, who then shall share the information with their workers and the Catholic School Parent Council.

12. If the Catholic School Parent Council so desires, a school may be inspected once per year by the Catholic School Parent Council executive or equivalent representative group of members of the local community and the principal at a mutually agreed time.

13. Maximum fine for a contravention of the Occupational Health and Safety Act is \$2,000,000 for a corporation, fine up to \$1,500,000.00 for a director or officer of a corporation and /or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment.

14. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and fines for Employers associated with workplace injuries and illnesses to staff with fines ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations. There are also potential legal costs associated with student and third party injuries and illness occurring on school board property.

### **Cross References:**

#### Legislation:

- Occupational Health and Safety Act

#### TCDSB Policy / Procedure:

- Workplace Violence
- Respectful Workplace

### **Evaluation and Metrics:**

This Policy shall be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that this Policy

remains current, is responsive to the health and safety obligations of the Board and reflects Ontario's health and safety legislation.

Staff will provide an annual report on the Occupational Health and Safety Policy, regarding the status of Health and Safety within the Toronto Catholic District School Board.