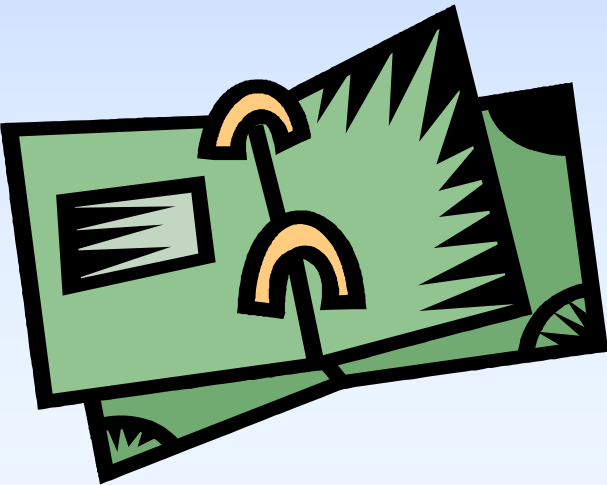


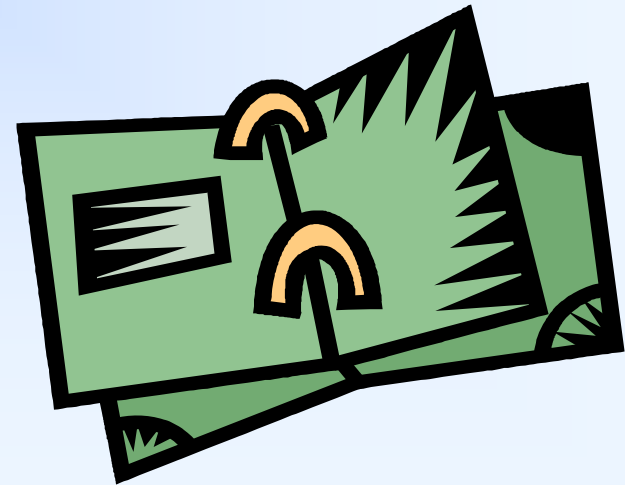


GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

HEALTH & SAFETY MANAGEMENT PROGRAM



Established December 2002
Updated Annually





1.0 Preface

This Health & Safety Management Program is for the exclusive use of The Greater Essex County District School Board (GECDSB) hereby referred to as the “Board”. All rights reserved.

Violations of any provision of this Management Program may constitute misconduct and the perpetrator may be subject to discipline.

The Ontario Occupational Health & Safety Act (OHSA) requires the establishment and implementation of this Management Program.





2.0 GENERAL

Health and Safety Policy BA-6

The Board has the duty to review and update this Policy and Administrative Procedure on an annual basis.

A copy of this Policy and Administrative Procedure can be found/referenced on the Board's web page at www.gecdsb.on.ca by clicking on the Staff Intranet accessing the Employee Handbook and clicking on the Administrative Procedures.

A copy of this Policy and Administrative Procedure can also be found/referenced at every Board work site posted on the Health & Safety Bulletin board. Upon the completion of every annual review and update notifications are sent out to be re-posted on each work site's Health & Safety Bulletin board.

3.0 DUTIES



- **Employer/Supervisor Duties**
- **Worker Duties**



4.0 PROCEDURES

- Reporting Occupational Health & Safety Hazardous Conditions
- Reporting Accidents and Injuries (WSIB)
- Modified / Return To Work Program
- Reporting Accidents and Injuries (OHSA)
- Reporting Fatality/Critical Injuries (OHSA)
- First Aid Management Program
- Eyewash Management Program
- Board Site Based Fire Plans
- Emergency Response Management Program
- EJH&SC Terms of Reference
- PJH&SC Terms of Reference
- Workplace Health & Safety Inspections
- Work Refusal
- Ministry of Labour Protocol
- Health & Safety Orientation (New Hires)
- Supervisor Due Diligence Training



Incident / Injury Report

- **Ontario Regulation 851/00, section 5, subsection 2 Reporting**
- For the purposes of section 52 of the Act, notice of,
- (a) an accident, explosion or fire which disables a worker from performing his or her usual work or
- (b) an occupational illness shall include the following:
- (c) **The name, address and type of business of the employer:** The Greater Essex County District School Board, 451 Park Street, Windsor, Ontario, N9A 6K1, “Board of Education”
- (d) **The nature and the circumstances of the occurrence:**
- **And the bodily injury or illness sustained:**
- (e) **A description of the machinery or equipment involved:**
- (f) **The time, date and place of the occurrence:**
- (g) **The name and address of the person suffering the injury or illness:**
- (h) **The names and addresses of all witnesses to the occurrence:**
- (i) **The name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness:**
- (j) **The steps taken to prevent a recurrence:** To be forwarded to the worker's Principal/Supervisor.



5.0 PREVENTION INITIATIVES

A Slip Trips & Falls

Slip Trip & Fall Prevention

Housekeeping / Safe Storage

Ladders / Stairs (Affixed)

Ladders (Portable)

Machine Guarding

Snow Removal and Salting Procedures / Guidelines

Footwear Safety Guideline

Lifting Devices Management Program

Working on Roofs

Lock Out Tag Out Safety Guidelines

Electrical Safety Guidelines

Entry Guideline For Tunnels, Sewers & Vaults

Bus Safety Guideline

Lighting Guideline

B INFECTIOUS DISEASES

- **Blood Born Pathogens (Universal Precautions)**
- **West Nile virus**
- **Fifths Disease Protocol**
- **Needles**
- **Hand Washing / Hygiene Practices**





C CHEMICAL, BIO-AEROSOLS, INDOOR AIR QUALITY

- WHIMIS Management Program**
- Flammable Liquid Storage**
- Smoking**
- Indoor Air Quality / Bio-aerosols Protocol**
- Open Door & Window Guideline**
- Painting Guidelines**
- Compressed Gas Cylinders**
- Piping Systems**
- Photo Lab Safety Guideline**
- Hot Work System**
- Personal Protective Equipment**



D DESIGNATED SUBSTANCES

- Asbestos Management Program
- Lead Guideline
- Isocyanates Guideline
- Silica Management Program (Century)
- Silica Guideline



E ERGONOMICS / PAINS & STRAINS

- ✓ **Lifting / Material Handling (Manual Lifting)**
- ✓ **Strains & Sprains (Over Exertion)**
- ✓ **Work Stations Ergonomics**
- ✓ **Laptops**
- ✓ **Material Handling Guideline (General)**
- ✓ **Power Operating Hand Held Tools**
- ✓ **Hearing Conservation & Abatement Guideline**
- ✓ **Heat Stress Safety Guidelines**
- ✓ **Cold Stress Safety Guidelines**



F STRUCK BY

Gym / Physical Education Safety Guidelines

Playground / Yard Supervision

Vehicle Traffic

Driving & Board Vehicle Safety Guidelines

Grinding Wheels

Bus Bays / Kiss & Ride Safety Guidelines



G WORKPLACE VIOLENCE

Workplace Violence Prevention
Management Program

Working Alone Safety Guidelines

6.0 CONTRACTORS

Contractor Training





7.0 Program Specific Health & Safety Guidelines

- ❖ Science Safety Guidelines
- ❖ Technical Shop Safety Guidelines
- ❖ Visual Arts Safety Guidelines
- ❖ Family Studies Safety Guidelines
- ❖ Special Education Safety Guidelines
- ❖ Facility Services Safety Guidelines



8.0 ENVIRONMENTAL

- ⇒ Waste Generator Numbers
- ⇒ Hazardous Waste Information Network (HWIN)
- ⇒ Chemical Waste Management
- ⇒ Polychlorinated Biphenyls (PCB's)
- ⇒ Spill Prevention
- ⇒ Safe Drinking Water Quality
- ⇒ ECO Schools



APPENDIX

- A. Health & Safety Orientation Training
- B. Supervisor Due Diligence Training
- C. Silica Management Program For
Century SS Trowel Trades Shop
- D. Contractor Health & Safety Training



In Conclusion

Our H&S MP was designed and intended to prevent accidents and injuries based on our stats.

Your H&S MP should be of a like nature.

Q&A