

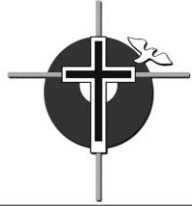
## 1. Purpose:

To ensure health and safety of all employees of the Catholic District School Board of Eastern Ontario.

## 2. Procedures and Responsibilities

### 1) Site Managers Responsibilities (Principals) September:

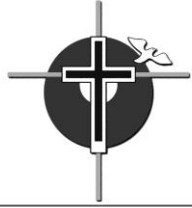
- a) Assist in preparing inspection schedule with site representative (staff member),
  - whole building inspected each month.
- b) Respond to each inspection within 21 days.
- c) Return a copy of the inspection form to the site representative indicating action taken on each item noted during the inspection.
- d) Check first aid kit, refill if necessary, sign inspection form. *(This kit must be inspected monthly, and the form must be signed. It should also be used only for staff.)*
- e) Review and update Fire Safety Plan.
- f) Make all staff aware of fire exits and run six evacuation drills annually.
- g) Review and update Emergency Preparedness Plan.
- h) Run two lockdown exercises per year.
- i) Review general safety awareness with staff during first staff meeting. *(Health & Safety should be an item at all staff meetings.)*
- j) Date and copy of items covered should be and sent to the Health and Safety Department.



## ADMINISTRATIVE PROCEDURE

2) Site Managers Responsibilities (Principals) – General:

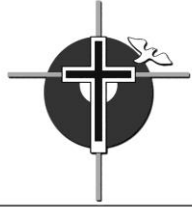
- a) Accompany the representative from the Joint Health & Safety Committee during the annual inspection. Respond to the inspection within 21 days. (Refer to D1:2a)
- b) Address Health & Safety issues on a daily basis. Encourage all staff members to report any dangerous item or situation.
- c) Report all injuries on appropriate forms. When the injury is critical (Regulation 834) arrange assistance and secure the site. Notify HR and Health & Safety Department by a phone call or other direct means. All staff should be made aware of the fact that the site must not be disturbed. (Refer D1:4).
- d) Maintain a Health & Safety Bulletin Board.  
Must include:
  - Occupational Health and Safety Policy,
  - WSIB poster,
  - Fire Safety Plan,
  - Emergency Preparedness Plan,
  - name of Joint Health & Safety Members their phone numbers and work locations,
  - Copy of the OH & S Act and Regulations,
  - WHMIS posters,
  - List of those trained in first aid,
  - Minutes of the Joint Health & Safety Committee meetings, and
  - Copy of inspections.
- e) Make all occasional teachers, EA's and all other visitors to the school aware of the Fire Safety Plan and the exits for the area they are in.
- f) Keep a log of all inspections carried out on any equipment in the building. Should include company or person responsible for the inspection and the date it was carried out. Information sent to the Plant & Maintenance and Health & Safety Department.



## ADMINISTRATIVE PROCEDURE

- g) Maintain MSDS Binder.
  - h) Record Health & Safety violations observed in Due Diligence Notebook or daily logbook.
  - i) Be aware of your responsibilities under the OH & S Act and Regulations. (See Green Book and Health and Safety Station).
  - j) Ensure that contractors, and repair or service persons use their own equipment when working in the building.
  - k) Ensure that workplace labels are used on any chemicals that are decanted in the building.
  - l) Maintain an inventory of all hazardous materials and all hazardous physical agents that are present in the work place.
  - m) Review WHMIS Training with staff every 2 years.
- 3) Other Duties of the Site Manager:
- a) Prevention:
    - Visual inspection of the building on a daily basis. Submit any work orders necessary.
    - Visual inspection of the grounds and playground equipment weekly. Submit any work orders necessary.
    - Board Administrative Procedure D1:14, Personal Protective Equipment
    - Board Administrative Procedure D1:2E, Medical Treatment
  - b) Inspections:

Work with site representative to draw up monthly inspection schedule.



## ADMINISTRATIVE PROCEDURE

c) Information:

- Ensure that a Health & Safety bulletin board is maintained where the staff will see it.
- Have Health & Safety as a regular staff meeting items to share information, memos, and concerns.

d) Accidents:

- Report any accidents involving a staff member immediately. Ensure necessary medical treatment is received.
- Ensure that the Functional Abilities Form, which can be obtained from the Human Resources Department, accompanies the employee.

e) Accident/Incident Investigation Procedure

The role of the supervisor is vital to accident/incident investigations because effective supervisors are always familiar with the individuals, equipment, materials and processes within their particular area of responsibility. As a result, they are often the first persons from management to be involved in the investigation of an accident or incident situation.

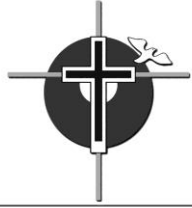
f) Conducting the Investigation

It is the responsibility of the employer to ensure an accident investigation report is completed and that the proper procedure is followed. There is a JHSC certified member assigned to investigate critical injuries. Contact the Health and Safety Coordinator immediately. A Worker Certified Joint Health and Safety Committee Representative may be required to investigate a Workplace Incident.

g) Incident Investigations

Incidents requiring investigation:

- lost time injuries;
- where treatment by a medical professional is required;
- where only first aid may be required, but the incident could have resulted in serious injury;
- toxic or hazardous material spills or releases;



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## ADMINISTRATIVE PROCEDURE

**D1:2**  
**Safety and Security – Occupational Health and Safety**  
**Managers’ Roles and Responsibilities**  
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- every close call where the potential for serious injury exists;
- any occurrence of fire or the discharge of a fire extinguisher; and
- incidents which result in damage to property, equipment or machinery.