

Health and Safety Orientation

1.1 Health and Safety Baseline Orientation Training



Health and Safety Baseline Orientation Training



LEGISLATIVE REFERENCE:
Occupational Health and Safety Act (OHSA)

Last Revised: March 2021

Notes:

Welcome to the Greater Essex County District School Board's Health and Safety Orientation Training Program.

1.2 What is Health and Safety Orientation?

What is Health and Safety Orientation?

- A simple overview of the rights, duties, responsibilities, hazards and prevention for all Workers in the workplace
- A Worker includes the Director, Superintendents, Supervisors and front-line staff
- A legal requirement under the *Occupational Health and Safety Act* (OHSA) for baseline training of all Workers



Notes:

What is the Health and Safety Orientation Training?

The Health and Safety Orientation Training is a simple overview of the rights, duties, responsibilities, hazards and prevention for all Workers in the workplace. A Worker at the Greater Essex County District School Board includes the Director, Superintendents, Supervisors and front-line staff. Health and Safety Orientation is a legal requirement under the *Occupational Health and Safety Act* for baseline training of all Workers.

1.3 Program Overview

Program Overview

- Internal Responsibility System (IRS)
- Health and safety duties
- Health and safety rights
- Health and safety prohibitions
- How health and safety works
- How health and safety is enforced



Notes:

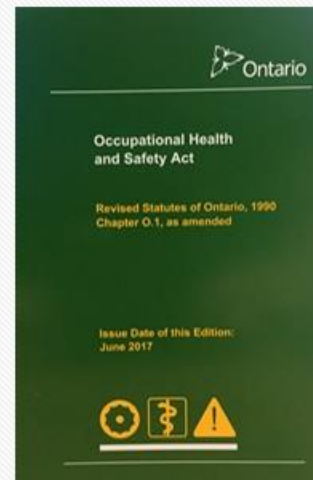
In this training program, we will be reviewing:

- The Internal Responsibility System (or IRS)
- Health and safety duties of the Employer, Supervisor and Worker
- Health and safety rights of Workers
- Health and safety prohibitions
- How health and safety works at the Greater Essex County District School Board; and
- How health and safety is enforced at the Greater Essex County District School Board

1.4 Internal Responsibility System (IRS)

Internal Responsibility System (IRS)

- IRS = The Internal Responsibility System
- Mandated by OHSA
- A system where every worker in the workplace, from the Director to the Worker, is responsible for health and safety
- We all have a role to play



Notes:

The IRS is the Internal Responsibility System mandated by the *Occupational Health and Safety Act*. Every worker in the workplace, from the Director to the Worker, is responsible for health and safety. We all have a role to play.

1.5 Internal Responsibility System (IRS)

Internal Responsibility System (IRS)

Employer

The Employer must ensure the IRS is working throughout the workplace.

Supervisor

The Supervisor must address all health and safety concerns.

Worker

The Worker must report any and all health and safety concerns directly to their Supervisor.

Notes:

You might be asking: How does the IRS work?

Employer

The Employer must ensure the IRS is working throughout the workplace.

Supervisor

The Supervisor must address all health and safety concerns.

Worker

The Worker must report any and all health and safety concerns directly to their Supervisor.

1.6 Health and Safety Duties

Health and Safety Duties

Employer for the GECDSB includes:

- Trustees
- Director
- Superintendents



Notes:

Now that you're familiar with each type of Worker under IRS, let's take a closer look at these Workers' health and safety duties under the *Occupational Health and Safety Act*. Let's start with the Employer.

The Employer for the Greater Essex County District School Board includes:

- Elected Trustees; and
- The Director and Superintendents


1.7 H&S Duties: Employer

Health and Safety Duties: Employer

[Trustee](#)[Director and Superintendents](#)

Introduction

Click on each type of employer to learn more about their responsibilities in the workplace.



Notes:

Click on each type of Employer to learn more about their responsibilities in the workplace.

Further information regarding Employer Duties can be found in the Health and Safety Management Program (green binder) located at the worksite's main office or on the Board's intranet under Health and Safety.

Trustees

Trustees must:

- Review and pass the Board's Health and Safety Policy and Regulation BA-06
- Work together to assist the Board in fulfilling its Employer duties under the *Occupational Health and Safety Act*
- Communicate health and safety matters raised by parents, students and supporters of

the Board to the attention of the Director

- Entrust the day-to-day health and safety management of the system to its staff through the Director

Director and Superintendents

The Director and Superintendents must:

- Fulfil their Employer duties on behalf of the Board under the *Occupational Health and Safety Act* for all Workers and workplaces
- Promote and maintain the IRS
- Establish and maintain active Occupational Joint Health and Safety Committees at every workplace
- Ensure that all Workers and Supervisors report any accident and injury immediately and directly to their Supervisor
- Ensure the Ministry of Labour and Site Occupational Joint Health and Safety Committee are notified when a person is killed or critically injured or there is an occupational illness
- Ensure that all Workers report health and safety hazards directly to their Supervisor
- Appoint a “competent person” as a Supervisor, which is a requirement under the *Occupational Health and Safety Act*
- Advise all Workers of known or potential hazards with their jobs or workplace and suitable prevention measures
- Provide information, training and supervision to all Workers to protect their health and safety
- Establish and promote the associated Health and Safety Management Programs including: Workplace Violence Prevention, Workplace Harassment/Workplace Sexual Harassment, Workplace Hazardous Materials Information System or WHMIS, and the Designated Substances Management Program.
- Ensure that all applicable *Occupational Health and Safety Act* and associated regulations are posted and current; and
- Take every reasonable precaution within the circumstances to protect the health and safety of a Worker.

1.8 H&S Duties: Supervisor

Notes:

Now that we're more familiar with the duties of the Employer, let's next look at the duties of the Supervisor.

Under the *Occupational Health and Safety Act*, a Supervisor is appointed by the Employer and must be a competent person.

A "competent person" is defined as a person who:

- Is qualified by knowledge, training and/or experience
- Is familiar with the *Occupational Health and Safety Act* and the applicable regulations; and

Has knowledge of potential or actual hazards in the workplace.

Further information regarding Supervisor duties can be found in the Health and Safety Management Program located at the worksite's main office in the green binder or on the Board's intranet under Health and Safety.


- At the Greater Essex County District School Board, Supervisors include:
 - Principals
 - Vice Principals
 - Managers
 - Coordinators
 - Officers; and
 - Supervisors

1.9 H&S Duties: Supervisor

Health and Safety Duties: Supervisor

Introduction

Click on each number to learn more about the Supervisor's duties



Notes:

A Supervisor has almost the same duties as the Employer, although at a different level. Click on each number to learn more about each of the Supervisor's duties.

Supervisors must:

1. Conduct the day-to-day health and safety management of the workplace
2. Fulfil the Employer, Supervisor and Worker duties on behalf of the Board under the OHSa for all Workers and workplaces
3. Promote and maintain the Internal Responsibility System

4. Maintain and be an active member of the Occupational Joint Health and Safety Committee
5. Inform Workers of known or potential hazards of their job or at the workplace
6. Inform Workers of the necessary steps to prevent an injury
7. Ensure that all health and safety hazards are reported directly to their Supervisor and assist in addressing and resolving
8. Provide all applicable personal protective equipment as prescribed and help ensure that such equipment and materials are being maintained and replaced.
9. Ensure that all lifting devices as defined under the *Occupational Health and Safety Act* are inspected and maintained
10. Ensure that Workers are operating in a safe manner and with the protective devices, measures and procedures provided to them
11. Promote and follow all applicable Health and Safety Policies, Regulations, Administrative Procedures, Management Programs, Procedures, Protocols, etc.
12. Ensure that Workers are wearing personal protective equipment as prescribed and properly utilizing protective devices, equipment and materials as prescribed
13. Ensure that all legislatively required postings are present on your site's Health and Safety Bulletin Board and that they are maintained/kept current.
14. Make sure that monthly workplace health and safety inspections are conducted

15. Ensure that the Occupational Joint Health and Safety Committee meets quarterly and maintains records of those meetings
16. Confirm that the Occupational Joint Health and Safety Committee is consulted on applicable policies, programs, procedures, protocols, training and other items as may be applicable.
17. Help ensure that Workers immediately report any accidents and injuries directly to their Supervisor, whether it is a near miss, first aid, medical, lost time, critical or occupational illness.
18. Help ensure that any Worker accident and injury reporting is documented utilizing the Board's Online Incident Reporting System "OIR" within 24-48 hours.
19. Ensure any Worker accident and injury form is submitted within 48 hours to the GECD'sB's HR Department Wellness Officer.
20. Confirm the Ministry of Labour and site Occupational Joint Health and Safety Committee are notified when a person is killed, critically injured or suffers an occupational illness
21. Take every precaution reasonable in the circumstances for the protection of a Worker

1.10 H&S Duties: Workers

Health and Safety Duties: Workers

Introduction

Click on each number to learn more about the Worker's duties

1 2 3 4 5 6 7 8 9 10

Notes:

Workers also have duties under the *Occupational Health and Safety Act*. Click on each number to learn more about the Worker's duties.

Further information regarding Worker duties can be found in the Health and Safety Management Program located at the worksite's main office in the green binder or on the Board's intranet under Health and Safety.

Workers (including Co-op Students) must:

1. Comply with the *Occupational Health and Safety Act* and its Regulations

2. Comply with Board policies, procedures and management programs
3. Use all equipment, materials and protective devices as provided by the Employer
4. Actively conduct their day-to-day health and safety duties at the workplace
5. Participate and protect their health and safety by taking information and instruction from the Supervisor
6. Be familiar with the hazards and prevention measures associated with their job and within their workplace
7. Wear all applicable personal protective equipment as prescribed and provided by the Employer. Ensure that such equipment and materials are properly being utilized, maintained and replaced.
8. Advise the Supervisor directly of any known or perceived hazards at the workplace that they have observed
9. Immediately report any accidents and injuries directly to the Supervisor, whether it is a near miss, first aid, medical, lost time, critical or occupational illness.
10. Immediately report any non-worker accident and injury directly to the Supervisor. This includes a student, a visitor or an outside contractor at their workplace.

1.11 Health and Safety Rights

Health and Safety Rights

Right to Know Right to Participate Right to Refuse Unsafe Work

Introduction

As a Board Employee, you have three basic rights:

- The right to know
- The right to participate in health and safety at the workplace
- The right to refuse unsafe or dangerous work

Click on each right to learn more

Notes:

Whether you are an Employer, Supervisor, Worker, or Co-op Student we all have the same rights under the *Occupational Health and Safety Act*.

As a Board Employee, you have three basic rights:

- The right to know
- The right to participate in health and safety at the workplace; and
- The right to refuse unsafe or dangerous work

Click on each right to learn more.

The Right to Know

Every Board Employee has the right to know the hazards of their job and their workplace and how to prevent them.

In a typical year, there can be approximately 900 student accidents and injuries and approximately 450 worker accidents and injuries.

The current top three Board Employee groups injured are:

- Educational Support Staff/Temporary Support Staff
- Elementary Teachers/Occasional Elementary Teachers; and
- Custodians

The top three hazards in the workplace that resulted in an accident or injury are:

- Struck By
- Slip, Trip, Falls; and
- Personal Medical

The Greater Essex County District School Board Health and Safety Management Program addresses the hazards associated with your job and how to prevent them. More information on job and workplace hazard prevention can be found in the green binder located at the worksite's main office or on the Board's intranet under Health and Safety.

Right to Participate

We participate in health and safety every day we come into work.

Examples include:

- Attending and participating in any health and safety training
- Being aware of actual or potential hazards of your job and your workplace
- Following the Internal Responsibility System

- Reporting hazards to your Supervisor
- Warning co-workers, students, or visitors of potential hazards
- Applying through the joint union selection process to be a Worker member of the Occupational Joint Health and Safety Committee

Right to Refuse Unsafe Work

All Workers have the right to refuse unsafe work under the Ontario Occupational Health & Safety Act.

A Worker may refuse to work or do particular work where he or she has reason to believe that:

- a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself, or another worker;
- b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
- b.1) workplace violence is likely to endanger himself or herself; or
- c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

There are some limitation to this right such as:

- 1. When a circumstance described is inherent in the worker's work or is a normal condition of the worker's employment, or
- 2. When the worker's refusal to work would directly endanger the life, health or safety of another person.
 - a) For example a teacher may have a more limited right to refuse unsafe work - given the duty of care for a child

Refusal of Unsafe Work works in two stages: Stage One and Stage Two Refusal

Stage One

- a) Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and a worker member of the site based OJH&SC, who shall be made available and who shall

attend without delay.

- b)The worker shall remain at work during their normal work hours in a safe place as near as reasonably possible to his or her work station and available for the purpose of the investigation.
- c)Most of the time, the supervisor and the OJH&SC worker member will be able to solve the problem.

Stage Two

- a)If the problem isn't fixed/resolved as a stage one and the worker still has reason to believe the work is unsafe, they can continue to refuse work. The supervisor must then immediately contact the Board's Health and Safety Department who will assist all parties. The Board's Health and Safety Officer will contact the Ministry of Labour to investigate. The Ministry of Labour Inspector will decide whether the work is likely to endanger the worker or another person. Please note no one is to perform the work being refused unless advised and informed of the refusal and they knowingly agree to do it.

1.12 Prohibitions

Notes:

Just as there are duties and rights under the *Occupational Health and Safety Act*, there are also prohibitions.

Assuming the Worker has acted in compliance with the *Occupational Health and Safety Act*, Employers and Supervisors are prohibited from:

- Dismissing or threatening to dismiss a Worker
- Disciplining or suspending or threatening to discipline or suspend a Worker
- Imposing any penalty upon a Worker; or
- Intimidating or coercing a Worker

Remember: An Employer or Supervisor cannot employ a Worker under the minimum age as prescribed.

Under the *Occupational Health and Safety Act*, Workers are prohibited from:

- Removing or disabling any protective device without adequate temporary replacement
- Using or operating any equipment, machinery, device or work in a manner that may endanger himself, herself or any other Worker
- Engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct; and
- Knowingly interfering or obstructing the health and safety investigation of an accident, injury, industrial hygiene testing, etc.

1.13 Health and Safety at GECD SB

Health and Safety at GECD SB

- Board Policy and Regulation BA-06 supports the protection of employees from accident and injury
 - Establishes how health and safety is maintained
 - Part of the process to reinforce the Workers right to know
 - Communicated system wide through:
 - The Health and Safety Bulletin Board
 - The Health and Safety Resource Bookshelf
 - Health and Safety

Notes:

Board Policy and Regulation BA-06 supports the protection of Employees from accident and injury while employed with the Board. This policy and regulation establishes how health and safety is maintained at our workplace.

Board Policy and Regulation BA-06 is part of the Internal Responsibility System and reinforces the Worker's right to know under the *Occupational Health and Safety Act*.

This information is communicated system wide through:

- The Health and Safety Bulletin Board
- The Health and Safety Resource Bookshelf; and
- Health and Safety

We'll be looking at each communication method next. Let's start by looking at the Health and Safety Bulletin Board.

1.14 Health and Safety Bulletin Board



Notes:

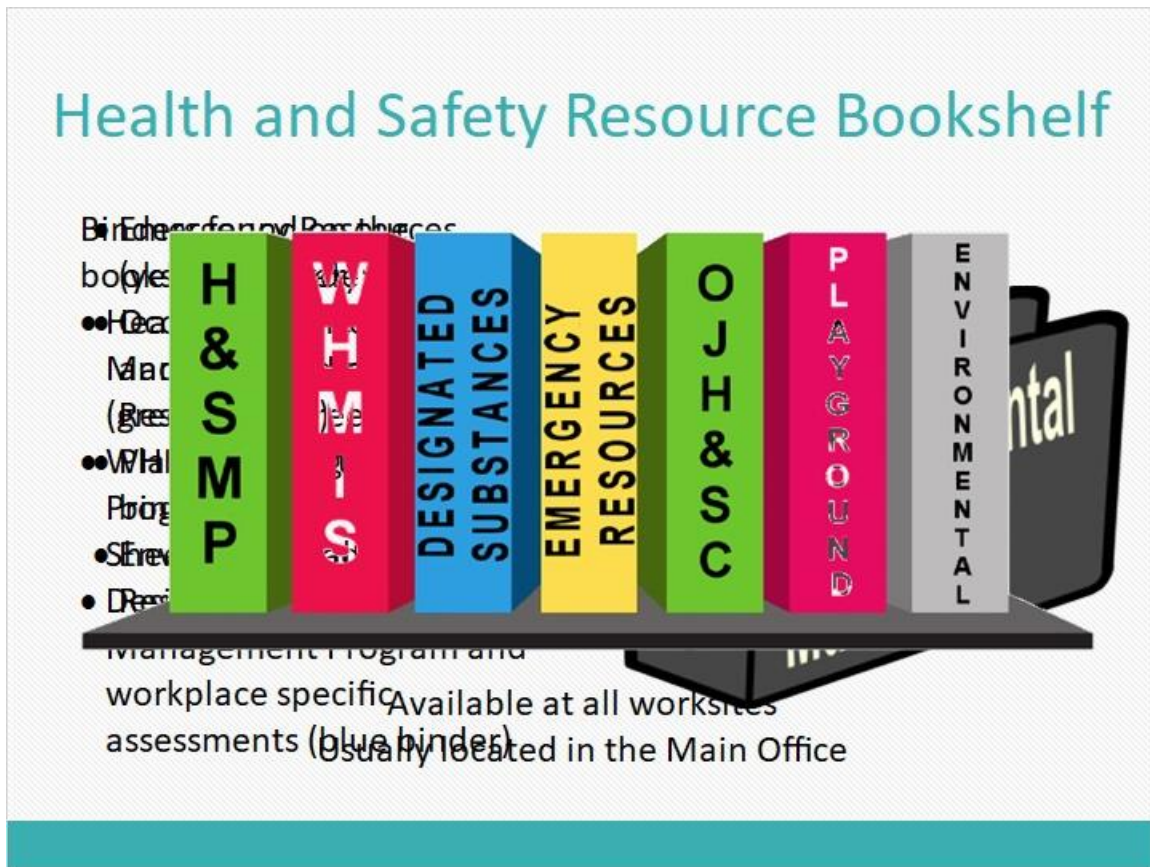
Every Greater Essex County District School Board workplace has a Health and Safety Bulletin Board for the required Occupational Health and Safety postings. The bulletin board is usually located in the staff room.

The following must be posted on the bulletin board:

- The Green Books including the *Occupational Health and Safety Act*, the regulations for Asbestos, WHMIS, Industrial Regulation 851 and the new Accident and Injury Reporting Regulation and First Aid Regulation
- WSIB - In Case of Injury at Work poster
- The Workplace Safety and Insurance Act (WSI Act)
- The Board's Health and Safety Policy and Regulation BA-06
- Occupational Joint Health and Safety Committee meeting minutes, member names and contact info
- The Ministry of Labour "Health & Safety at Work" poster

Here is an example of a properly set up Health and Safety Bulletin Board.

1.15 Health and Safety Resource Bookshelf



Notes:

A Health and Safety Resource Bookshelf is available in the main office of all worksites and the material is updated as often as required.

On this resource bookshelf, you will find binders for:

- The Health and Safety Management Program (green binder)
- The WHMIS Management Program and Safety Data Sheets (red binder(s))
- The Designated Substances Management Program and workplace specific assessments (blue binder)
- Emergency Resources (yellow binder)
- Occupational Joint Health and Safety Committee Resources (green binder)
- Playground (burgundy binder); and
- Environmental Manual and Resources (grey binder)

1.16 Health and Safety Resource Bookshelf

Health and Safety Management Program

The Health and Safety Management Program binder includes information on job specific hazards and prevention procedures.

WHMIS Management Program and Safety Data Sheets

The WHMIS Management Program binder includes a list of banned chemicals and the safety data sheets for chemicals used at the workplace. More information regarding the WHMIS Management Program is discussed in the system-wide WHMIS Training.

Designated Substances Management Program and workplace specific assessments

The Designated Substances Management Program binder provides an assessment of the workplace, laboratory results of material tested and lists materials that contain asbestos, lead, silica, and mercury.

Emergency Response Resources

The Emergency Response Resources binder provides the site Fire Safety Plan, Workplace Violence Prevention Management Program, the Workplace Harassment/Workplace Sexual Harassment Management Program and associated assessments and resources.

Occupational Joint Health and Safety Committee Resources

The Occupational Joint Health and Safety Committee binder provides a location for the site monthly inspections, and meeting minutes.

Playground

The Playground binder lists the type of playground equipment at the workplace and when it was last inspected.

Environmental Manual and Resources

The Environmental Manual and Resources binder includes the environmental requirements for product disposal, energy measures and other resources.

1.17 Health and Safety

Health and Safety

- Accessible on the Board's intranet
- One-stop shop for all required resources
- Virtual resource bookshelf



Notes:

Health and Safety is accessible on the Board's intranet.

Each topic site contains the Management Program and supporting documentation. It is a one-stop shop for all required resources for any given topic. The links connect resources for everything you would find on the Health and Safety Resource Bookshelf.

1.18 Enforcing Health and Safety

Notes:

Health and safety is enforced by the Greater Essex County District School Board both internally and externally.

The Employer and Supervisor enforce the *Occupational Health and Safety Act*, the Health and Safety Policy and the Health and Safety Management Program on behalf of the Greater Essex County District School Board.

The Ministry of Labour (through its inspectors) ensures compliance of the *Occupational Health and Safety Act* and applicable regulations.

These inspectors review how the *Occupational Health and Safety Act* is being followed during workplace visits.

The enforcement to comply with the *Occupational Health and Safety Act* is issued by the inspector through:

- Orders up to and including Stop Work
- Tickets
- Charges; or
- Fines

1.19 Summary

Summary

- ✓ Internal Responsibility System (IRS)
- ✓ Health and safety duties
- ✓ Health and safety rights
- ✓ Health and safety prohibitions
- ✓ How health and safety works at GECD SB
- ✓ How health and safety is enforced

Notes:

Congratulations! You have now completed the Health and Safety Orientation Training. In this training program, we have reviewed:

- The Internal Responsibility System (or IRS)
- Health and safety duties of the Employer, Supervisor and Worker
- Health and safety rights of all Workers
- Prohibitions for the Employer, Supervisor and Worker;
- How health and safety works at the Greater Essex County District School Board; and
- How health and safety is enforced at the Greater Essex County District School Board

1.20 Conclusion

Don't forget to submit your
Completion Declaration on Brightspace
to receive training completion.

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