



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – PO318

Occupational Health and Safety

Area: Human Resource Services
Source: Chief Human Resources Officer

Approved: February 27, 2006
Revised: June 15, 2015; January 11, 2021; March 6, 2023; May 12, 2025
Reviewed: Annually

1. Introduction

The Durham Catholic District School Board (the “Board”) is committed to safeguarding the health and safety of its workers. The Board lives out this commitment consistent with the faith traditions, beliefs and teachings of the Catholic Church. The Board makes every effort to provide a healthy and safe working environment for all its workers.

2. Definitions

Employer (*Occupational Health and Safety Act*) – a person who employs or contracts for the services of one or more workers.

Supervisor (*Occupational Health and Safety Act*) – a person who has charge of a workplace or authority over a worker.

Worker (*Occupational Health and Safety Act*) - any person included in the definition of “worker” under the *Occupational Health and Safety Act* including but not limited to regular, temporary, probationary employees, co-op students, contract employees and volunteers.

3. Purpose

The purpose of this policy is to promote a healthy and safe working environment for all workers that is consistent with the requirements of the Occupational Health and Safety Act, its attendant Regulations and any other applicable legislation.

4. Application / Scope

This policy applies to all workers, contractors, lessees/lessors, and community of

school users on all premises under the jurisdiction of the Board.

5. Principles

5.1 The Board recognizes that:

- 5.1.1 workplace health and safety is a joint responsibility of the Board and all of its workers;
- 5.1.2 it has a responsibility to act in compliance with any legislation supporting this policy;
- 5.1.3 the effective implementation of this policy requires the cooperation of all Board workers; and
- 5.1.4 the Joint Occupational Health and Safety Committee of the Board has a mandate to promote exemplary health and safety practices across the system.

6. Requirements

6.1 The Director of Education, or designate, shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.

6.2 The Board shall:

- 6.2.1 take every precaution reasonable in the circumstances for the protection of a worker;
- 6.2.2 maintain a Joint Occupational Health and Safety Committee;
- 6.2.3 implement programs and procedures to support the requirements of all health and safety legislation;
- 6.2.4 inform all Board workers of their individual rights and responsibilities as identified in the health and safety legislation;
- 6.2.5 in consultation with the Joint Occupational Health and Safety Committee, provide information, develop procedures and provide training to all supervisory staff and other workers as required;
- 6.2.6 ensure that there are at least the minimum number of “certified” members of the Joint Occupational Health and Safety Committee as required by the attendant legislation;
- 6.2.7 establish appropriate health and safety inspection programs and reporting procedures;
- 6.2.8 promote an awareness of health and safety issues and methods for the prevention of personal injury in the workplace by providing ongoing information

on safe work practices;

6.2.9 promote cooperation among all workers in the implementation of programs and procedures;

6.2.10 promote the maintenance of safe working environments and effective prevention practices in all workplaces;

6.2.11 provide direction to all workers responsible or take appropriate action in the event of incidents in the workplace; and

6.2.12 establish appropriate monitoring and annual review of procedures to assess the effectiveness of this Occupational Health and Safety policy and the program designed to implement it.

6.3 Supervisors shall:

6.3.1 take every precaution reasonable in the given circumstances for the protection of a worker;

6.3.2 ensure that a worker complies with the Occupational Health and Safety Act and its attendant Regulations;

6.3.3 ensure that any equipment, protective devices or clothing required by the employer is used or worn by the worker;

6.3.4 advise a worker of any potential or actual health and safety dangers known by the Supervisor;

6.3.5 take prompt corrective action when hazards are identified and/or arise in the workplace;

6.3.6 ensure that a Health and Safety bulletin board is situated prominently in a location accessible to all workers, for premises under their supervision; and

6.3.7 ensure that this Health and Safety policy is posted on the Health and Safety bulletin board on premises under their jurisdiction.

6.4 Workers shall:

6.4.1 work in compliance with the Occupational Health and Safety Act, its attendant Regulations, other applicable legislation, policies and administrative procedures;

6.4.2 use or wear the equipment, protective devices or clothing required by the employer;

6.4.3 report to the employer or supervisor any known missing or defective protective

- device that may be dangerous;
- 6.4.4 report any workplace hazard to the employer or supervisor; and
- 6.4.5 report any known contravention of the Occupational Health and Safety Act or regulations to the employer or supervisor.
- 6.5 Contravention of the Occupational Health and Safety Act, its attendant Regulations and/or policy and its attendant administrative procedures may result in sanctions including, but not limited to, disciplinary action.

7. Sources

- 7.1 [Occupational Health and Safety Act, RSO 1990, c.01](#)
- 7.2 [Workplace Safety and Insurance Act, SO 1997, c.16, Schedule A](#)

8. Related Policies and Administrative Procedures

- 8.1 [Hearing Protection Administrative Procedure \(AP318-1\)](#)
- 8.2 [Scented Personal Products Administrative Procedure \(AP318-2\)](#)
- 8.3 [Protective Footwear Administrative Procedure \(AP318-3\)](#)
- 8.4 [Automated External Defibrillators \(AED\) Administrative Procedure \(AP318-4\)](#)
- 8.5 [Lockout/Tagout Administrative Procedure \(AP318-5\)](#)
- 8.6 [Drone Safety Administrative Procedure \(AP318-6\)](#)
- 8.7 [Indoor Environmental Quality Administrative Procedure \(AP318-7\)](#)