



Administration

Safety Intro for

New Employees

SM: 239A

Welcome to The Park West School Division Introduction to the Health and Safety Program

▶ All new employees shall be informed that:

It is the employer's responsibility to make sure that all employees are aware of:

- ▶ Division WSH Policy and Procedures
- ▶ Employer Responsibilities
- ▶ Employee Responsibilities
- ▶ WSH Committee
- ▶ Employee Rights
- ▶ WSH ACT (210)
- ▶ WSH Regulations (old and changes)

The Park West School Division program consist of:

1. WS&H Policy
 2. Workplace Safety and Health Committees
 3. Chemical Control Program
 4. Physical Hazard Identification Procedure
 5. Biological Hazard Identification Procedure
 6. Harassment procedure
 7. Violence Procedure
 8. Working Alone Procedure
 9. Personal Protective Equipment Procedure
 10. Incident Reporting and Accident Investigation Procedure.
 11. Asbestos Identification Procedure
 12. Right to refuse Dangerous work Procedure
 13. Lock out Procedure
 14. Young Workers Program
 15. First Aid Procedure
 16. Fall Arrest Procedure
 17. Contracted or Self Employed Persons
 18. Racking and Shelving Procedure
 19. Air Sampling and Ventilation Inspection Procedure
 20. Hearing Conservation Procedure
 21. Employee training Program
 22. Confined Space Procedure
 23. Machine Guarding Procedure
 24. Hot Works Procedure
 25. Powered Mobile Equipment Procedure
 26. Inspection Procedure
 27. Crisis Response Plans
 28. Safety Audit Program
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Policies Currently in Development

1. Young Workers Safety Program
 2. Audiometric Testing Program
 3. Incident Reporting and Accident Investigation Procedure
 4. Safe Work Procedures
 5. Chemical Program
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Why create a WS&H program?

- Benefits to employees and students
 - ▶ Employees are knowledgeable of the hazards
- Benefits to students
 - ▶ Potentially harmful situations are averted
- Benefits to the division
 - ▶ Employees and Students are much less likely to be injured

Legislation

- ▶ Workplace Safety and Health Act W210
- ▶ Workplace Safety and Health Regulation 217/2006
- ▶ Environment Act
- ▶ Workers Compensation Act
- ▶ The Dangerous Goods Handling and Transportation Act
- ▶ Safer Workplaces Act
- ▶ Hazardous Products Act

• Workplace Safety and Health Act (210)

▶ Purpose:

- To secure workers and other persons from risks to their safety, health, and welfare arising out of activities in the workplace.

Workplace Safety and Health Act

- ▶ The Right to Know
- ▶ The Right to Participate
- ▶ The Right to Refuse
- ▶ The Right to Protection from Discrimination for safety and Health issues.

The Right to Know

Every worker has the right to know about the place they are working in with regard to safety or health issues. For example, workers who may come into contact with asbestos must be informed of that fact.

They have the right to be trained on any hazards they may be exposed to. Cleaners Science teachers, for example, should receive WHMIS training. Anyone else who maybe exposed to hazardous chemicals should also be trained.

The Right to Participate

The employee has the right to be involved in major changes in the operation and the right to participate in the evaluation of new controlled products being brought into the work area. Their participation is achieved via the WSH Committee

The Right to Refuse

Every worker has the right to refuse to perform work which they believe may be dangerous to their health or safety or that of another person.

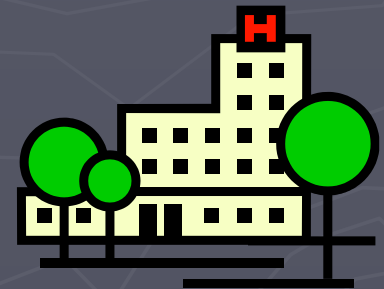


THE RIGHT TO PROTECTION FROM DISCRIMINATION FOR SAFETY AND HEALTH ACTIVITIES

- All employees have the right to protection from being discriminated against when dealing with Workplace Safety and Health Activities.
- All employees have the right and are required by law (Due Diligence) to report any situations that they feel are or may become hazardous in their workplace.
- No discriminatory action may be taken against that employee for reporting the situation.

WS&H Committee Development

1. Terms of reference for the Park West WS&H committees
2. WS&H Act and Regulation- (210)
3. Involve Committees in:
 - Incident Investigation
 - Injury Prevention
 - JHA development
 - Policy Development



The Role of the Safety Committee/Representative

- ▶ The Right to Know
- ▶ The Right to Participate
- ▶ The Right to Refuse
- ▶ The role of the WSH Committee or the WSH Representative is to ensure these rights are upheld.

Duties of Worker

- ▶ Protect his/her health and safety as well as others who may be affected.
- ▶ Use all PPE provided for his/her protection.
- ▶ Consult and co-operate with a WSH committee or representative.

Duties of Supervisor

- ▶ protect the safety and health of workers
- ▶ Inform the worker of risks
- ▶ Ensure workers use PPE

Duties of Employer

- ▶ Every employer shall in accordance with the objects and purposes of this Act
- ▶ (a) ensure, so far as is reasonably practicable, the safety, health and welfare at work of all workers; and
- ▶ (b) comply with this Act and regulations

Incident Investigation and Injury Prevention

- Serious Incident Investigation
- Incident Investigation
- Near Miss investigation



Chemical Program Development

1. Division Health and Safety Officer
 - Ensures all Principals /supervisors have access to welnet solutions MSDS management system to aid them to maintain chemical inventories and Material Safety Data Sheets (MSDS).
 - The School Workplace Safety and Health Committee shall ensure the MSDS sheets online through Well Net Solutions correspond to the site inventory list each year in February.
 2. Chemical and Biological Prevention plan
 - What do we do with each chemical?
 - Chemical Inventory
 - Controlled Chemicals
 3. WHMIS
 - Self Learning Package Yearly in February
 - Employees regularly working with chemicals shall review the WHMIS training program and complete a WHMIS Self Learning Test annually. All other employees shall review the WHMIS training program every three years.
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Job Hazard Analysis

- ▶ JHA Development
 - Hazard Assessment form
 - JHA forms
 - Critical Job Inventory Form
 - Safe Work Procedures

Thank you for your time

Questions?

