

## Wallaceburg Christian School Society - Board Policy Manual

Section: Buildings  
Subject: 810-Health and Safety Policy

Subsection: Health and Safety  
Effective: August 2010

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### Health and Safety Policy

Wallaceburg Christian School, as a Christian community is devoted to the welfare of its employees and students and recognizes its responsibility to promote their health and safety. In keeping with its mission, WCS undertakes to provide a healthy and safe work environment and to make every effort to achieve this objective. The Board of directors gives its promise that every reasonable precaution will be taken to protect all employees and students from violence, harassment, injury or occupational disease.

Wallaceburg Christian School will make every effort to provide a safe, healthy work environment. As employer, the Board is ultimately responsible for the health and safety of its employees; as owner and operator of the school, the Board is also ultimately responsible for the health and safety of the students. All the workplace parties must be dedicated to the continuing objective of improving workplace health and safety. The Board requires the ongoing cooperation of its employees in the exercise of their responsibilities.

Wallaceburg Christian School will be responsible for the health and safety of its workers and all others who are under its supervision. This includes the responsibility to ensure that all machinery, equipment and resources are safe and that workers work in compliance with established safe work practices and procedures. Workers will receive adequate training in their specific work tasks to protect their personal health and safety and that of their students.

Every worker must protect his or her own health and safety by working in compliance with the law and safe work practices and procedures, established by Wallaceburg Christian School. Every worker is responsible to bring to the attention of the Board or the Board's principal or other leadership team member, the existence of any unhealthy or unsafe conditions or practices.

It is in the best interest of all the workplace parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of all positions at Wallaceburg Christian School.

Wallaceburg Christian School has a joint Health and Safety Committee consisting of the Principal and a representative from the Board. Workplace inspections are conducted regularly and the minutes are posted for your information. Please do not hesitate to contact a Health and Safety Committee representative if you have any concerns regarding your health and safety at Wallaceburg Christian School.

Definitions and procedures related to the amendments to the Occupational Health and Safety Act (Bill 168):

**Definitions:**

1. Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably known to be unwelcome.
2. Workplace violence means
  - a. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
  - b. The attempt to exercise physical force by a person against a worker, in a workplace, that could cause physical injury to a worker.
  - c. A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause injury to the worker
3. Domestic violence: If an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, that employer shall take every precaution reasonable in the circumstances for the protection of the worker.
4. Refusal to work: A worker may refuse to work or do particular work where he or she has reason to believe that the workplace is likely to endanger himself or herself.

**Reporting system**

1. All concerns raised in regards to this process may be brought to the attention of the school administrator or designated Health and Safety representative
2. The school administrator will set out clear guidelines which include measures and procedures for staff to report incidents or workplace harassment and how those will be investigated and dealt with. (These guidelines and procedures will be developed as required)
3. In the case of injury (which is not critical or life-threatening) from workplace violence the school administrator shall also give written notice of the occurrence containing prescribed information and particulars to health and safety representative.

**Duty of employer**

1. The employer will provide the worker any information where the risk of workplace violence from a person with a history of violent behavior if:
  - a. The risk of workplace violence is likely to expose the worker to injury.
  - b. And the worker can be expected to encounter that person in the course of his or her work.
  - c. In the case of behaviorally challenged exceptional students all members of the school team will now have access to student's behavioral plan and the staff member's safety plan
2. This policy shall be posted in a prominent place and included in the staff handbook
3. This policy shall be reviewed with the staff on an annual basis

**Procedures related to this policy:**

1. Annually (prior to the start of the school year) and as required throughout the school year the Administrator (along with the appointed Health and Safety rep) will conduct a risk assessment.
2. If a risk is identified due to a behaviorally challenged exceptional student, all members of the school team will have access to the student's behavioral plans and the staff members' safety plan (this will be developed as required) which may include modifications to the Individual Education Plan (IEP) of the student.
3. If a staff member should refuse to work as a result of a workplace violence incident (or threat thereof) the administrator shall immediately conduct a review of the complaint and advise the health and safety representative (or staff member) of the results of the assessment in writing.