Nipissing-Parry Sound Catholic District School Board

ROOTED IN FAITH ALIVE IN SPIRIT

Occupational Health and Safety Program

Date of Issue: August 2011
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1.0 PREFACE

This Health & Safety Management Program is for the exclusive use of The Nipissing-Parry Sound Catholic District School Board (NPSCDSB) hereby referred to as the “Board”. All rights reserved. The Ontario Occupational Health & Safety Act (“OHSA”) requires the establishment and implementation of this Management Program.

Violations of any provision of this Management Program may constitute misconduct and the individual may be subject to discipline.

This management program is designed to provide accurate and informative assistance in accordance with requirements as per the following legislation:

- Ontario Occupational Health & Safety Act (OHSA)
- Ontario Regulations made under OHSA
- Workplace Safety & Insurance Act (WSIA)
- Ontario Regulation made under WSIA

This includes all applicable Regulations, Board Policies, Administrative Procedures, Protocols and Management Programs. It is intended to be used for reference and resource purposes. It includes the designation of duties, procedures, protocols, prevention and training.

The duplication or utilization of this Management Program without the expressed consent by the Board is prohibited.

2.0 MANUAL DISTRIBUTION LIST

The NPSCDSB Occupational Health and Safety Manual will be provided as follows:

- To all Board sites, to be placed in the staff room
- To all Managers, Principals and Supervisors
- To members of the Joint Health and Safety Committee

The Occupational Health and Safety Manual will also be available to all employees on the Board's intranet site and to the public on the Board's external site at www.npsc.ca .

2.0 (a) PROGRAM REVIEW AND REVISION RECORDS

Date of Issue of Health and Safety Program: August 2011

Date of Review: August 2012

Approved by: Anna Marie Bitonti, Director of Education

Item Revised	Date Completed	Date of Distribution

3.0 BOARD EMERGENCY CONTACTS AND PHONE NUMBERS

Emergency Notification Procedures

Place the contact information, specific for your location here (to be completed at each work site):

Title	Name	Telephone (H)	Telephone (C)
Principal			
Vice-Principals/ Teacher Designate			
Custodian			

This contact is responsible for:

- Notifying police, fire, ambulance or utility provider;
- Notifying the Board administration;
- Communicating with the police, fire or ambulance upon arrival;
- Ensuring that the appropriate Emergency Response Plan is being implemented and followed.

The Board office shall be contacted in the following order. Only one individual from the Board office needs to be contacted as they will contact others as necessary.

Title	Name	Telephone (W)	Telephone (C)
Director of Education	Anna Marie Bitonti	705-472-1201	
Superintendent of Business	Grace Barnhardt	705-472-1201	
Superintendent of Education	Paula Mann	705-472-1201	
Superintendent of Education	Jody Weller	705-472-1201	

EMERGENCY CONTACTS

ORGANIZATION NAME	SERVICE	CONTACT NUMBER
POLICE, AMBULANCE, FIRE	EMERGENCY	911
POLICE	**NON-EMERGENCY (Administration)** ONTARIO PROVINCIAL POLICE NORTH BAY STURGEON FALLS MATTAWA POWASSAN	 1-888-310-1122 705-472-1234 705-753-1234 705-744-5503 705-724-2016
FIRE	**NON-EMERGENCY (Administration)** NORTH BAY CALLANDER POWASSAN WEST NIPISSING MATTAWA	 705-474-5662 705-752-2839 705-724-3522 705-753-1171 705-303-3477
POISON CONTROL CENTRE		1-800-268-9017
MINISTRY OF LABOUR	REPORT INCIDENTS, CRITICAL INJURIES OR FATALITIES UNSAFE WORK PRACTICE REPORTING	705-497-5232 1-877-717-0778 1-800-202-0008
MINISTRY OF THE ENVIRONMENT	SPILLS OR EMERGENCIES	1-800-268-6060
ONTARIO HYDRO	POWER OUTAGES AND EMERGENCIES	1-800-434-1235
UNION GAS		1-877-969-0999 705-474-8480
NORTH BAY HYDRO		705-474-8100
SUDBURY HYDRO –WEST NIPISSING		705-675-7536
BELL TELEPHONE		705-310-2355
NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT		705-474-1400
NIPISSING-PARRY SOUND CDSB	HEALTH AND SAFETY OFFICER	705-472-1201
NIPISSING-PARRY SOUND CDSB	WSIB CLAIMS ADMINISTRATOR	705-472-1201

4.0 HEALTH AND SAFETY POLICY STATEMENT

4.1 Health and Safety Policy Application

Reference AG-24.0/NPS 55-99

Purpose

The Board's Health & Safety Policy and Regulation have been established and are reviewed annually in accordance with applicable requirements legislated under OHSA. This Policy and Regulation also establishes and empowers this Health & Safety Management Program and all of its procedures and protocols.

Application

This applies to all Board Supervisor(s) and Worker(s) at all Board work site locations.

General

The Board has the duty to review and update this Policy and Regulation on an annual basis.

A copy of this Policy and Regulation can be found/referenced on the Board's website www.npsc.ca by accessing the Staff Intranet.

A copy of this Policy and Regulation can also be found/referenced at every Board work site posted on the Health & Safety Bulletin board. Upon the completion of every annual review, update notifications will be sent out to be re-posted on each work site's Health & Safety Bulletin board.

The following is a copy of the Board's Health & Safety Policy and Regulation.

4.2 HEALTH AND SAFETY POLICY

NIPISSING-PARRY SOUND CATHOLIC SEPARATE SCHOOL BOARD

HEALTH AND SAFETY	AG 24.0 May 18, 2011

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to promote health and safety in the workplace.

The Nipissing-Parry Sound Catholic District School Board is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Board, and its employees, will make every effort to provide a safe, healthy work environment. The Board shall ensure that workers receive adequate training in their specific work tasks to protect their health and safety.

All Board employees must be dedicated to the continuing objective of reducing risk of injury. Responsibility for effective implementation of this Policy rests upon each individual employee who must personally conduct himself/herself in a fashion which will promote safe work conditions and complies with safe work practices and procedures. All employees must work in compliance with the law and shall bring to the attention of their immediate supervisor any condition, machinery, equipment, procedure or practice that is unsafe and not in agreement with this policy. Supervisors are accountable for the health and safety of workers under their supervision and shall therefore ensure that any condition, machinery, equipment, procedure or practice not in agreement with this policy is rectified in a timely manner. Supervisors shall also ensure that workers under their supervision work in compliance with safe work practices and procedures.

This policy will be reviewed annually and posted as per the Occupational Health and Safety Act.

2011 6 20
Review date

Signature of Director of Education

5.0 DUTIES/RESPONSIBILITIES OF THE WORKPLACE PARTIES

The Occupational Health and Safety Act sets out the duties of contractors, employers, supervisors, workers, and other persons. They help achieve effective health and safety outcomes in the workplace. The most important duties are summarized below.

5.1 THE INTERNAL RESPONSIBILITY SYSTEM

The Internal Responsibility System (IRS) is the underlying philosophy of Ontario's *Occupational Health and Safety Act* (OHSA) and a major focus of the Ministry of Labour's (MOL) enforcement efforts. It provides the organizational structure for much of this manual and guides the content throughout.

The IRS assigns an interlocking set of responsibilities and accountabilities to the workplace parties (employer, supervisors and workers) and affords workers three main responsibilities described below:

- The employer, supervisors and workers have **direct responsibility** for health and safety – that is, they have legal liability and must be able to demonstrate due diligence.
- The Joint Health and Safety Committee (JHSC), certified members, the Safety Officer, unions, etc. have **contributive responsibility** – that is, they are not legally liable for performance of their roles (except for their duties as supervisors and workers).
- Everyone has a duty not only to abide by the provisions of the OHSA and the regulations made under it, but to actively enforce those provisions throughout the Board.

5.2 HEALTH AND SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

NPSCDSB in its capacity as the **employer** is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the organization.

All individuals in the workplace, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

A. MANAGEMENT RESPONSIBILITIES AND ACCOUNTABILITIES

Purpose

To ensure that all management complies with their specific requirements within the health and safety program. This level of the organization includes the Director of Education, the Superintendents of Education and the Superintendent of Business.

Scope

These responsibilities reflect the requirements from the Occupational Health and Safety Act (sections 25 and 26).

Standards
Review the program on an annual basis to ensure understanding and implementation. Ensure that any changes are understood by management and staff under management authority.

ROLES AND RESPONSIBILITIES

1. General

Management must perform and adhere to the following:

a) Performing workplace inspections
b) Conducting information sessions (safety talks, staff meetings)
c) Conducting incident investigations
d) Conducting employee training
e) Correcting substandard acts or conditions
f) Commending employee health and safety performance
g) Performing employee safety observations

2. Management responsibilities, as found in sections 25, 26 of the OHSA:

Section 25 (1) An employer shall ensure that:

(a) Equipment, materials and protective devices as prescribed are provided.
(b) Equipment, materials and protective devices are maintained in good condition.
(c) Prescribed measures and procedures are carried out.
(d) Equipment, materials and protective devices are used as prescribed.
(e) All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act Section 25 (2) without limiting the strict duty imposed by subsection (1), an employer shall:

(a) Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
(b) In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
(c) When appointing a supervisor, appoint a competent person. For the purpose of this clause, an employer may appoint him or herself as a supervisor where the employer is a competent person.

(d) Acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.

(e) Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.

(f) Only employ in or about the workplace a person over such age as may be employed.

(g) Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.

(h) Take every precaution reasonable in the circumstances for worker protection.

(i) Post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, outlining the rights, responsibilities and duties of workers.

(j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;

(k) Post at a conspicuous location in the workplace a copy of the occupational health and safety policy;

(l) Provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and

(m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

3. Additional management duties

In addition to the duties imposed in Section 25 of OHSA, an employer shall:

(a) Establish an occupational health service for workers as prescribed;

(b) Where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;

(c) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
(d) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
(e) Notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
(f) Monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
(g) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
(h) Establish a medical surveillance program for the benefit of workers as prescribed;
(i) provide for safety-related medical examinations and tests for workers as prescribed;
(j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
(k) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
(l) Carry out such training programs for workers, supervisors and committee members as may be prescribed.

4. Communication

Health & Safety responsibilities will be communicated to all management during their health and safety training program.

Each management person is responsible to communicate any revisions to their staff at each staff meeting.

Copies of the management training program and minutes will be located in the Director's Office and will be kept for a period of two years.

5. Training

- All management require training on their legislative and their health and safety responsibilities.
- Each manager must sign the training record at the completion of the management health and safety training session.
- All records of any health and safety training must be kept in their personnel file.

6. Evaluation

A review of the management responsibilities will be done on an annual basis. This evaluation will measure compliance of each health & safety responsibility (see Form 5.2A: Performance Appraisal/Evaluation Form – Management appraisal).

7. Forms/Records

All health and safety forms must be reviewed as part of the annual program review.

B. SUPERVISOR/PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITES

Purpose

To ensure that all supervisors comply with their specific responsibilities within the health and safety program. This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisor, Principals, Vice-Principals, Managers, and up, and could include the curriculum leads and teachers in charge.

Scope

These responsibilities reflect the requirements from the Occupational Health and Safety Act (sections 27).

Standards

Review the program on an annual basis to ensure understanding and implementation. Ensure that any changes are understood by supervisors and staff under their authority.

ROLES AND RESPONSIBILITIES

1. General

Supervisors must perform and adhere to the following:

a) Performing workplace inspections
b) Conducting information sessions (safety talks, staff meetings)
c) Conducting incident investigations
d) Conducting employee training
e) Correcting substandard acts or conditions
f) Commending employee health and safety performance
g) Performing employee safety observations

2. Supervisor/Principal responsibilities, as found in sections 27 of the OHSA:

Section 27. (1) A supervisor shall ensure that a worker,

(a) Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

(b) Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

3. Additional duties of supervisor as per the OHSA

(2) Without limiting the duty imposed by subsection (1), a supervisor shall,
(a) Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
(b) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
(c) Take every precaution reasonable in the circumstances for the protection of a worker.

The health and safety responsibilities attached to this level also include the following:

(a) Taking care of the occupational health and safety of the employees within their respective area.
(b) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
(c) Understand and enforce the Health & Safety Policies and Procedures.
(d) Responsible for ensuring workplace inspections are performed including those conducted by the JHSC or H/S Rep.
(e) Ensure that employees wear the appropriate personal protective equipment.
(f) Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor/principal is aware.
(g) Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
(h) Take every precaution reasonable in the circumstance for the protection of a worker.
(i) Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
(j) Identify and inform superiors of occupational health and safety concerns.
(k) Responsible for correcting substandard acts or conditions.
(l) Responsible for commending good health and safety performance.
(m) Responsible for performing employee safety observations.
(n) Accountable for health and safety.
(o) Responsible for performing regular staff visits.
(p) Set a good example by always wearing the appropriate PERSONAL PROTECTIVE EQUIPMENT when required.
(q) Ensure that supervisors regularly attend safety meetings.
(r) Ensure that health and safety reference materials readily available to and workers.

4. Communication

Health & Safety responsibilities will be communicated to all supervisors during their health and safety supervisor training program.

Each supervisor is responsible to communicate any revisions to their staff at each staff meeting. Principals will include Health and Safety on their monthly staff meeting agendas as a 'standing item'.

Copies of the supervisor Health and Safety training program can be found in the Human Resources Department.

Supervisors must keep copies of their staff meeting agendas and minutes for a period of two years.

5. Training

All Supervisor(s) require training on their legislative and their health and safety responsibilities.

Each supervisor must sign the training record at the completion of the supervisor health and safety training session.

6. Evaluation

A review of the supervisor responsibilities will be done on an annual basis. This evaluation will measure compliance of each health & safety responsibility (see Form 5.2B, Supervisor Accountabilities: Performance Appraisal/Evaluation Form – Supervisor Appraisal).

7. Forms/Records

All records of any health and safety training must be kept in the employee personnel file.

C. WORKER/SUPPLIED LABOUR RESPONSIBILITIES

Purpose

To ensure that workers comply with their specific responsibilities within the health and safety program. The term worker/employee will include supplied labour.

Scope

These responsibilities reflect the requirements from the Occupational Health and Safety Act (sections 28).

Standards

All workers will demonstrate their knowledge of the Board's health and safety program.

1. Roles and Responsibilities

Worker responsibilities as outlined in Section 28 of the OHSA Section 28. (1) A worker shall:

(a) work in compliance with the provisions of the OHSA and the regulations;

(b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;

(c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and

(d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

Section (2) No worker shall,

(a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

(b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or

(c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

2. Safety Responsibilities

Workers shall:

1. Ensure that any equipment/machinery will not be operated without being given proper instruction and authority to do so.

2. Refrain from horseplay and running.

3. Ensure that all personal protective equipment will be properly worn at all times, where required.

4. Refrain from climbing any of the shelving/racking systems.

5. Ensure that all long hair is tied up in order to prevent entanglement when working with machinery.

6. Not remove any machine guards.

7. Adhere to all safety rules and signs.

8. Refrain from smoking on Board property.

A worker's failure to comply with their safety responsibilities will result in the application of the progressive disciplinary procedure.

3. Communication

Supplied Labour will receive a copy of our employee responsibilities and disciplinary procedures.

Temporary workers will be required to sign an orientation form when the supervisor has communicated their health and safety responsibilities to them. The orientation form must be kept in the personnel file.

4. Training

All workers shall:

- Attend any training required by the employer.
- Ensure their training records are in their personnel file.

5. Evaluation

Employees will be evaluated on an ongoing basis using observations and one-on-one meetings.

6. Forms/Records

Note: Employee's should check their employee file, at least every three (3) years to ensure that copies of their training record(s) are in their employee file.

D. WORKER ACCOUNTABILITIES

All workers must understand the established policy for discipline related to health and safety. [The term employee will include supplied labour].

All workers shall abide by their health and safety roles and responsibilities as outlined in this health and safety program. Failure to comply will result in the application of the progressive discipline procedure.

This procedure is in compliance with Board Policy 13.0: *Hiring, Tenure, Demotion, Suspension and Dismissal of Staff* and includes the following steps:

Verbal Warning

1. The immediate supervisor will review the facts of the case in private with the employee involved.

2. The employee will be told:
   a) what action will be taken if specific expectations are not met; and
   b) what time will be given to rectify the situation.

3. The immediate supervisor will send a notification of the verbal warning to the Supervisory Officer concerned, who will refer it to the employee's personnel file, with a copy to the individual.

and/or

Written Warning

1. The immediate supervisor will review the facts of the case with the employee involved.

2. The employee will be told:
   a) what action will be taken if specific expectations are not met; and
   b) what time will be given to rectify the situation.

3. A record of the meeting, stating the facts which were reviewed with the employee, will be prepared by the immediate supervisor, a copy given to the employee, and a copy sent to the Supervisory Officer concerned who will refer it to the employee's personal file.

Follow-up

1. If after the above warnings have been given, the immediate supervisor is satisfied that a demotion or a dismissal is warranted, a recommendation to that effect will be made to the Supervisory Officer, with a copy to the employee and the Human Resources Department.

2. The Supervisory Officer concerned will consult with the immediate supervisor and submit a report to the Director of Education, with a copy to the parties concerned.

E. HEALTH AND SAFETY OFFICER RESPONSIBILITIES

Scope

The Health and Safety Officer shall be responsible to the Director of Education and/or Designate in matters of Occupational Health and Safety and shall be a member of the Joint Occupational Health and Safety Committee.

The following are the Health and Safety Officer's duties:

(a) Assist in the development and implementation of health and safety standards and procedures.
(b) Be a certified management member of the Joint Health and Safety Committee.
(c) Ensure that the Joint Health and Safety Committee minutes are documented, distributed and posted.
(d) Participate in monthly workplace inspections, where required.
(e) Facilitate the provision of hygiene tests, as required.
(f) Ensure that the members of the Joint Health and Safety Committee are provided with a copy of the testing results.
(g) Ensure that the results of any hygiene testing are distributed and posted on all workplace health and safety bulletin boards.

(h) Assist in the completion of annual audits of the company's health and safety program.
(i) Provide resources for company health and safety training.
(j) Be the company contact for any Ministry of Labour inspections.
(k) In conjunction with senior management, review/revise the health and safety program/policy annually.

The Health and Safety Officer must have the following training as a minimum:
a) Applicable Safety Legislation
b) Injury/Incident Investigation
c) Planned Workplace Inspection OR Basic Certification Training.

Documentation of the training will be retained in the employee's personnel file.

Roles and Responsibilities
The Health and Safety Officer's responsibilities are to:
a) Ensure that due diligence is undertaken to ensure the health and safety of all employees.

b) Advise and assist staff and supervisors on occupational health and safety matters.

c) Coordinate inspections of all Board equipment, places, processes and working practices in order to identify hazards and recommend remedial action, according to the applicable schedules.

d) Take appropriate action to investigate all accidents, injuries, job-related illness, incidents and reported hazards.

e) Ensure that recommendations are made and properly followed up with respect to accidents, injuries, job related illness, incidents, and reported hazards.

f) Keep necessary records and submit reports as required.

g) Maintain a liaison with external safety and accident prevention agencies.

h) Generate an on-going safety awareness attitude in all staff through disclosure of topical information relating to health and safety issues.

i) Attend all meetings of the Joint Health and Safety Committee.

j) Coordinate health and safety educational programs within the Board.

k) Ensure Emergency Preparedness Plans are in place.

F. WSIB CLAIMS ADMINISTRATOR RESPONSIBILITIES

Scope

a) Shall be responsible to the Manager of Human Resources.

b) The WSIB claims Administrator must have the following training as a minimum:
   - Applicable Safety Legislations
   - Injury/accident investigation
   - Planned workplace or basic certification

Roles and responsibilities

a) Assist the Health and Safety Officer with accident investigations and ensure clear written procedures for investigating accidents are in place.

b) Coordinate and implement the workers' claims management program to ensure an injured worker's claim is managed in an efficient and timely manner.

c) Coordinate modified work programs within the Board in conjunction with Workplace Safety & Insurance Board rehabilitation representatives.

G. JOINT HEALTH AND SAFETY COMMITTEE (JHSC) RESPONSIBILITIES

Roles and Responsibilities

The JHSC has an advisory role. Its role is to encourage awareness of health and safety issues, identify workplace hazards through regular inspections, and recommend controls to the employer.

It is the JHSC that ensures the performance of appropriate health and safety practices in the workplace through regular audits.

H. CONTRACTOR RESPONSIBILITIES

Scope

This classification is external to the NPSCDSB and includes all those individuals or organizations working on a contract basis for the Board.

Roles and responsibilities

The health and safety responsibilities attached to this classification include the following:

(a) Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified, trained workers and meet all applicable legislation as well as NPSCDSB health and safety policy and procedures.

(b) Are held accountable for their health and safety performance.

(c) Provide a WSIB clearance certificate and equivalent insurance.

(d) Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area.

Additional expectations:

(a) Health and Safety Responsibilities for Contractors will be included in all contracts tendered and proof of items outlined above may be required by the Board at any time from tendering to project completion.
(b) Contractors are responsible to familiarize themselves with and follow the NPSCDSB staff, contractor Health and Safety Standard Operating Procedures, prior to performing any work on Board property.

I. VISITORS AND GENERAL PUBLIC RESPONSIBILITIES

Scope

This classification is external to the School Board's organization and includes all those individuals or organizations not identified in the above classifications.

Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.

Roles and Responsibilities

Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.

In the event that a visitor is required to enter a work area or school:

(a) The supervisor/principal will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
(b) Any and all required personal protective equipment will be used by the visitor.
(c) All visitors must sign in with the office at each facility.

Visitors must:

a) Sign in and sign out in the log, after reading their health and safety responsibilities.
b) Remain with their designated host.
c) Not smoke on Board property at any time.
d) Report immediately to the host, any injury / illness or hazard, no matter how minor.
e) Follow all posted signs and rules.
f) In the event of an emergency follow the instructions of the host and remain in the gathering area until given further instruction.

Please refer to Forms 5.12, Visitor responsibilities and 5.12 Visitor Sign-In Log.

5.2A MANAGEMENT ACCOUNTABILITIES

PERFORMANCE APPRAISAL/EVALUATION FORM
MANAGEMENT APPRAISAL
(to be completed on an annual basis)

LEGEND:
1 – Unacceptable 2 – Requires improvement 3 – Meets standard 4 – Performs above standard

Name:					
Position Title:					
	1	**2**	**3**	**4**	**n/a**
Performing workplace inspections					
Conducting information sessions (safety talks, staff meetings)					
Conducting incident investigations					
Conducting employee training					
Correcting substandard acts or conditions					
Commending employee and supervisor health and safety performance					
25. (1) An employer shall ensure that,					
(a) The equipment, materials and protective devices are provided as prescribed; (b) The equipment, materials and protective devices provided by the employer are maintained good condition; (c) The measures and procedures prescribed are carried out in the workplace; (d) The equipment, materials and protective devices provided by the employer are used as prescribed; and (e) A floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.					
25. (2) Without limiting the strict duty imposed by subsection (1), an employer shall,					
(a) Provide information, instruction and supervision to a worker to protect the health or safety of the worker; (b) In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed; (c) When appointing a supervisor, appoint a competent person; (d) Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent; (e) Afford assistance and cooperation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;					

Name:					
Position Title:					
	1	**2**	**3**	**4**	**n/a**
(f) Only employ in or about a workplace a person over such age as may be prescribed; (g) Not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace; (h) Take every precaution reasonable in the circumstances for the protection of a worker; (i) Post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers; (j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy; (k) Post at a conspicuous location in the workplace a copy of the occupational health and safety policy; (l) Provide to the committee or to a health and safety representative the results of a report respecting employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and (m) Advise workers of the results of a report referred to in clause (a) and, if the report is in writing, make available to them on request copies of the portions of the reports that concern					
25. (3) An employer may appoint himself or herself as a supervisor where the employer is a competent person.					
Additional duties of employers: 26. (1) In addition to the duties imposed by section 25, an employer shall,					
(a) Establish an occupational health service for workers as prescribed; (b) Where an occupational health service is established as prescribed, maintain the same according to the standards prescribed; (c) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed. (d) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed; (e) Notify the Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed; (f) Monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical gents in a workplace and keep and post accurate records thereof as prescribed; (g) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed; (h) Establish a medical surveillance program for the benefit of workers as prescribed;					

Name:					
Position Title:					
	1	**2**	**3**	**4**	**n/a**
(i) Provide for safety-related medical examinations and tests for workers as prescribed; (j) Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace; (k) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and (l) Carry out such training programs for workers, supervisors and committee members as may be prescribed.					
26. (2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. 0.1, s. 26(1, 2).					
26. (3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,					
(a) The worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation; (b) The worker's reasonable travel costs respecting the examinations or tests; and (c) The time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. 0.1, s. 26 (3); 1994, c. 27, s. 120 (3)					
Overall Assessment					

Additional Comments: _____

_____

I have read and discussed this review with my supervisor.

_____ _____

Signed Date

Approval Signature:	**Distribution to:** Personnel file

Policy Date of Issue: August 2011	**Policy Review/Revise Date:** August 2012

5.2B SUPERVISOR ACCOUNTABILITIES

Nipissing-Parry Sound Catholic District School Board

PERFORMANCE APPRAISAL/EVALUATION FORM
SUPERVISOR APPRAISAL
(to be completed on an annual basis)

LEGEND:
1 – Unacceptable 2 – Requires improvement 3 – Meets standard 4 – Performs above standard

Name:					
Position Title:					
	1	**2**	**3**	**4**	**N/A**
Performing workplace inspections					
Conducting information sessions (safety talks, staff meetings)					
Conducting incident investigations					
Conducting employee training					
Correcting substandard acts or conditions					
Commending employee health and safety performance					
Performing employee safety observations					
Duties of supervisor 27. (1) A supervisor shall ensure that a worker, (a) Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and (b) Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.					
Additional duties of supervisor (2) without limiting the duty imposed by subsection (1), a supervisor shall, (a) Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware; (b) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and (c) Take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.					
Overall Assessment					

Additional Comments: _____

_____

I have read and discussed this review with the Superintendent/Supervisor.

Appraiser Signature:	**Distribution to:** Personnel file

Employee Signature Date

Policy Date of Issue: August 2011	**Policy Review/Revise Date:** August 2012

5.3 ROLE OF STUDENTS AND VOLUNTEERS

The Board is committed to ensuring the health, well-being and safety of all its facility users, including staff, students, parents, volunteers and contractors and community users.

All parties are expected to report identifiable hazards to minimize risk of injury to the school administration.

Students and volunteers must adhere to established safety rules and procedures for specific class curriculum and programs.

Students and Volunteers are expected to follow all established Board health and safety rules.

Students', parents' and volunteers' suggestions are always welcome.

5.5 HEALTH AND SAFETY BULLETIN BOARDS

All workers shall designate a bulletin board for the sole purpose of health and safety related materials.

It is the responsibility of the Site Supervisor to ensure the following Health & Safety materials are posted on the Health and Safety bulletin board at each Board worksite location. It must be kept current. It is the responsibility of the Health and Safety Officer to provide all materials required to do so.

The Joint Health & Safety Committee members conducting the monthly inspections will check the health and safety bulletin board for compliance and currency.

- Occupational Health & Safety Act (most current)
- Industrial regulation (see Important Reminder)
- Most current WHMIS regulation
- Most current Material Safety Data sheets (Not more than 3 years old)
- Designated substances If applicable - most current
- Ministry of Labour – explanatory material
- Guide to the OHSA
- Guide to JHSC
- Hazard Alerts
- Form 82 – In case of injury poster First aid stations:
- First Aid Regulation (1101) First Aid stations:
- Emergency Services and numbers
- Reports
- Joint Health & Safety Committee minutes of meetings
- Ministry of Labour
- Injury / Incident summary
- Inspections
- Workplace Violence Policy and Procedures
- Workplace Harassment Policy and Procedures

5.6 POSTED HEALTH AND SAFETY MATERIAL

Title: *Posted Health & Safety Material*	**Date of Issue:** August 29, 2011
Approved by*: Senior Administration*	**Review / Revise Date**:
Location: Health & Safety Bulletin Boards	

Item	Date of Issue
Occupational Health & Safety Act	Most current
• Industrial regulation	Most current
WHMIS regulation	Most current
Designated substances	If applicable - most current
Ministry of Labour • Guide to the OHSA • Guide for JHSC and Worker Representatives • Hazard Alerts • Fact Sheets	As released
Form 82 – In case of injury poster Reporting Work-Related Accidents, Injuries and Illnesses	Most current
Material Safety Data Sheets (MSDS)	• Available to all employees in a known location • Inventory must be current (no more than 3 years old)
First aid Regulation (1101)	Most current
Emergency Services and numbers	• Placed by all primary phones
Reports • Joint Health & Safety Committee Meeting Minutes • Health and/or safety assessments/surveys • Ministry of Labour Orders • Workplace Incident Summaries • Worksite Inspections	Most Recent version for a minimum of a month
Policies • Health and Safety with List of JHSC Member Names • Workplace Violence • Workplace Harassment • Footwear • First Aid Transportation Requirements	Most current
Other Emergency plan	• Floor plans must be posted by all emergency exit doors • Floor plans must be posted by lunchroom(s)

It is the responsibility of the Health and Safety Officer to ensure the following Health & Safety material is posted and/or available in the workplace. It must be kept current. The Joint Health & Safety Committee members conducting the monthly inspections will check the health and safety board for compliance.

5.12 VISITOR RESPONSIBILITIES

Nipissing-Parry Sound Catholic District School Board

VISITOR SIGN-IN LOG

By signing this log you are acknowledging that you have read, understood and will abide by the visitor responsibilities (see reverse side).

DATE	PRINT NAME	PERSON VISITING / REASON FOR VISIT	TIME IN	TIME OUT	SIGNATURE

NOTE: This form MUST be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and are accounted for.

Nipissing-Parry Sound Catholic District School Board

VISITOR RESPONSIBILITIES

Any visitor to a school must report directly to the school office.

Visitors must:

- Sign in and sign out in the log, after reading their health and safety responsibilities.
- Remain with their designated host.
- Not smoke on Board property at any time.
- Report immediately to the host, any injury / illness or hazard, no matter how minor.
- Follow all posted signs and rules.
- In the event on an emergency follow the instructions of the host and remain in the gathering area until given further instruction.

6.0 RIGHTS OF WORKERS

Individual workers have three basic rights. They can use these rights to protect their health and safety. Workers have:

- The right to know
- The right to participate
- The right to refuse.

6.1 The Right to Know

The right to know provides workers with a wide range of information about workplace hazards. This includes the right to be trained, supervised, and informed about potential hazards. Both employer and the Joint Health and Safety Committee have a responsibility to communicate with workers. The right to know was expanded by WHMIS.

6.2 The Right to Participate

All workers have the right to identify workplace health and safety hazards and recommend solutions through their supervisory and/or the Joint Health and Safety Committee. Certified members of the joint committee expanded this right.

6.3 The Right to Refuse Unsafe Work

Refusal to work

The Occupational Health and Safety Act (OHSA) states:

"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. R.S.O. 1990, c. O.1, s. 43 (3).

Extracted from the OHSA - Report of refusal to work (OHSA s43)

(4) 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, if there is such, in the presence of one of,

(a) a committee member who represents workers, if any;

(b) a health and safety representative, if any; or

(c) a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay. R.S.O. 1990, c. O.1, s. 43

(5) Worker to remain near workstation.

(6) Until the investigation is completed, the worker shall remain in a safe place near his or her workstation. R.S.O. 1990, c. O.1, s. 43 (5).

Refusal to work following investigation

(7) Where, following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or do particular work, the worker has reasonable grounds to believe that,

(a) the equipment, machine, device or thing that was the cause of the refusal to work or do particular work continues to be 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 continues to be 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 continues to be likely to endanger himself, herself or another worker, the worker may refuse to work or do the particular work and the employer or the worker or a person on behalf of the employer or worker shall cause an inspector to be notified thereof. R.S.O. 1990, c. O.1, s. 43 (6).

Investigation by inspector

(8) An inspector shall investigate the refusal to work in consultation with the employer or a person representing the employer, the worker, and if there is such, the person mentioned in clause (4) (a), (b) or (c). 2001, c. 9, Sched. I, s. 3 (11).

Decision of inspector

(9) The inspector shall, following the investigation referred to in subsection (7), decide whether the machine, device, thing or the workplace or part thereof is likely to endanger the worker or another person. R.S.O. 1990, c. O.1, s. 43 (8).
Idem

(10) The inspector shall give his or her decision, in writing, as soon as is practicable, to the employer, the worker, and, if there is such, the person mentioned in clause (4) (a), (b) or (c). R.S.O. 1990, c. O.1, s. 43 (9).

Worker to remain at a safe place pending decision
(11) Pending the investigation and decision of the inspector, the worker shall remain at a safe place near his or her work station during the worker's normal working hours unless the employer, subject to the provisions of a collective agreement, if any,

(a) assigns the worker reasonable alternative work during such hours; or

(b) subject to section 50, where an assignment of reasonable alternative work is not practicable, gives other directions to the worker. R.S.O. 1990, c. O.1, s. 43 (10).

Duty to advise other workers
(12) Pending the investigation and decision of the inspector, no worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of a person described in subsection (12), the worker has been advised of the other worker's refusal and of his or her reasons for the refusal. R.S.O. 1990, c. O.1, s. 43 (11).
Idem

(13) The person referred to in subsection (11) must be,

(a) a committee member who represents workers and, if possible, who is a certified member;

(b) a health and safety representative; or

(c) a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them. R.S.O. 1990, c. O.1, s. 43 (12).

Entitlement to be paid
(14) A person shall be deemed to be at work and the person's employer shall pay him or her at the regular or premium rate, as may be proper,

(a) for the time spent by the person carrying out the duties under subsections (4) and (7) of a person mentioned in clause (4) (a), (b) or (c); and

(b) for time spent by the person carrying out the duties under subsection (11) of a person described in subsection (12). R.S.O. 1990, c. O.1, s. 43 (13).

6.4 SUMMARY OF THE WORK REFUSAL PROCESS CHART

FIRST STAGE

Worker considers work unsafe

⬇

Worker refuses to work.
Reports concern immediately to supervisor, site rep., management rep.
Stays in safe place.

⬇

Supervisor investigates with Health and Safety Officer and certified worker representative.

⬇

Issue Resolved
Worker goes back to work.

Issue Not Resolved
[proceed to the second stage]

⬇

SECOND STAGE

⬇

With reasonable grounds to believe work is still unsafe, worker continues to refuse and remains in safe place.
Supervisor or management rep. calls MOL.

⬇

Worker may be offered other work if it doesn't conflict with relevant collective agreement.

⬇

Refused work may be offered to another worker, but must be done in presence of refusing worker.
Management must inform new worker that the offered work is subject of a work refusal.

⬇

MOL Inspector investigates in company of workers, Health and Safety Officer, supervisor, management rep. and certified worker representative.

⬇

Inspector gives decision to worker, management rep./supervisor, Health and Safety rep. and Certified Work Rep. in writing.

⬇

Changes are made if required or ordered
Worker returns to work

7.0 MULTI-SITE JOINT HEALTH AND SAFETY COMMITTEE

7.1 NPSCDSB JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

1. GEOGRAPHICAL AREA

1.1 It is agreed that this Joint Health & Safety Committee will cover all workplaces within the jurisdiction of the Nipissing-Parry Sound Catholic District School Board.

2. STRUCTURE OF COMMIITEE

2.1 The Joint Health & Safety Committee (referred to hereafter as the "Joint Committee" shall consist of 10 members; three members selected by the employer and CPCO and seven members representing CUPE Local 2799 (2), OPEIU (1), OECTA-NEU (1), OECTA-Secondary (1), OECTA-Occasional Teachers (1) and non-unionized employees (1).

The committee will further consist of health and safety members in each school (as per Appendix A) who are designated to conduct monthly inspections in each workplace. This number will comprise no more than 20 persons with a maximum of one person per school (worksite). Although members of the Joint Health and Safety Committee, members designated to conduct monthly inspections of the workplace will not attend Joint Health and Safety Committee meetings.

Alternates shall be allowed, however they shall only be used in emergency conditions and with the approval of the co-chairpersons. Each party will supply the name of an alternate.

2.2 The Joint Committee shall meet on a regularly established schedule as follows: October, December, February, April and June at 2:15 p.m. Date of meetings to be set by the committee for the next calendar year. Preparation time is from 1:00 p.m. to 2:00 p.m. prior to meeting.

2.3 There shall be two (2) co-chairpersons, one (1) selected by those representing the Board (employer), and one (1) selected by those members representing the workers.

2.4 Either co-chairperson may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.

2.5 The Joint Committee shall have a minimum of six (6) certified members, three (3) representing the workers and three (3) representing management. The distribution of the three certified worker members is as follows:

One (1) certified in North Bay, one (1) certified in Sturgeon Falls and one (1) certified member in Mattawa, or Corbeil, or Powassan.

The distribution of the three (3) certified management members will not be determined by location.

Certified members shall have the power to make a mutual decision to stop work that they consider to be dangerous to the health and safety of workers.

2.6 Each workplace shall name one (1) worker member to the committee who will not attend meetings but will be responsible for doing the monthly inspections of the workplace as outlined in their workplace schedules.

This member(s) may conduct the monthly inspection of the workplace with the assistance of the workplace custodian if the member is not one and the same as the custodian.

3. FUNCTIONS

3.1 The functions of the Joint Committee shall be:

a) to identify, evaluate and recommend a resolution of all matters pertaining to health and safety in the workplace to the Director of Education or designate;

b) to encourage adequate education and training programs, sufficient for all employees to be knowledgeable of the Occupational Health and Safety Act;

c) the Joint Committee will address matters related to all regulations, Designated Substances, Industrial Regulations, Regulation 833, Teachers' Act, Education Act, Occupational Health and Safety Act, Critical Injury sections of the Occupational Health and Safety Act and WHMIS where applicable:

i) the identification of potential or existing hazards of material, processes or equipment, and

ii) health and safety experience and work practices and standards in similar workplaces and District School Boards of which the Board has knowledge;

iii) review all safety related reports received by the Board with a commitment to protect employees from injury or occupational disease and work to prevent re-occurrences of such should they occur.

d) to deal with any matter that the Committee deems appropriate.

e) to review all monthly inspection reports to insure items are addressed and outstanding items are dealt with by management. Monthly inspection report items requiring action should designate responsibility for this action and a time frame for which this action should be completed. Monthly inspection reports should be posted on the Health and Safety bulletin board at each workplace.

Inspections

3.2 a) The worker member of the Committee named in article 2.6 will be responsible for the inspection of the physical condition of those workplaces and inspections will be on the following basis:

i) Elementary schools - once a month
ii) Secondary school - once a month
iii) Board office - once a month
iv) Board warehouse/shop/IRC - once a month

The schedule of inspections will be determined by the Joint Committee and upon implementation be distributed to each Joint Committee members and each school.

The worker member will notify the main office of each school when doing the inspection and where possible will be accompanied by an employer member of the committee designated to participate in the inspections or school principal.

b) An additional detailed inspection of each entire work site will take place annually. These inspections will be separate from the inspections outlined in section 3.2(a) and will be conducted by the custodians and their representative(s) on the Joint Health and Safety Committee.

3.3 All health and safety concerns raised during the monthly physical inspection will be recorded on an appropriate workplace inspection form and signed by the member(s) performing the When possible, the form will be typed or printed for legibility. A copy of these audit forms will be posted on the Health and Safety bulletin board in the workplace and then be forwarded to the appropriate supervisor or principal and to the Director of Education or designate, to the Health and Safety Officer and to both chairperson of the Joint Committee who may request follow-up to the inspections of the workplace inspected posted in the workplace.

Recommendations of the Joint Committee

3.5 The Director of Education or designate shall respond within 21 days with regard to written or minuted committee recommendations. The written response shall indicate the employer's assessment of the committee recommendations and specify what action will, or will not (with explanations) be implemented as a result of the recommendations. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

Accidents and Accompaniment

3.6 The local certified joint health and safety member or worker member at the workplace will investigate all critical injuries and/or fatal accidents.

3.7 The certified workers or workplace Joint Health and Safety member will accompany the Ministry of Labour Inspector while carrying out the Ministry inspection of the workplace. The supervisor or school principal shall be informed of such inspection.

3.8 The certified worker member or designate will participate in investigations of all work refusals. The Director of Education and the Ministry of Labour will be informed in writing, the name(s) of the worker(s) so designated.

3.9 The Joint Health and Safety Committee shall be consulted concerning proposed workplace strategies related to industrial hygiene. A certified member of the Joint Committee shall be entitled to be present at the beginning of such testing.

4. MINUTES OF MEETINGS

4.1 Management will provide or designate a secretary for the meeting to take minutes and be responsible for having the minutes typed, circulated and filed and posted on the Health & Safety bulletin board in each workplace. Minutes of meetings will be reviewed, and edited where necessary, by the co-chairpersons, then signed and circulated to all committee members within four weeks of the meeting and a copy forwarded to the Director of Education or designate before any broader circulation takes place. Agenda items will be identified by a reference number, and be readily available in a proper filing system. Names of Joint Committee members will not be used in the minutes except to record attendance.

5. QUORUM

5.1 The Joint Committee shall have a quorum of six members present in order to conduct business. One co-chairperson must be present in order to conduct business. If a co-chairperson is absent, the other co-chairperson will chair the meeting. In the event an issue concerns a particular employee group and the chair for that meeting is a member of that same group then the chair for that meeting may defer to the other chair. The number of employer members shall not be greater than the number of worker members.

6. PAYMENT FOR ATTENDANCE AT MEETINGS

6.1 All time spent in attendance at Joint Committee meetings is to be considered as time at work and paid accordingly.

6.2 Joint Committee members shall be allowed one hour of preparation time for each committee meeting, or longer as the committee determines necessary.

7. MEETING AGENDA

7.1 The co-chairpersons will jointly develop and approve an agenda, and ensure that a copy of the proposed agenda is circulated to all committee members at least five (5) working days in advance of the meeting. The agenda will be based on the format agreed to by the committee.

7.2 The Joint Committee may accept any item as proper for discussion and resolution pertaining to health and safety except to amend, alter, subtract from or add to, any terms of any Collective Bargaining Agreement. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than voting. Consensus means that each committee member is prepared to support a compromise position -even though it may not

be their first choice -in order to reach an agreement that the whole committee will support. Formal motions will not be used.

7.3 All items that are resolved or not will be reported in the minutes. Unresolved items will be minuted and placed on the agenda for the next meeting.

7.4 If unresolved after two (2) meetings, that within five (5) days of the Health and Safety meeting or other time agreed to by the co-chairpersons, a meeting will be held with the Director of Education or designate, union or association representatives and the two (2) co-chairpersons of the Health and Safety Committee to try to resolve the issue with a response back to the Joint Health and Safety Committee by the next meeting.

7.5 Where an item raises policy issues, it shall be referred to the appropriate authorities for consideration and written reports filed with the committee.

8. GENERAL

8.1 The names of Joint Committee members, indicating the co-chairpersons, will be posted on the Health and Safety bulletin board in each school and a copy forwarded to the Board and to the Regional Manager Industrial Health and Safety Branch, Ministry of Labour. The names and work locations of all committee members shall be posted in accordance with Section 9, Subsection 32 of the act.

8.2 All employees will be required to discuss their Health and Safety concerns with their immediate supervisor before bringing it to the Joint Health and Safety Committee member and/or Health and Safety Officer. The Health and Safety Officer will thoroughly investigate all complaints to get the facts and bring these to the attention of the Joint Health and Safety Committee. The committee will review the facts and determine a resolution to the problem. All problem resolutions will be reported in the minutes.

8.3 Committee members and representatives are responsible for maintaining rules of confidentiality except where disclosure of information is specifically required by the Act or another law.

8.4 Any amendments, deletions or additions to these guidelines must have the consensus of the total Joint Committee and be forwarded to the Director of Education and the presidents of the respective unions or associations for comment and shall be set out in writing and attached as an appendix to these Guidelines. These Guidelines will be reviewed at least once every three years or as needed.

8.5 Please note:
These Guidelines provide a framework for an effective functioning Joint Health and Safety Committee. References can be made to the **Occupational Health and Safety Act** and its guidebook.

Signed at North Bay, Ontario this 3 of May, 2001.

Joint Committee members:

Appointed by the Board:

Appointed by the Workers

Advisor - Ministry of Labour: _____

Title: Submission of Recommendations	**Date of Issue:** October 2011
Location: All facilities	

Why?	A function of the Worker Representative is to make recommendations to the employer and the workers for the improvement of the health and safety of the workers.
Who can submit?	The Worker Representative will submit their recommendations to management.
Who is it submitted to?	Director of Education
What can be submitted?	Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s).
When?	As soon as the source of danger or hazard is identified.
How?	In writing on the company's recommendations form.

Nipissing-Parry Sound Catholic District School Board

HEALTH AND SAFETY REPRESENTATIVE RECOMMENDATIONS TO MANAGEMENT FORM

Facility:	
Date:	

RE:	

Reasons for recommendation:

_____

_____

_____

_____

Requirements for implementation (supporting documentation may be attached):

_____

_____

_____

_____

Date presented to management: _____ / _____ / _____
Day Month Year

(The date of this recommendation becomes the reference number)

_____ _____
Management Co-Chair Worker Co-Chair

Recommendation presented to: _____

Expected date of response: _____ / _____ / _____
Day Month Year

An employer who receives written recommendations from the worker health and safety representative shall respond in writing within 21 days [Source: Occupational Health and Safety Act (OHSA)].

7.2 INSPECTION PROCESS AND FORMS

Process

The inspection by the worker Health & Safety representative is mandated under the Occupational Health and Safety Act. The inspection should be conducted in a manner that does not disturb the classroom or students; therefore a plan and schedule are essential. The school health and safety site representative should consult with the principal/supervisor to set an inspection schedule, for the school year.

1. The school health and safety site representative accompanied by the principal/ supervisor or delegate conducts the inspection.

2. The health and safety site representative completes the report.

3. The completed report is presented to the principal/supervisor for action.

4. (a) The principal/supervisor takes the appropriate action; completes the response.
   (b) Where no action is to be taken, the principal/supervisor must state the reasons why, which may include the opinion that the concern is not a health or safety issue.

5. The principal/supervisor returns the completed, signed report to the school health and safety site representative and forwards a copy to the Health and Safety Officer who in turn distributes to all members of the JHSC.

The Principal/Supervisor may request the Board Health and Safety Officer provide advice on any corrective action to be taken.

When the correction of a safety deficiency will be delayed, the Principal/Supervisor must ensure ‘worker safety’ with the implementation of temporary safeguards.

The principal/supervisor, as an agent of the employer must respond to the JHSC within the time limit; and, where no action is contemplated, must state in writing, the reasons why.

The responses must include time frames for completion.

At the subsequent inspection, the Health & Safety site representative will follow-up previously reported hazards to ensure completion. If the issue has not been resolved, the safety site representative will report the hazard and follow-up with the supervisor.

The Health & Safety site representative has no duty or responsibility, under the Act, to assess whether or not the principal/supervisor has responded appropriately.

If the worker members of the JHSC are not satisfied with actions taken, recommendations will be made at that JHSC meeting, and may include the involvement of senior administration.

The responsibility, under the Occupational Health and Safety Act to respond to a written recommendation from the JHSC within 21 days, is the employer's.

Inspection Form
One of the main functions of the monthly inspections is to identify and assess hazards and to develop solutions to eliminate or control these hazards. The inspection checklists included in this program will assist you with the identification of potential hazards in the work site. The identification of hazards is not done exclusively during the monthly inspections but can be observed at any time by management and/or workers. Once identified, potential hazards should be dealt with immediately or in a timely manner based upon the severity of the hazard.

There may be potential hazards observed that share commonality with many schools. The Joint Health and Safety Committee will examine all reported hazards to identify potential trends and possible solutions.

Identifying hazards is part of the INTERNAL RESPONSIBILITY SYSTEM (IRS). Assessing, eliminating and/or controlling hazards are management's responsibilities under the Occupational Health and Safety Act.

Hazards can be reported to the site representative or by individual workers using the following Employee Hazard Identification Form.

Health & Safety Site Representative Selection Process
The position of the Health & Safety Site Representative will be advertised in writing at each work site during the first teaching week in September. The workers shall then select the Health & Safety Site Representative through a voting process. No worker shall be assigned to this position without their consent.

Nipissing-Parry Sound Catholic District School Board

JOINT OCCUPATIONAL H & S COMMITTEE

INSPECTION REPORT

TYPE OF INSPECTION

YEAR _____ MONTH _____ PAGE _____ OF ____

☐ **MONTHLY** ☐ **WORK REFUSAL**

SCHOOL/WORKPLACE _____

☐ **CONCERN** ☐ **OTHER: _____**

ADDRESS _____

CONDITIONS								CORRECTIVE ACTION(S)		
ITEM	LOCATION	POTENTIAL HAZARD OBSERVED	*HAZARD TYPE			*HAZARD RATING (A,B,C)	REPEAT ITEM (Y/N)	CORRECTIVE ACTION (PRINCIPAL/SUPERVISOR)	DATE AND STATUS OF CORRECTIVE ACTION(S)	
			V	H	U				INITIATED	COMPLETED

OBSERVE (not limited to)

AV Equipment
Blackboards
Carpets
Doors
Fire Equipment
First-Aid Kits
Fences
Floors
Guards
Housekeeping
Ladders
Lighting
Lunch Tables
Noise
Outlets
Safety Footwear
Sidewalks
Stairs
Stretchers
Ventilation
WHMIS Labels
Windows

WORKER CONTACT (MINIMUM OF TWO PER INSPECTION); JHSC/Worker Rep must communicate with the supervisor during the inspection

WORKER/SUPERVISOR CONTACT NAME	HAZARD(S)/CONCERN(S) REPORTED

ROLE OF INSPECTOR:

☐ **HEALTH & SAFETY SITE REPRESENTATIVE** ☐ **IMMEDIATE SUPERVISOR** ☐ **SUPERINTENDENT OF EDUCATION**

☐ **SUPERINTENDENT OF BUSINESS** ☐ **DIRECTOR OF EDUCATION** ☐ **SPECIFY: _____**

SIGNATURE OF INSPECTOR: _____

SIGNATURE OF IMMEDIATE SUPERVISOR/PRINCIPAL:_____

☐ ARE MSDS BINDER READILY AVAILABLE? ☐ IS THE MSDS BINDER UP TO DATE? ☐ ARE LABELS PROPERLY AFFIXED TO CONTAINERS?

***LEGEND:**

V=Violations of Legislation or Board Procedure/Policy, **H**=Hazardous Condition, **U**=Unsatisfactory Condition, **A –** Major**, B –** Moderate**, C –** Minor

PLEASE SEE REVERSE SIDE FOR FURTHER INFORMATION

INSPECTION PROCESS

Process

- The inspection by the worker safety representative is mandated under the Occupational Health and Safety Act. The inspection should be conducted in a manner that does not disturb the classroom or students; therefore a plan and schedule are essential. The school health and safety site representative should consult with the principal/supervisor to set an inspection schedule, for the school year.

  1. The school health and safety site representative accompanied by the principal/ supervisor or delegate conducts the inspection.

  2. The health and safety site representative completes the report.

  3. The completed report is presented to the principal/supervisor for action.

  4. (a) The principal/supervisor takes the appropriate action; completes the response.
     (b) Where no action is to be taken, the principal/supervisor must state the reasons why, which may include the opinion that the concern is not a health or safety issue.

  5. The principal/supervisor returns the completed, signed report to the school health and safety site representative and forwards a copy to the Health and Safety Officer who in turn distributes to all members of the JHSC.

- The Principal/Supervisor may request the Board Health and Safety Officer provide advice on any corrective action to be taken.

- Where the correction of a safety deficiency will be delayed, the Principal/Supervisor must ensure 'worker safety' with the implementation of temporary safeguards.

- The principal/supervisor, as an agent of the employer must respond to the JHSC within the time limit; and, where no action is contemplated, must state in writing, the reasons why.

- The responses must include time frames for completion.

- At the subsequent inspection, the safety site representative will follow-up previously reported hazards to ensure completion. If the issue has not been resolved, the safety site representative will report the hazard and follow-up with the supervisor.

- The school health and safety site representative has no duty or responsibility, under the Act, to assess whether or not the principal/supervisor has responded appropriately.

- If the worker members of the JHSC are not satisfied with actions taken, recommendations will be made at that JHSC meeting, and may include the involvement of senior administration.

- The responsibility, under the Occupational Health and Safety Act to respond to a written recommendation from the JHSC within 21 days, is the employer's.

Nipissing-Parry Sound Catholic District School Board

BOARD RESPONSE TO INSPECTION REPORT

DATE: _____ **BUILDING:** _____	**REPORT NO.:** _____

ITEM #	DESCRIPTION	*RISK ASSESSMENT RATING	EMPLOYER RESPONSE			
			RECOMMENDED MEASURE (INCLUDING TIMELINE AND PARTY RESPONSIBLE)	ACTION REFUSED	DEFERRED	NOTES/EXPLANATION

SIGNATURE OF HEALTH AND SAFETY OFFICER: _____

SIGNATURE OF MANAGER OF PLANT SERVICES AND HEALTH & SAFETY: _____

RISK ASSESSMENT RATINGS:

FREQUENCY X SEVERITY = RISK ASSESSMENT RATING

Hazard Frequency

High Frequency:	Likely to occur when exposed to the hazard	(Level 3)
Medium Frequency:	Possibly to occur at some point	(Level 2)
Low Frequency:	Unlikely to occur	(Level 1)

Hazard Severity

High Severity:	May cause death or loss of a facility	(Level 3)
Medium Severity:	May cause injury but is not life threatening	(Level 2)
Low Severity:	May not affect personal safety or health	(Level 1)

Example:

Entering a pumping station and climbing down 15 feet to take readings. It has been determined workers enter the pumping station once per week, and this is a confined space where a worker could be overcome by a toxic gas. In addition, falling hazards and electrical hazards are identified.

Frequency = 2 - *It has been determined this is a medium frequent job function.*

Severity = 3 - *It has been determined this has high severity consequences.*

Therefore the risk assessment rating would be:

Frequency (2) X Severity (3) = Risk Assessment (6)

8.0 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

8.1 WHMIS Regulations

Workplace Hazardous Materials Information System (WHMIS) expands workers' right to know. The Regulations (Reg. 860/90) require that more detailed information be provided to the workers about certain biological or chemical agents. WHMIS was developed in consultation with industry groups, labour, and federal and provincial authorities.

The federal WHMIS applies to:

- importers
- manufacturers
- suppliers of hazardous materials.

The Hazardous Products Act requires suppliers in Canada to provide labels and Material Safety Data Sheets (MSDS) to their customers.

The Controlled Products Regulations made under the Hazardous Products Act define certain hazardous materials as controlled products, which are subject to the WHMIS requirements. The regulations set out details about information the supplier is obliged to provide on labels and MSDSs.

In Ontario, Part IV of the Occupational Health and Safety Act requires employers to ensure, subject to the regulations, that all hazardous materials are labeled and that Material Safety Data Sheets are available. Employers are required to develop training programs in consultation with the JHSC. The employer also has a duty to ensure that no hazardous material is used, handled or stored in a workplace unless the WHMIS regulation has been met.

8.2 The Ontario WHMIS Regulation

The Ontario WHMIS Regulation sets out, in detail, the requirements concerning labels, MSDSs and worker training programs.

a) Labels

A label on containers of hazardous materials is the first hazard warning workers are likely to see. There are two types of labels:

- a supplier label; and
- a workplace label.

A **supplier label** is placed on the container of hazardous material by the supplier before shipping. In the case of bulk shipments, only the outer container needs a label, as long as there is an agreement for full labeling at the workplace. The most commonly seen label in workplaces is the "full information label". It provides the greatest number (seven) of information categories.

Workplace labels are required when a controlled product is produced in the workplace or, when the product is transferred from the supplier container into

workplace containers. No label is required if the workplace container will be used during the same shift and only by the person who filled it. The workplace label only needs to show the product name, safe handling instructions and an MSDS statement.

b) Material Safety Data Sheets (MSDS)

Material Safety Data Sheets give more detailed information than labels. The MSDS is a technical document which summarizes the health and safety information available about a controlled product. Some of this information, on the product in question, is about:

- Handling
- Storage
- Use
- Health effects
- Emergency procedures, and
- Protective measure necessary for workers at risk of exposure.

The legislation allows changes to the design and wording of an MSDS.

Please see attached sample MSDS sheet.

All employees are responsible to know where the MSDS binder is located in their work location. Employees will consult with their supervisor or Health and Safety site representative to determine the location of the MSDS binder.

c) Worker Training

Worker training is the vital final step in the WHMIS system. It provides the knowledge workers need to understand WHMIS hazard information. Workers need to know how to use the information on labels and MSDSs. All workers who work with, or work near a controlled product must be informed about the hazard information provided by the supplier of a controlled product. This training must be developed, implemented and reviewed each year by the employer in consultation with the JHSC.

8.3 WORKPLACE HAZARDOUS PRODUCT INVENTORY FORM

School: _____ Page ___ of ___

Prepared by: _____ Date: _____

Product Name/Description	Quantity	Location	Supplier/Manufacturer	MSDS Y/N

9.0 HAZARDS RECOGNITION, ASSESSMENT AND CONTROL PROGRAM

9.1 HAZARD RECOGNITION AND REPORTING PROGRAM

A. Purpose

Hazard recognition is the process of identifying agents or conditions which have the potential to cause harm to a worker's health and safety. Once identified, hazards must be reported, assessed, and controlled.

B. Definitions

Hazardous Condition/Act:

Unsafe Act: Are behaviours which could lead to an accident/incident. Examples of unsafe acts can include using equipment in an unsafe or careless manner or not using personal protective equipment as required.

Unsafe Condition: Are circumstances which could allow the accident to occur. Examples of unsafe conditions can include inadequate, improper or lack of guarding, slippery work surfaces, electrical grounding requirements not observed, containers that are not labeled.

C. Roles and Responsibilities

Supervisor/ Principal

- When a Hazard comes to the attention of Board Staff, the immediate supervisor will be informed. The supervisor will take immediate appropriate action by investigating the situation.

- It is expected that most hazards can be corrected quickly by staff at that location.

- Staff are responsible to fill in the Hazard or Incident Report Form (see attached) reporting the hazardous condition / act.

- Responsible to rate all hazards as major, moderate or minor hazards.

- Hazards must be reported in a timely manner. If a hazard cannot be immediately resolved at the location, the supervisor will initiate the necessary action and interim corrective measures to ensure the safety of all.

  This action may include:
  - Requesting maintenance investigate
  - Involving senior management
  - Preparation of a Safe Work Practice

- Where a hazard has the potential to injure, immediate temporary corrective action is required to be taken, by the Supervisor.

.

- To ensure that all the corrective action(s) are completed.

- To ensure that copies of the hazard report are distributed to the Health and Safety Officer, and Co-chairs of the JHSC.

- Should a hazard remain unresolved, the Health and Safety Officer and an appropriate worker member of the JHSC will be advised.

Worker

- Is responsible to report immediately to his/her supervisor, the existence of any hazard of which he or she is aware.

.

- Will assist the supervisor with completing the Hazard Report form.

Health and Safety Officer

- Act as a resource for identifying hazards and may assist in implementation of controls.

- Will follow-up with the supervisor and/or worker to ensure that all actions have been completed.

- Review completed hazard reports to identify any other improvements, corrective action or proactive initiatives.

- Will provide a summary/ evaluation of reported Hazardous Unsafe Conditions and corrections, to senior management.

D. Procedures

Hazard Reporting

If a hazard is identified that requires immediate attention in order to protect the safety of the students and staff, a **Hazard or Incident Report Form 3** should be filled out and submitted to the Health & Safety Site Representative and the immediate supervisor.

Hazard Assessment

Assessing health or safety hazards is a means of understanding the effects of the hazard and measuring the actual or potential exposure of workers to the hazard. Controls are put in place to eliminate, prevent, or minimize exposure of the worker to the hazard. There are two main types of hazards: health and safety.

Hazards may be recognized through:

- Workplace inspections – formal and informal

- Concerns reported by workers, supervisors, and the employer
- Job hazard analyses
- Studies/statistics – sick leave patterns, frequency/severity rates

HEALTH HAZARDS

A health hazard is any agent that can cause harm to the body when excessive exposure takes place. These agents include chemical, physical, biological, ergonomic factors, and workplace stressors.

Chemical hazards:

- Can be toxic, corrosive, cancer causing, cause fires and explosions, or cause dangerous reactions.
- Can be recognized through evaluation of MSDS's, WHMIS labels, Designated Substance Regulations, and Regulation 833 (Control of Exposure to Biological or Chemical Agents).

Physical Hazards:

- Are agents that are forms of energy such as noise, vibration, radiation (laser beams, UV, X-rays) and temperature.

Biological Agents:

- Are living things, or by-products of living things such as bacteria, viruses, fungi, and plants

Ergonomic Factors:

- Factors may include force, repetition, mechanical stress, inadequate lighting, and poor posture. Issues to be considered include work station and equipment design, and how they interact with the worker.

Workplace Stressors:

- Include everyday stress that could be caused by work overload or underload, loss of control, role uncertainty and conflict, working alone, and workplace violence.

SAFETY HAZARDS

Safety hazards have the potential to cause injury, a substandard act, or condition.

Safety hazards include such items as:

- Energy
    - Pneumatic or hydraulic pressure
    - Steam

- Machines
  - Moving shafts
  - Belts
  - Pulleys
  - Blades and saws

- Material handling
  - Lifting
  - Lift trucks
  - Conveyors

- Work practices
  - Failure to have or follow policies, procedures, training, and,
  - Enforcement of those policies and procedures

After one or more hazards have been identified, a document shall be created identifying the main activities for all jobs or occupations. When hazards are identified, the level of risk for each hazard shall be estimated for addressing the hazard (Job Hazard Analysis).

9.2 HAZARDOUS MATERIALS INVENTORY

Code Number	Product Name	Supplier Name	MSDS Y/N	MSDS Expiry Date

9.3 HAZARD ASSESSMENT

The next step is carefully assessing the potential consequences of an incident caused by the hazard. The level of risk associated with the hazard is estimated by considering a combination of two factors: (1) frequency, or how often the function or activity is done and, (2) the severity of the consequences if it did happen relating to workers and/or damage to equipment or property.

RISK ASSESSMENT = FREQUENCY X SEVERITY

HAZARD FREQUENCY
Estimating frequency of hazards can be categorized as:

High: likely to occur when exposed to the hazard (Level 3)

Medium: possibly to occur at some point (Level 2)

Low: unlikely to occur (Level 1)

HAZARD SEVERITY
Severity estimates provide the potential for damages or harm, and can be categorized as:

High: May cause death or loss of a facility (Level 3)

Medium: May cause injury but is not life threatening (Level 2)

Low: May not affect personal safety or health (Level 1)

Ranking Hazards
Once the hazards have been identified or anticipated, the hazards must be ranked to determine which are the most in need of effort at developing controls, safe work practices, or procedures.

Once all activities have been assessed, the priority is to work on the highest risk numbers first.

Example:
Entering a pumping station and climbing down 15 feet to take readings. It has been determined workers enter the pumping station once per week, and this is a confined space where a worker could be overcome by a toxic gas. In addition, falling hazards and electrical hazards are identified.
Frequency = 2 *It has been determined this is a medium frequent job function.*

Severity = 3 *It has been determined this has high severity consequences.*

Therefore the risk assessment would be:
Frequency (2) X Severity (3) = Risk Assessment (6)

CONTROLS

When determining what controls are going to be put into place, several factors shall be met:

1. the hazard must be adequately controlled
2. any new hazards must not be created
3. any undue discomfort or stress must not be created
4. environmental hazards outside the workplace must not be created

There are three methods for controlling hazards: at the source, along the path, and at the worker.

At the source: this is the ideal control because it eliminates the hazards from the workplace.

Along the Path: These controls are placed between the source of the hazard and where the work is being performed.

At the Worker: This is the least preferred method of control, however, there are situations where this is the only possible point of control for a given hazard. The worker must use personal means, such as personal protective equipment, to control exposure, such as safety boots, head protection, hearing protection, SCBA, etc.

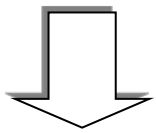
Hazard types (9 pages)

9.4 HAZARD CONTROL

Summary of the Three Steps to Control Hazards

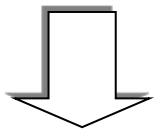
RECOGNITION - Identifying the Hazard

- Inventories
- Workplace Inspection Reports
- Injury/Illness Reports
- Hazard Analysis
- Observations



ASSESSMENT - Measuring against standards

- Legislation
- MOL standards
- Professional standards
- Workplace Policy and Procedures
- Manufacturers' and Suppliers Recommendations/Guidelines



CONTROL - Eliminating or reducing the hazard

Locations

- At the source
- Along the path
- At the worker

Controls

- Engineering
- Work practices
- Substitution
- Administrative
- Personal protective equipment

Consideration of how *People, Equipment, Materials, Environment and Process* contribute to, and are affected by a hazard will assist in identifying the most effective control options.

9.5 COMMUNICATION / TRAINING

Communication of the hazard reporting procedure will be done on an annual basis by the supervisor, during in house training sessions.

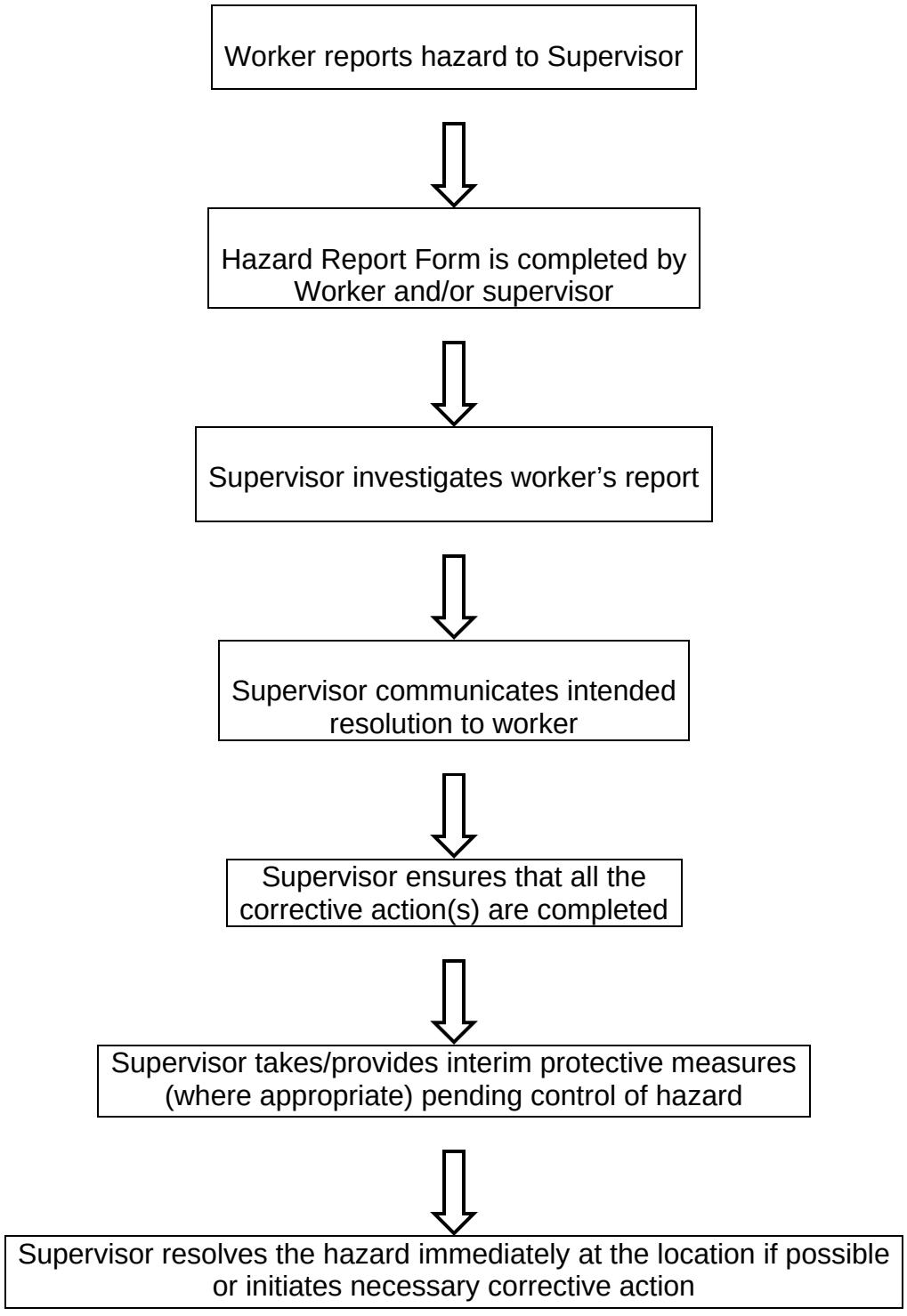
The Health and Safety Officer will monitor the use of the hazard report form included and ensure training is provided when required.

EVALUATION

Evaluation of this procedure and the hazard report form will be done on an annual basis by the JHSC.

9.6 HAZARDOUS/UNSAFE CONDITIIONS REPORTING PROCESS CHART

REFERENCE CHART



9.7 EMPLOYEE HAZARD OR INCIDENT REPORT FORM 3

(for use by all staff)

Please complete this form and submit to your Principal and Health & Safety Site Representatives in your work place:

Names of Reps: _____

_____

School or Site: _____ Date: _____

Hazard Report ☐ Was this hazard previously reported ☐

(This reports a situation where there is a potential for injury)

Incident Report ☐ Was this hazard previously reported ☐

(This reports a near miss injury and describes the existing hazard that caused the incident)

Please indicate the rating of the hazard (refer to section 9 for Hazard Assessment):

☐ Major ☐ Moderate ☐ Minor

Please describe and make recommendations (include timelines):

_____

_____

_____

_____

Completed by: _____

Routing: Completed form must be submitted to OH&S Site Rep and Principal/Supervisor

Sent to	Date Sent	Note action taken (then forward to next person on list)
OH&S Site Rep		
Principal/Supervisor		
Health & Safety Officer		
Manager of Plant and H&S		
JHSC		

Issue has been investigated and resolved.

Principal/Supervisor signature: _____ Date: _____

9.8 JOB HAZARD ASSESSMENT PROCESS

Introduction

1. Select a job, occupation or common hazard in a work environment. Begin with an item that has been identified as a health and safety problem. For instance, jobs where accidents occur frequently or result in serious injuries should be a priority. Jobs in high hazard areas, such as where people work alone, where consequences of an accident are severe such as major injury or fatality, jobs where workers have voiced concerns or had work refusals or newly established jobs as due to lack of experience in these jobs. Hazards may not be evident or anticipated.

2. Break each task down into steps. Describe and list each step in sequence.

3. Identify the risk factors at each step. Beside each task, write down the materials, equipment, processes and environmental factors involved that could cause an accident or health effects. People factors may also be relevant.

4. Identify the hazards associated with each task/factor combination. Systematically go through every risk factor for every task, and consider what specific hazards might be involved. Make a list of both health and safety hazards.

5. Assess the hazard. Evaluate the degree of risk, that is the extent to which the hazard is likely to cause loss of life, permanent disability or serious injury as well as the probability of occurrence. When considering health hazards, consider the number of persons exposed and the duration of exposure. Where there is exposure to hazardous chemical, biological or physical agents, include workplace and personal exposure monitoring to ensure that exposures do not exceed regulated or recommended limits.

6. Identify controls. Identify procedures or modifications needed to eliminate or control the hazards. This may require changes to people factors, equipment, materials, procedures, tools, systems or processes.

7. Validate the analysis. Implement the needed controls and then validate the analysis by observing the task in operation. Ensure new hazards have not been introduced. Obtain feedback from the employees performing the job to see how the hazard controls work.

8. Evaluation. Assess the need to repeat the analysis. The hazard analysis should be reviewed every three years or sooner, if necessary. For example: if injuries occur, the job changes in any way, or new equipment is instituted, consider conducting a Hazard Analysis.

WHAT DO YOU DO ONCE YOU HAVE COMPLETED YOUR HAZARD ANALYSIS?
Once hazard controls have been validated, safe work practices and procedures must be developed.

These procedures must be communicated to all employees who are, or will be, performing the job or task.

Below is an example of how to fill in the worksheet.

WORKSHEET – HAZARD ANALYSIS			
Job title / occupation / common hazards in a work environment			
Analyzed by:			**Date:**
Reviewed by:			**Date:**
Approved by:			**Date:**
Job Steps	**Identified Hazards**	**Risk Level**	**Controls**
Fold cardboard into box	Cuts	C (Minor)	Cut resistant gloves
Place box on table	Heavy lifting	B (Moderate)	Use mechanical lifting devices or ask for assistance
Take 4 books from shelf	Reaching	B (Moderate)	Use an appropriate step stool for the height
Place books in box	No hazard identified	n/a	n/a
Taping boxes shut	Repetitive wrist action	C (Minor)	Job rotation Take breaks, do different task(s)
Place box on automated conveyor	Entanglement	A (Major)	Guard placed on automated conveyor or change rollers to belt format

Some controls can include:
- Preventive maintenance
- Procedures
- Training
- Personal protective equipment
- Job rotation
- Engineering
- Pre-shift inspection

HAZARD ASSESSMENT

Important reminder

A hazard analysis should involve the workers who perform the job as well as their supervisors. Health and Safety specialists should also participate. People familiar with the job should be asked about events that may affect normal operations. Equipment breakdowns, shift changes, or other intermittent events may lead to a sequence of steps different from the one being analyzed. By including their feedback, you are demonstrating that the workers have a say in their job and are more likely to get buy-in to the safe work procedures that are implemented.

Explain the purpose of the hazard analysis to ensure full cooperation and participation of the employee. Assure the employee that the purpose is to make the job safer and not an evaluation of their work performance.

Observe jobs during normal working hours and situations. For example, if the job is normally done on the night shift, perform the analysis at night.

The following steps are required to conduct a Hazard Assessment, leading ultimately to the determination of level of risk for all hazards:

Rate the risk of the hazard as if the controls were not in place.

The following classification system could be used to assess the level of risk for all hazards:

Class A (major)	=	high risk (immediately dangerous to life and health)
Class B (moderate)	=	medium risk (medium term potential for non-life threatening injury or illness)
Class C (minor)	=	low risk (long term potential for slight injury or illness)

Timeframes for implementation of hazard controls:

Class A (major)	=	immediately
Class B (moderate)	=	as soon as possible (example, within two weeks)
Class C (minor)	=	timetable to be determined by management, in consultation with the health and safety representative or committee

Workwell requires that all Class A risks/hazards have safe operation procedures and training completed for workers exposed to these hazards.

The hierarchy in which controls should be considered are:

- Elimination (stop what's crating the hazard)
- Substitution (replace with something less likely to harm/damage)
- Isolation (separate what can be harmed/damaged from the hazard)
- Engineering (change the way of doing what is creating the hazard)
- Administrative (reduce exposure to the hazard)

9.9 JOB HAZARD ANALYSIS WORKSHEET
A Hazard Analysis Worksheet will be completed for each job / occupation / common hazards in a work environment

WORKSHEET – HAZARD ANALYSIS			
Job title / occupation / common hazards in a work environment			
Analyzed by:			**Date:**
Reviewed by:			**Date:**
Approved by:			**Date:**
Job Steps	**Identified Hazards**	**Risk Level**	**Controls**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

For all hazards rated A (Major), a Safe Operating Procedure must be developed and all staff exposed to the hazard must be trained.

The original copy will be filed with the Health and Safety Officer. A copy will be kept with the Principal/Supervisor.

These forms must be available for the JHSC to review during inspections.

10.0 TRAINING

Purpose

An employee training matrix has been established. This matrix identifies the staff occupations and the appropriate safety training modules that are required for those occupations. The matrix is included.

Training Needs Review (initial or annual review)

On an annual basis a trends review of work related injuries, accidents and illnesses will be conducted and this will inform the training needs for the year. In addition, the annual training needs review will include:

- Any legislated update;
- Job specific training requirements;
- Review of new or modified equipment and/or processes;
- Review employee training records, including new hires, transferred or promoted employees;
- Review the hazard analysis;
- Employer required certifications/competencies for their employees.

Training Format

Training will take the form of either;

- Typical classroom or presentation style;
- Train the trainer modules;
- Electronic training opportunities.

It is critical that all training is completed and documented. Training records must include:

- Who the training is developed by;
- Who the training is presented by;
- Time frame for training completion;
- Sign in sheet with the names of those attending;
- Copy of course material presented;
- Copy of any handout materials;
- Evaluation from each participant, indicating their rating and comments, when appropriate;
- Copy any quizzes or tests taken, were appropriate.

Training Records

Records of training will be maintained in the personnel file or on an electronic data base (where applicable).

Records will be kept for as long as necessary, by the Health and Safety Officer.

The Board will provide training to employees including but not limited to the following subject matters and topics:

- Legislated health and safety responsibilities
- Right to refuse work
- Right to participate (as a member of the multi-site JHSC)
- Health and safety policy
- Early and Safe Return to Work obligations
- Violence in the workplace
- Harassment in the workplace
- Emergency preparedness
- WHMIS
- Manual lifting techniques
- Use of mechanical lifting devices.

10.1 DESIGNATED SUBSTANCES

If a control program is required then the employer must develop a training program for supervisors and workers on:

- the health effects and
- the measures and procedures required under the designated substance program.

10.2 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

All Board staff must be trained in WHMIS.

WHMIS training for employees is comprised of:

- Generic and,
- Workplace specific.

Generic training will be provided at the time of hiring by the human resources department and/or through an electronic program.

The new hire will receive WHMIS specific training through their immediate supervisor.

Yearly refresher training will be conducted.

WHMIS Refresher training must include:

- School's WHMIS Inventory and where it is stored;
- Example and explanation of the typical MSDS of a product in the school;
- Review the health hazards or first aid instructions.

Records of the WHMIS refresher training will be maintained in the employee personnel file or by electronic means.

10.3 ORIENTATION TRAINING

All employees, regardless of the level in the organization, must receive health and safety orientation, this applies to:

- Newly hired employees
- Employees returning from an absence extending beyond one year
- Employees hired on a contract basis
- Student employees
- Supply of labour employees
- Co-Op student

The following persons carry out orientation:

- Human Resources Officer
- Health and Safety Officer
- Principal, Manager, Supervisor
- Co-Op Teacher

Orientation on health and safety must be completed within the first two weeks of hire, or in any case prior to performing the assigned task.

Components of training will include:

- Health and safety policy and procedures
- Employee rules, rights and responsibilities

Standards and procedures for:

- Reporting injury and illness
- Reporting hazards
- Emergency plan
- Early and safe return to work
- Occupational Health and Safety Act including Rights as a worker
- Joint Health and Safety Committee and worker JHSC representative
- Roles and responsibilities for level of authority

Records of training

All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.

10. 4 TRAINING - PROMOTION/TRANSFER

Orientation or specific training is required for workers who have achieved a promotion or transfer. This includes those employees who are:

- Promoted from worker to a supervisory / management position, or
- Transferred from one job to another

Training Requirements

a) The department supervisor will conduct the training.

b) Training requirements include:
- Review of standard operating instructions for equipment/process;
- Identification of hazards and controls;
- Review of any safe operating procedures;
- Review and understand any hazards or risks of the new job or tasks assigned;
- Additional legislative or company requirements;
- Obligations under OHSA section 27, or if transferred to management position, sections 25 and 26.

c) Training must be completed within the 30 days of employment in the new position. All training will be recorded on the Employee Health and Safety Orientation Checklist.

d) Record of training: All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.

10.5 TRAINING – INITIAL JOB INSTRUCTION

Employees will receive training for his/her assigned activities. This includes job, tasks, processes and equipment.

Training Requirements

a) The department supervisor will conduct training.

b) Training will include:
- Review of operating instructions for equipment/process;
- Identification of hazards and controls;
- Review of any safe operating procedures;
- Review of the risk analysis;
- Instruction on how to use, maintain, and replace any required personal protective equipment.

c) Training Schedule
- Training must be completed within 30 days of employment in the new position, or in any case prior to performing the assigned task.
- Technical positions may require additional time for training, this time must be considered when meeting the requirements for completing the initial job instruction within the first week of hire.

d) Records of training
- All training will be recorded on the Orientation checklist.
- Training records will be kept in the employee's personnel file.

10.6 **TRAINING MATRIX** (4 pages to come)

Nipissing-Parry Sound Catholic District School Board

10.7 HEALTH & SAFETY ORIENTATION
TRAINING CHECKLIST – WORKSITE SPECIFIC

Employee Name: _____

Orientation Date: _____

Position: _____

Immediate Supervisor: _____

Type of Orientation:

☐ New Employee ☐ Transfer ☐ Rehire

☐ Student ☐ Promotion ☐ Return from Leave of Absence

Components of Training – Immediate Supervisor

Employee Initials	Training Component	Date Training Completed	Trainer's Initials
	Safe Work Practices (job specific)		
	Site Health & Safety Representative		
	Location of MSDS Sheets		
	Health & Safety Bulletin Board Location		
	Location of Eye Wash Station		
	Location of First Aid Kit		
	Personal Protective Equipment (use and maintenance)		
	Emergency Procedures		
	Pre-Use Inspection Procedure		
	Other training as necessary (please include details):		

Signature of Employee: _____

Signature of Immediate Supervisor: _____

Please complete and return to the Human Resources Department via fax 705-472-4220

10.8 HEALTH & SAFETY ORIENTATION TRAINING CHECKLIST - GENERAL

Employee Name: _____

Orientation Date: _____

Position: _____

Immediate Supervisor: _____

Type of Orientation:

☐ New Employee ☐ Transfer ☐ Rehire

☐ Student ☐ Promotion ☐ Return from Leave of Absence

Components of Training – Human Resources Department

Employee Initials	Training Component	Date Training Completed	Trainer's Initials
	Review of NPSCDSB Health & Safety Policy		
	Overview of NPSCDSB Health & Safety Program		
	Roles and Responsibilities (Legislation) applicable to the employee's role and level of authority		
	Safe Work Practices (general)		
	Reporting Injuries, Illness and Incidents		
	Hazard Identification and Reporting		
	Right to Refuse Unsafe Work		
	Right to Participate – Joint Health & Safety Committee		
	Right to Know		
	Early and Safe Return to Work		
	Designated Substances		
	Footwear Policy		
	Progressive Discipline Policy		
	Workplace Violence		
	Workplace Harassment		
	Manual Lifting Techniques and Use of Manual Lifting Devices		
	WHMIS		

Employee Initials	Training Component	Date Training Completed	Trainer's Initials
	Workplace Inspection Program		
	Visitor Safety Procedure		
	Purchase and Modification Procedure		
	Hot Work Procedure		
	Confined Space Procedure		
	Other training as necessary (please include details:		

Signature of Employee: _____

Signature of Immediate Supervisor: _____

Please complete and return to the Human Resources Department via fax 705-472-4220

Nipissing-Parry Sound Catholic District School Board

10.9 HEALTH AND SAFETY TRAINING SIGN-OFF SHEET

My signature verifies that I have attended the training, and I have read and understand the operating manual.

Course/Training Title: _____

Name of Trainer/Company: _____

Location (Training Centre): _____

Name (please print): _____

Signature: _____ Date: _____

Note: Please attach course evaluation and quiz if applicable.

Please complete the form and return it to the Health and Safety Officer.

11.0 INJURY/ INCIDENT REPORTING AND INVESTIGATION PROGRAM

PURPOSE

1. The purpose of this procedure is to facilitate timely and accurate reporting and investigation of the incident details to the WSIB, the Joint Health and Safety Committee and/or Health and Safety Representative, senior management and the Ministry of Labour (when required).

2. The purpose of this procedure is to further determine the root cause of an incident so that corrective action may be taken to immediately prevent future incidents.

SCOPE

The following categories of injuries and illnesses will be reported, regardless of the nature or severity of the event:

- fatality
- critical injury
- lost time injury
- health care
- first aid
- property damage
- near miss
- fire
- environmental release
- occupational illness

DEFINITIONS

Critical Injury

A critical injury is an occupational injury of a serious nature that:

1. Places life in jeopardy,
2. Produces unconsciousness,
3. Results in substantial loss of blood,
4. Involves a fracture of a leg or arm, but not finger or toe,
5. Involves the amputation of a leg, arm, hand or foot but not finger or toe,
6. Consists of burns to a major portion of the body, or
7. Causes loss of sight in an eye.

Major Injury

A major injury is an occupational injury or illness that results in an absence from work or school beyond the date of the occurrence and/or requires medical attention.

Minor Injury

A minor injury is an incident that impacts a worker or student only the day of the occurrence and requires first aid only.

Near Miss/Property Damage
A near miss incident or damage to property is an unsafe or hazardous condition that did not result in serious consequences to worker or student health and safety. A light fixture falling next to a worker or damage to a School Board vehicle, without harming any worker, student or members of the public in anyway are examples of near misses and property damage. These types of incidents shall be investigated by the manager, supervisor, or principal to determine if the equipment or structures have become hazardous as a result of the incident. Investigating these types of incidents may also prevent a similar occurrence in the future that could possibly end in a more severe result.

11.1 PROCEDURES

A. IMMEDIATE RESPONSE

1. All staff are responsible for reporting each and every incident, regardless of severity, to their supervisor/principal immediately. Workers shall complete the NPSCDSB **Employee Accident Report Form 1**, and a **WSIB Form 6** as soon as possible after a work-related injury, incident or illness.

2. If first aid is required, the supervisor/principal ensures that appropriate first aid is provided.

3. The supervisor/principal shall ensure that the staff member or student is provided transportation to the nearest medical care facility, if required.

4. If there is a possibility that any circumstances surrounding the incident may be imminently dangerous to anyone, the supervisor/principal shall take immediate steps to prevent further injury.

5. The supervisor/principal shall begin the investigation, as soon as practical once the injured staff member or student is attended to and there is no further threat of harm. The Supervisor/Principal or Health and Safety Officer will compile the data needed to complete the NPSCDSB **Injury/Illness/Incident Investigation Report Form 2.**

B. ACCIDENT/INCIDENT INVESTIGATION

1. The Supervisor/Principal or Health and Safety Officer with authority over the workplace shall conduct the investigation for each incident occurring in the workplace and complete the appropriate forms.
   a. Interview process:
      The supervisor/principal or Health and Safety Officer will interview all eye witnesses and people involved immediately following the incident in a safe and confidential location. All interviews will be documented. Following the interviews, the Injury/Illness/Incident Report Form 2 will be completed as indicated.

2. The Supervisor/Principal or Health and Safety Officer with authority over the workplace is responsible for:

a. Securing and inspecting the scene of the incident and all tools and equipment being used at the time of the occurrence; obtaining and reviewing all pertinent work procedures and safety measures; training and equipment maintenance records; and interviewing and documenting, as accurately and completely as possible, the chronology of events and actions taken by those involved in the occurrence. The investigation should include, where appropriate, use of photographs, sketches and drawings of the injury/incident site indicating sizes, distances and weights of objects involved.

b. Assessing all available information and determining the causes of the incident and all contributing factors;

c. Recommending and implementing immediate corrective action which will prevent or reduce the risk of recurrence of a similar incident and recommending additional corrective actions, as required for approval and implementation at a future date.

Analyzing the Incident

All incidents shall be analyzed to determine cause. There are three levels of cause:

1. Immediate
2. Underlying
3. Root

Some questions to consider during an investigation:

1. Was the worker distracted? If yes, why?
2. Was a safe work procedure being followed? If not, why not?
3. Were safety devices in order? If not, why not?

C. REPORTING PROCEDURES

1. The supervisor/principal and/or Health & Safety Officer shall complete the NPSCDSB **Injury/Illness/Incident Investigation Report Form 2.** Forms must be copied and sent immediately to the HR Department and the Health and Safety Officer for processing. The WSIB Claims Administrator will then complete the **WSIB Form 7** immediately and completely.

2. The Employer's report form must include the following information:
   a. Detailed background information and documentation which may include photographs and/or sketches;
   b. Concise description of corrective actions taken;
   c. Completion date for implementation of additional corrective action.

3. Where the worker seeks medical attention, the **WSIB Functional Abilities Form** must be completed by the treating medical practitioner and returned to the WSIB Claims Administrator.

4. Work-related incidents involving lost time will be recorded and reported in accordance with the appropriate absence reporting procedure.

5. The Senior Management team shall receive copies of all employer reports of incident, worker reports, and all relevant documentation.

D. CRITICAL INJURY

When a critical injury occurs, the employer shall notify the Ministry of Labour immediately by telephone and contact a worker member of the JHSC.

1. Where a person is killed or critically injured in the workplace, no person shall interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing at the scene, or connected with the occurrence until permission has been given by a Ministry of Labour inspector, except for the purpose of:
   a. Saving a life or relieving human suffering,
   b. Maintaining an essential public utility service or public transportation system, or
   c. Preventing unnecessary damage to equipment or other property.

2. The employer will attend to, and obtain medical attention for the worker.

3. The employer shall establish an investigation team consisting of the supervisor of the critically or fatally injured worker and a certified worker member of the JHSC.

4. The WSIB Claims Administrator must fill out a **WSIB Form 7** and submit it for processing to WSIB.

5. The investigation team will:
   a. Investigate the accident at the site (without disturbing the evidence),
   b. Interview witnesses and if required, co-workers and supervisory personnel, and
   c. Prepare a written report (NPSCDSB **Injury/Illness/Incident Investigation Report Form 2**) of their findings and recommendations to prevent a recurrence.

6. The completed report will be copied and:
   a. Faxed to the Ministry of Labour, within 48 hours,
   b. Distributed to members of the JHSC or Health and Safety representative,
   c. Forwarded to the applicable Union Local, if any,
   d. Forwarded to the Health and Safety Officer for the Board, and
   e. Forwarded to the Manager of Plant Services.

E. COMMUNICATION OF PROGRAM

This program is communicated to all managers, supervisors and employees through:

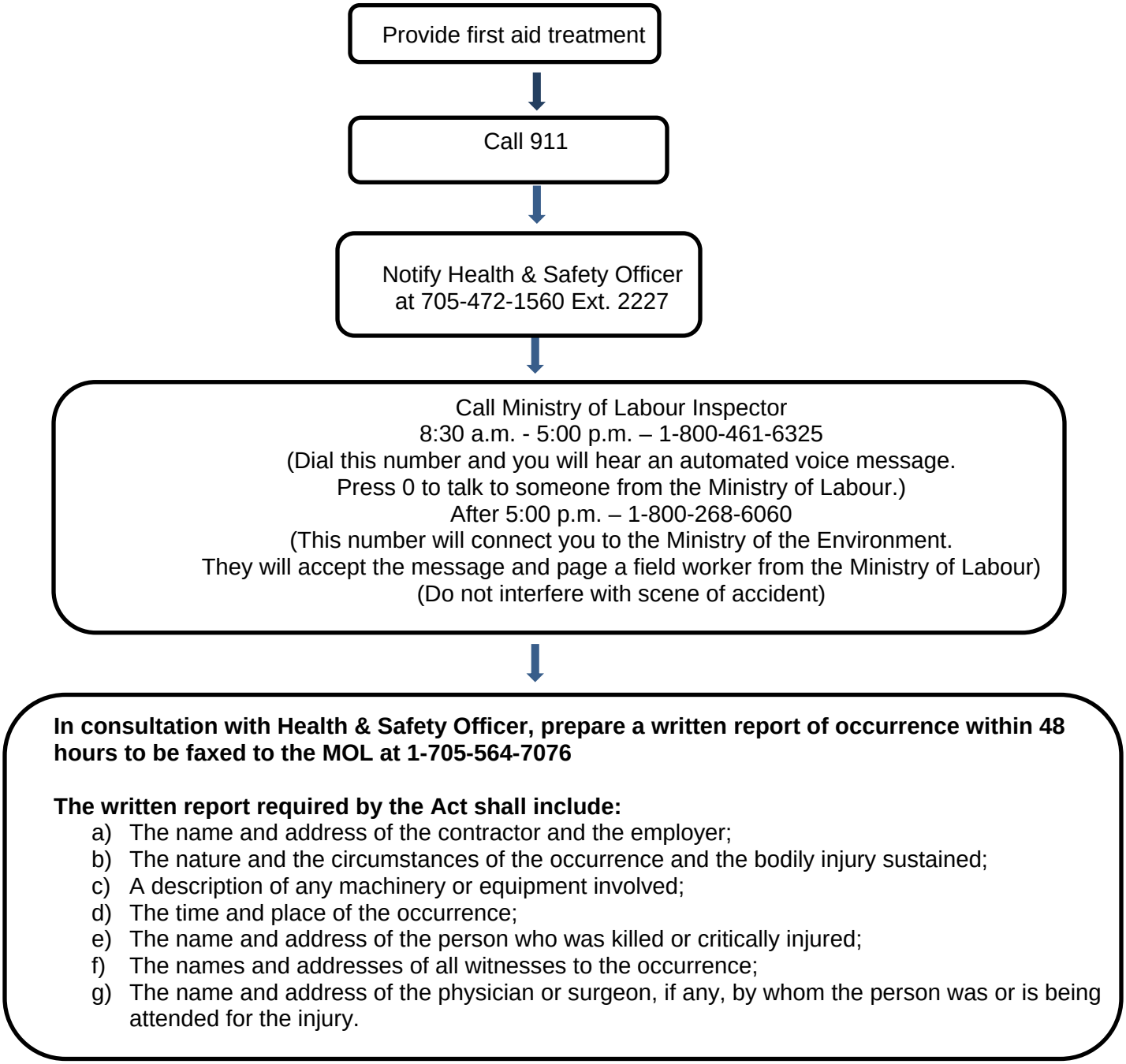
- Principals' meetings
- bi-weekly Admin Council meetings
- postings on bulletin boards
- orientation of new employees

- coaching of employees found to have contravened this procedure.

F. TRAINING

All members of the Joint Health and Safety Committee, Worker Health and Safety Representatives, Supervisors and Managers will receive training as indicated in the Training Matrix.

11.2 PROCEDURE FOR PRINCIPAL (OR DESIGNATE) IN CASE OF A CRITICAL INJURY TO A WORKER



11.3 EMPLOYEE ACCIDENT REPORT FORM 1
This form must be completed as soon after the incident as possible.
Upon completion, please email immediately to
H&SReporting@npsc.ca.

Safety: ____First Aid On Site ____Healthcare Required ____Lost Time at Work ____Near Miss
____Property Damage ____Critical Injury ____Fire ____Occupational Illness
____Other (describe): _____

PERSONAL INJURY (Actual/Potential)

Employee Name: _____ Job Title: _____

School/Location: _____ Date/Time of Incident: _____

Type of Incident (i.e., slip/trip/fall): _____

Injury (LT, RT, Upper, Lower, Front, Back): _____

Describe Injury (bleeding/cut/bruise/bump): _____

Regular job: ☐ Yes ☐ No Time on the job: ☐ >2 years ☐ >1 year ____months ____weeks

PROPERTY DAMAGE/ENVIRONMENT (Actual/Potential)

Area: _____ Equip #/Location: _____

Department: _____

Date/Time of Incident: _____

Type of Incident (i.e., explosion, fire, spill, emission, etc.): _____

Estimated Value of Property Damage / Extent of Contamination/Amount of Spill: _____
_____

WITNESSES: _____

Describe in detail what happened (provide specific names/details of equipment, tools, materials, parts, student's name, etc.):

_____

_____

_____

Any previous injury or pre-existing condition to the area of injury? _____

Date and time reported to supervisor/principal: _____

Routing (completed form must be submitted to Principal who will forward to WSIB Claim Administrator)

Sent to	Date Sent	Note Action Taken (then forward to next person on list)
Principal/Supervisor		
WSIB Claims Administrator		
Health & Safety Officer		
Manager of Plant & Health & Safety		

Signature of Employee: _____ **Date:** _____

11.4 WSIB Form 6

WSIB ONTARIO CSPAAT

Mail To: 200 Front Street West Toronto ON M5V 3J1
OR Fax To: 416-344-4684 OR 1-888-313-7373

6 Worker's Report of Injury/Disease (Form 6)

Please PRINT in black ink

Claim Number

A. Worker Information

Last Name	First Name	Social Insurance Number
Address (number, street, apt., suite, unit)		Telephone
City/Town	Province / Postal Code	Alternate/Cell Phone
Job Title/Occupation (at the time you were hurt)	Date you started with employer dd mm yy	How long have you been doing this job for this employer?

Only check **If** you are one of the following: ☐ executive ☐ elected official ☐ owner ☐ spouse or relative of the employer

Date of Birth dd mm yy

Sex ☐ M ☐ F

Your Preferred Language ☐ English ☐ French ☐ Other

Would an interpreter be helpful? ☐ yes ☐ no

Are you a member of a union? ☐ yes ☐ no

Do you authorize your union to represent you in this claim? ☐ yes ☐ no

If **yes**, do you consent to the disclosure of verbal claim file status information to your union representative? ☐ yes ☐ no

Provide your Union Name and Local

B. Employer Information

Company/Employer Name		
Address		
City/Town	Province	Postal Code
Your Immediate Supervisor's Name		Company Telephone

C. Accident/Illness Dates & Details

1. Date and hour of accident/Awareness of illness dd mm yy ☐ AM ☐ PM

Date and hour reported to employer dd mm yy ☐ AM ☐ PM

2. Who did you report this accident/illness to? (Name & Position)

Telephone

3. Area of Injury (Body Part) - **(Please check all that apply)**

☐ Head ☐ Face ☐ Eye(s) ☐ Ear(s)
☐ Teeth ☐ Neck ☐ Chest
☐ Upper back ☐ Lower back ☐ Abdomen ☐ Pelvis
Left ☐ Shoulder ☐ Arm ☐ Elbow ☐ Forearm Right ☐
Left ☐ Wrist ☐ Hand ☐ Finger(s) Right ☐
Left ☐ Hip ☐ Thigh ☐ Knee ☐ Lower Leg Right ☐
Left ☐ Ankle ☐ Foot ☐ Toe(s) Right ☐

☐ Other:

Are you: ☐ Left Handed ☐ Right handed

4. Did the accident/illness happen on the employer's property or work site? ☐ yes ☐ no

Specify where it happened (shop floor, warehouse, client/customer site, parking lot, etc.):

5. Did it happen outside the Province of Ontario? ☐ yes ☐ no

If **yes**, indicate where (city, province/state, country):

6. Have you hurt this area(s) of your body before? ☐ yes ☐ no

7. Do you have any prior related WSIB/WCB claims? ☐ no ☐ yes - In Ontario ☐ yes - Outside Ontario

A guide to complete this form is available at www.wsib.on.ca

0006A (06/07)

Page 1 of 3

WSIB ONTARIO CSPAAT

6 Worker's Report of Injury/Disease (Form 6)

Please PRINT in black ink

Claim Number

Worker Name - Last Name	First Name	Social Insurance Number

C. Accident/Illness Dates & Details (continued)

8. If you had a sudden type of accident/illness, describe your injury and what happened to cause it (e.g. hurt lower back while lifting a 50 pound box, sprained left ankle when I slipped on a wet floor, used a new cleaner and immediately got a rash). Please indicate the size, weights and names of any objects involved.
or
If you had a gradual onset type of injury, describe your injury, the work that you do and what you believe caused your injury/condition.

9. When did you first start to have problems with this injury/condition?

10. If you did not report this to your employer right away, please tell us the reason why.

11. If there were any witnesses to your accident, or if you mentioned your pain or problems to your supervisor or any of your co-workers, give us their names & positions.

	Name	Position
1.		
2.		

12. The Workplace Safety and Insurance Act requires your employer to give you a copy of the Employer's Report of Injury/Disease (Form 7).
Did you receive a copy of the Form 7? ☐ yes ☐ no

The Workplace Safety and Insurance Act requires you to give a copy of this report (Worker's Report of Injury/Disease - Form 6) to your employer.

D. Health Care Information

Give your Health Professional your WSIB Claim number.

1. Did you get first aid or care at work ☐ yes ☐ no If **yes**, when dd mm yy and by whom (Name):

2. Where did you go for health care, for your injury, outside of work? **(Check all that apply)**

	Facility/Hospital (Name & Address)	Date of Visit (dd/mm/yy)		Date of Visit (dd/mm/yy)
☐ Nursing Station ☐ Emergency Department ☐ Admitted to Hospital			☐ Ambulance ☐ Health Professional Office ☐ Clinic	

3. Were you prescribed any medications/drugs? ☐ yes ☐ no

4. Were you referred for any other treatment or tests? ☐ yes ☐ no

5. Did you talk to your health professional about going back to regular or modified work? ☐ yes ☐ no If **yes**, were you given any work limitations? ☐ yes ☐ no

6. Did you tell your employer you went for medical treatment? ☐ yes ☐ no **If no, please tell your employer right away.**

If **yes**, when? dd mm yy and to whom? Name Position

WSIB ONTARIO CSPAAT

6 Worker's Report of Injury/Disease (Form 6)

Claim Number

Please PRINT in black ink

Worker Name - Last Name	First Name	Social Insurance Number

E. Lost Time & Return to Work

1. After the day of accident/illness:

- ☐ I returned to work to my **regular job** and **did not** lose any time or pay.
- ☐ I returned to **modified duties** and **did not** lose any time or pay.
- ☐ I **lost time and/or pay** (e.g. regular pay, shift differential, bonuses, premiums, etc.).

→ Date you first lost time and/or pay — dd mm yy

2. If you lost time, have you returned to work? ☐ yes ☐ no

If **yes** ▶ Date of your return to work — dd mm yy ☐ regular work ☐ modified work

If **no** ▶ Did you discuss return to work with your employer? ☐ yes ☐ no

Does your employer have modified work? ☐ yes ☐ no

F. Earnings (Do not include overtime here)

1. Rate of pay: $ _____ per ☐ hour ☐ week ☐ other: _____

2. Usual number of pay hours: _____ per ☐ week ☐ other: _____

3. If you lost time from work after the day of accident/illness, did your employer continue to pay you? ☐ yes ☐ no

4. Have you applied for, or did you receive, any other benefits (money) while off work (e.g. EI benefits, sick benefits, social services, insurance, etc.). ☐ yes ☐ no

5. At the time of the accident/illness did you work for more than one employer? ☐ yes ☐ no

G. Declarations and Signature

By signing below, I am claiming benefits under the Workplace Safety and Insurance Act, 1997, for a work-related injury or disease. I am also authorizing any health professional who treats me to provide me, my employer and the Workplace Safety and Insurance Board with information about my functional abilities on the WSIB's "Functional Abilities Form for Planning Early and Safe Return to Work".

It is an offence to deliberately make false statements to the Workplace Safety and Insurance Board.
I declare that all of the information provided on pages 1, 2, and 3 is true.

Signature	Date (dd/mm/yy)

If you are under the age of 16, your parent or guardian, must authorize the release of the functional abilities information.

Signature	Relationship:	Date (dd/mm/yy)	Telephone

Personal information about you will be collected throughout your claim under the authority of the Freedom of Information and Protection of Privacy Act and will be used to administer the Workplace Safety and Insurance Act, 1997, your claim and programs of the Board. Medical and non-medical information is collected from health care providers, vocational agencies, labour market service providers, employers, witnesses, and others as required. Your Social Insurance Number is used to register claims, identify workers and to issue income tax receipts and is collected under the authority of the Income Tax Act. Information may only be disclosed to the employer, external medical, vocational, and safety agencies, external payment and service providers, researchers, and others as authorized by the Workplace Safety and Insurance Act and the Freedom of Information and Protection of Privacy Act. Your name and telephone number may be disclosed to third party researchers conducting satisfaction surveys and focus groups. Questions should be directed to the decision maker responsible for your file or toll free at 1-800-387-5540.

A more detailed PRIVACY STATEMENT for workers may be found at www.wsib.on.ca or by calling toll free at 1-800-387-5540.

WSIB ONTARIO CSPAAT

6 Worker's Report of Injury/Disease (Form 6)

Claim Number

Please PRINT in black ink

Worker Name - Last Name	First Name	Social Insurance Number

K. Additional Information

0006A (06/07)

The Workplace Safety & Insurance Act requires you to give a copy of this report (Worker's Report of Injury/Disease - Form 6) to your employer

11.5 INJURY/ILLNESS/INCIDENT REPORT FORM 2
This form must be completed as soon after the incident as possible by the Principal/Supervisor/Health and Safety Officer/WSIB Claims Administrator. Upon completion, email immediately to WSIB Claims Administrator and Health and Safety Officer at H&SReporting@npsc.ca

Safety: ____First Aid On Site ____Healthcare Required ____Lost Time at Work ____Near Miss
____Property Damage ____Critical Injury ____Fire ____Occupational Illness
____Other (describe): _____

Date of Investigation: _____

PERSONAL INJURY (Actual/Potential)

Employee Name: _____ Job Title: _____

School/Location: _____ Date/Time of Incident: _____

Type of Incident (i.e., slip/trip/fall): _____

Injury (LT, RT, Upper, Lower, Front, Back): _____

Describe Injury (bleeding/cut/bruise/bump): _____

Regular job: ☐ Yes ☐ No Time on the job: ☐ >2 years ☐ >1 year ____months ____weeks

PROPERTY DAMAGE/ENVIRONMENT (Actual/Potential)

Area: _____ Equip #/Location: _____

Department: _____

Date/Time of Incident: _____

Type of Incident (i.e., explosion, fire, spill, emission, etc.): _____

Estimated Value of Property Damage / Extent of Contamination/Amount of Spill: _____
_____

WITNESSES: _____

Witness Statement (required where applicable): _____

_____

Describe in detail what happened (provide specific names/details of equipment, tools, materials, parts, student's name, etc.):
_____

_____

_____

_____

Were digital or other photos taken of the scene? ☐ Yes ☐ No _____
(If yes, please attach)

Contributing Behaviours	Contributing Conditions	Other Contributing Factors
___Operation without authority	___Inadequate guarding	**Personal Factors**
___ Failure to warn	___Improper PPE/Dress	___Inadequate physical capability
___ Failure to secure/make safe (lockout)	___Defective Tools/Equip/Materials	___Lack of knowledge
___ Operating at improper speed	___Safety Devices Inoperative	___Lack of skill
___ Making safety devices inoperable	___Hazardous Arrangement	___Stress, physical or mental
___ Removing safety devices	___Congestion	___Improper motivation
___ Use of defective equipment/tools	___Inadequate Warning	___ _____
___ Using equipment improperly	___Housekeeping	___ _____
___ Failure to use PPE	___Hazard. Env. (gas/dust/fumes)	___*No Personal Factors*
___ Improper loading	___Noise Exposure	**Job Factors**
___ Improper body placement	___Temperature Extremes	___Inadequate supervision
___ Improper handling techniques	___Improper Illumination	___Inadequate leadership
___ Working on moving/dangerous equip	___Inadequate ventilation	___Inadequate purchasing
___Distracting/Teasing/Horseplay	___Radiation Exposure	___Inadequate maintenance
___Failure to lockout	___Insufficient data	___Inadequate work standards
___Using hands instead of tools	___ _____	___Wear and tear
___Failure to follow rules/instructions	___ _____	___Abuse or misuse
___Acting aware of insufficient data	___ _____	___ _____
___ _____	___ _____	___ _____
___*No contributing behaviours*	___*No contributing condition*	___*No job factors*

Provide details relating to Behaviours, Conditions and Other Contributing Factors: _____

_____

_____

_____

_____

_____

_____

Are you aware of any prior related problem to the area of injury: _____

_____

_____

CORRECTIVE/PERVENTATIVE ACTIONS		
(Include time frame for completion, possible training required and communication strategy.)		
WHO?	**WHAT?**	**WHEN?**

DATE AND STATUS OF CORRECTION ACTIONS	
(Identify outside/emergency services called in.)	
Date Initiated	**Date Completed**

PARTICIPANTS AT INVESTIGATION (Principal/Supervisor or Health and Safety Officer carries out the investigation, but may include those on list)

	Print Name and Sign	**Date**
Employee:		
Supervisor:		
JH&S Committee Member:		
H&S Officer:		
Plant Dept.:		
Other:		

Once the investigation has been completed and the report has been completed, retain a copy and fax immediately to the H&S Officer and WSIB Claims Administrator.
Any photographs or other media documentation should be forwarded with this report.

Principal/Supervisor Signature: _____ **Date:** _____

Routing (Completed form must be submitted to H&S Officer, H&S Site Rep Worker, WSIB Claims Administrator, JHSC and Senior Administration)

12.0 EMERGENCY RESPONSE PLAN

Purpose
An Emergency Response Plan is required to ensure that everyone knows his or her role and responsibilities. An emergency plan must be developed and implemented to meet, at a minimum, the following standards:

- Occupational Health and Safety Act (OHSA)
- Ontario Building Code
- Ontario Fire Code
- Municipal requirements (especially if hazardous materials are on-site)
- Environmental Protection Act

The Emergency Response Plan will address the following situations:
- Fire
- Power failure
- Gas leak
- Chemical spill
- Weather conditions
- Crime prevention
- Workplace violence, etc.
- Bomb threat

The emergency evacuation plan will include:
- Floor plan of the workplace
- Exit route for all employees
- Employee assembly point(s)
- Employee training requirements (drills/ exercises)
- Assigning and defining responsibilities such as:
- Contacting the emergency response unit(s),
- Accounting for employees (head count),
- Greeting the emergency response unit(s),
- Authorizing workplace re-entry.

12.1 EMERGENCY EVACUATION – CHEMICAL SPILLS
In the case of a chemical spill the following steps must be taken:
1. Call for help, identifying the emergency as a chemical spill, alert Staff.

2. Remove staff and students from the affected area.

3. Determine the type and size of the spill

4. Isolate the affected area

5. Inform Health and Safety Officer and await further direction

12.2 FIRE OR BOMB THREAT
Please refer to Policy AS-22.0 *Fire and Bomb Threats.*

12.3 LOCKDOWN, HOLD AND SECURE SHELTER IN PLACE

Please refer to Section L – Safe Schools Resources and Procedures Manual – Emergency Response Plan Lockdown Procedures.

Note: Principals will complete Emergency Response Plan Log (Section L) each year

12.4 EMERGENCY EQUIPMENT

All emergency equipment listed must be available in every facility:

- Fire extinguishers/ hoses
- Fire suppression system
- Pull stations
- Eye wash stations
- Fire exits
- Any other emergency equipment appropriate to the workplace. (Self-contained breathing apparatuses etc.)

Ensure that all equipment on hand meets the requirements of the Building Code, Fire Code and any municipal or relevant legislation.

A documented review of emergency equipment must incorporate the following:

- Correct selection of equipment
- Adequate number of equipment
- Appropriate location of equipment
- Training requirements for emergency equipment users
- Checks, inspections, replacement and/ or calibration requirements
- Emergency equipment list/log

12.5 Emergency Equipment Log

Type of Equipment	Location	Inspection Frequency	Quantity	Date of inspection	Training Requirements
Emergency Signs					
Eye Wash stations					
Deluge shower					
Chemical Storage Cabinets					
First Aid kits					
Fire Extinguishers					
Fire Alarms					
Fire Suppression System					
Pull stations					

Nipissing-Parry Sound Catholic District School Board

12.6 EMERGENCY RESPONSE PLAN
LOG SHEET
(Section L – Safe Schools Manual)

To be completed by the Principal and returned to the Superintendent of Education by June 30th of each year.

School: _____ **Date:** _____

Early Dismissal of Pupils	**Section A**
Pupils may be dismissed early due to inclement weather or other circumstances. In such cases, please indicate the precautions planned by the school. ☐ Yes ☐ No We have checked with each parent/guardian where the pupil should go in case of early dismissal. ☐ Yes ☐ No We have established a system of rapid communication designed to reach all parents/guardians in a short time.	
Comments:	Date: _____ _____ Signature of Principal

Bomb Threat	**Section B**
☐ A plan has been devised and reviewed with staff. ☐ A plan for early dismissal is available at the school. ☐ The emergency plan has been forwarded to the Superintendent of Education.	

Emergency measures in case of violent incident (Lockdown Procedures)	**Section C**
☐ A school plan has been devised and reviewed with staff. ☐ A plan is available at the school. ☐ The plan has been forwarded to the Superintendent of Education	
Each school Principal is required to hold at least three drills per year. Principals are to record below the required information. (1) _____ _____ Date of Drill Time of Drill (2) _____ _____ Date of Drill Time of Drill (3) _____ _____ Date of Drill Time of Drill	

EMERGENCY RESPONSE PLAN

Evacuation of Building	**Section D**

Regulation 298, Section 6:

6)(1) In addition to drills specified in the Fire Protection Plan required under Ontario Regulation 454 (1990) (Fire Code), the Board may schedule exercises for emergencies other than fires.

6)(2) Principals, including Principals of schools where one or more evening courses are held, or one or more courses are offered during times outside the school year, shall schedule at least one emergency drill during the period when instruction is offered.

6)(3) When fire or emergency drill is held inside a school building, all persons who are in the building shall take part in the fire or emergency drill.

(Ontario Regulation 339/91, Section 1)

☐ An emergency plan has been devised

☐ A plan is available at the school

☐ The plan has been forward to the Superintendent of Education

Evacuation Drills	**Section E**

Each school Principal is required to hold these drills at least three (3) times between the first day of school and December 31st, and between January 1st and the last day of school. Principals are to record below the required information immediately after each drill.

September to December		**January to June**	
Date	**Time**	**Date**	**Time**
(1)		(1)	
(2)		(2)	
(3)		(3)	
Comments:		_____ Date _____ Signature of Principal	

Remember to forward this report to the Superintendent of Education by June 30th each year.

13.0 FIRST AID

First Aid Legislation requires:

- Posted first aid certificates on the Health and Safety bulletin board;
- First Aid Regulation 1101 Brochure Form 82- In Case of Injury;
- At a minimum one (1) first aider per shift must be available including a designated backup that is also first aid trained;
- First aid equipment has to be available and accessible (the equipment must meet the requirements of Regulation 1101, as it applies to the size of your workplace).

13.1 FIRST AID TRAINING REQUIREMENTS

Size of workplace – per shift training level requirement:

- less than 5 workers Emergency First Aid Training
- more than 5 but less than 15 Standard Training
- more than 15 but less than 200 Standard Training
- more than 200 Standard Training

13.2 FIRST AID KIT REQUIREMENTS

Section 8 of Regulation 1101

Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum,

a) a current edition of a standard St. John Ambulance First Aid Manual;
b) 1 card of safety pins; and
c) dressings consisting of,
    - 12 adhesive dressings individually wrapped,
    - 4 sterile gauze pads, 3 inches square,
    - 2 rolls of gauze bandage, 2 inches wide,
    - 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
    - 1 triangular bandage.

The employer shall ensure that the first aid station is at all times in the charge of a worker who,

a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
b) works in the immediate vicinity of the station.

Section 9 of Regulation 1101

Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,

d) a current edition of a standard St. John Ambulance First Aid Manual;
e) 1 card of safety pins; and
f) dressings consisting of,
    - 24 adhesive dressings individually wrapped,

- 12 sterile gauze pads, 3 inches square,
- 4 rolls of 2-inch gauze bandage,
- 4 rolls of 4-inch gauze bandage,
- 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
- 6 triangular bandages,
- 2 rolls of splint padding, and
- 1 roll-up splint.

The employer shall ensure that the first aid station is at all times in the charge of a worker who,

a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
b) works in the immediate vicinity of the box.

Section 10 of Regulation 1101

Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at a place of employment one stretcher, two blankets and a first aid station with a first aid box containing as a minimum,

a) a current edition of a standard St. John Ambulance First Aid Manual;
b) 24 safety pins;
c) 1 basin, preferably stainless steel; and
d) dressings consisting of,
    - 48 adhesive dressings individually wrapped,
    - 2 rolls of adhesive tape, 1 inch wide,
    - 12 rolls of 1-inch gauze bandage,
    - 48 sterile gauze pads, 3 inches square,
    - 8 rolls of 2-inch gauze bandage,
    - 8 rolls of 4-inch gauze bandage,
    - 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
    - 12 triangular bandages,
    - Splints of assorted sizes, and
    - 2 rolls of splint padding.

The employer shall ensure that the first aid station is at all times in the charge of a worker who,

a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
b) works in the immediate vicinity of the box.

13.3 RESOURCES

Under the Workplace Safety and Insurance Act (WSIA) there are first aid requirements (Regulation 1101) for every workplace.

The regulation requires that:

- A copy of Form 82 - poster and copy of Regulation 1101 will be posted on the Health and Safety bulletin board.

13.4 FIRST AID TRANSPORTATION REQUIREMENTS

(Please post on Health and Safety bulletin board)

Approval signature:	
Distribution to: All facilities, Senior Management, JHSC	**Document to be posted:** Yes

The NPSCDSB will provide transportation to the hospital, doctor's office or worker's home when necessary, following an injury or illness.

The preferred method of transportation, if required, is an ambulance.

Should this method of transportation not be appropriate then we will call for a taxi. The injured worker will be accompanied by the first aid attendant or designate.

Should the employee refuse the transportation, the NPSCDSB will attempt to:

1) Identify any other transportation methods that the worker would prefer.
2) Reiterate the importance of accepting the transportation to the hospital, doctor's office or worker's home.
3) Call 911 and get the ambulance attendant to administer medical attention on site.

An employee will not be allowed to continue work until medical clearance is provided.

Responsibilities of the individual travelling with the injured worker:

1) Continue to administer first aid, if required.
2) Ensure an injury package is taken, (containing the WSIB Functional Abilities Form, Material Safety Data Sheets (if necessary)) to the medical facility.
3) Maintain contact with the workplace providing updates when the worker has reached their destination (hospital, doctor's office or the worker's home).
4) Return to the workplace to provide additional follow-up and assist in the completion of the injury / incident documentation.
5) Additional duties may be added based on each individual circumstance.

Important Reminder: NPSCDSB must designate who accompanies the injured worker.

NPSCDSB must provide methods or resources for transporting the injured worked.

13.5 FIRST AID LOG SHEET

(This form must be completed by the First Aider or designate and kept available with the First Aid Kit)

School: _____ Month: _____

Name of injured person	
Date of injury (D/M/Y)	
Time of injury	
Name of witness(es)	
Nature/Location of treatment	
Name of First Aider	
Name of injured person	
Date of injury (D/M/Y)	
Time of injury	
Name of witness(es)	
Nature/Location of treatment	
Name of First Aider	
Name of injured person	
Date of injury (D/M/Y)	
Time of injury	
Name of witness(es)	
Nature/Location of treatment	
Name of First Aider	

Signature: _____

Please fax log to Health and Safety Officer monthly.
c. Principal/Supervisor

14.0 WORKPLACE INSPECTIONS

14.1 WORKPLACE INSPECTION PROCESS

Purpose
This procedure provides a format for ensuring that in addition to the JHSC Monthly Inspections, that other required workplace inspections are conducted and consistent. Inspections will be conducted by the following;

Director of Education
The Director of Education will undertake a Workplace Safety Inspection, visiting each Board facility once over a three year period. The inspection report will be presented to a regular meeting of senior management (see attached schedule template).

Superintendents
Superintendents will undertake an annual workplace safety inspection of facilities that they are responsible for. Their inspection reports will be presented at a regular meeting of senior management (see attached schedule template).

Principals, Managers and Supervisors
Principals, Managers and Supervisors will naturally be aware, observant and will take the appropriate action on health and safety concerns at the facilities that they manage. Principals, Managers and Supervisors will undertake a formal workplace health and safety inspection of their facilities, every 3 months. Their inspection report will be presented to a regular meeting of senior management (see attached schedule template).

All Board Staff
All Board Staff will continuously monitor their workplace. In their work, as they move and travel throughout Board facilities, any concerns or potential hazards will be brought to their supervisor's attention.

Operator Pre-Use Inspections
Where appropriate, Pre-Use Equipment Inspections will be required. These pieces of equipment are identified under Safe work Practices of this program. The Pre-Use Inspections will be recorded on the applicable log. Logs will be stored with the equipment or in an appropriate nearby location.

Scope
This standard applies to all areas of the workplace.

Standards/Procedures

1. Inspectors will use the following methods/tools to conduct appropriate inspections:
   a) Walk through Inspection instructions,
   b) Inspection checklist,
   c) Inspection worksheet,
   d) Previous inspection report(s),
   e) Incident/injury reports to review, if needed, corrective action that has been taken.

2. An annual documented schedule for workplace inspections (see roles and responsibilities for timeframes) for each worksite/location will be established.

3. Any hazards or unsafe conditions observed while conducting the inspection are corrected, immediately, if possible. This includes notifying the supervisor/manager of the area where the hazard was identified and recording the notification on the inspection worksheet.

4. A minimum of 2 employee contacts or observation(s) of activities will be conducted during each workplace inspection. Results of the inspections are to be documented on the Workplace Inspection form.

5. Those conducting the inspection must sign the original completed inspection worksheet.

6. Inspection worksheets will be forwarded to the Principal/Supervisor of the worksite/location as soon as possible.

   The worksite Supervisor will:
   - will ensure that the appropriate corrective action is taken;
   - if correction will be delayed, will provide interim corrective measures;
   - will post inspection report on the worksite Health and Safety bulletin board within one week of the completion of the inspection. Inspection reports shall be posted for a minimum of one month;
   - provide a copy to the Health and Safety Officer.

7. The Health and Safety Officer will provide a copy of all inspection worksheets to the Director of Education at the regularly scheduled Administrative Council meetings.

Forms/Records

- Checklist for office environments and schools are included in this manual for reference.

14.2 Sample Workplace Inspection Checklist for Office Environments

(This checklist is meant as a guide only to assist with the completion of inspections)

	✓		✓
Walking Surfaces		**Fire Prevention**	
Walkways free of obstacles		Extinguishers available & accessible	
Cords anchored or covered		Extinguishers/hose cabinets dated monthly	
Floor coverings in good condition		Pull stations accessible	
No slip/trip hazards present		Electric cords/outlets in good condition	
Warnings posted when floors are wet		Electrical outlets not overloaded	
		Fire exits clear of obstruction	
Furniture/Office Equipment		Fire doors closed	
In good mechanical condition		Fire exit signs lit	
Properly assembled			
Properly adjusted		**Security**	
Secure from tipping		Employees/visitors have ID badges	
Free from sharp edges/corners		Visitors have safety rules	
Dangerous parts properly guarded			
Emergency switches accessible		**First Aid**	
Preventative maintenance program established for equipment & tools		First aid kit available at First Aid Station in central location	
Loose clothing/jewelry/ID badges secured		First aid kit checked monthly	
Appropriate for work being done		WSIB poster (Form 82) posted nearby	
Defective equipment properly identified		Certificates of first aiders current and posted	
Unnecessary items removed		First aid log sheet available & in use	
Employees instructed on safe/proper use			
Electrical cords at workstation secured		**Protective Clothing/Equipment**	
		Equipment/clothing provided where required	
Bookcase/Shelves/Cabinets		Equipment/clothing used where required	
Secured from tipping		Appropriate footwear being worn	
In good condition		Equipment/clothing in good condition	
Drawers/doors closed when not in use		Employees trained in use of Personal Protective Equipment	
One drawer of filing cabinet open at a time		Are areas where PPE is required appropriately signed?	
Material safely stored/stacked/piled		Do employees have/wear proper PPE when they visit other workplaces	
Heavier or commonly accessed items between knuckle and shoulder height		If applicable: are respirators: fit tested and properly used/stored	
Step stools available, if required			
		Posted Information	
Environment		OH&S Act and Regulations	
Light levels adequate		NPSCDSB Health and Safety Policy and JHSC Members posted	
Air quality adequate		Joint Health and Safety Committee meeting minutes posted	
Temperature and humidity adequate		Early and Safe Return to Work program posted;	
People dressed appropriately for season		Recent inspection(s) posted	
Air/Temperature units unobstructed		MOL Orders posted	
Noise levels appropriate		Results of Hygiene testing posted	
Hazardous materials properly labeled			
Hazardous materials properly stored		**Training**	
Unexpired Materials Safety Data Sheets are available		Employees aware of emergency procedures	
Housekeeping satisfactory		Employees aware of security procedures	
No construction hazards present		Employees provided information and instruction to protect their Health and Safety	
		Staff Training up-to-date	
Disabled			
Required accommodations provided			
Accommodations provided are functional			

14.3 Sample Workplace Inspection Checklist for Classrooms

(This checklist is meant as a guide only to assist with the completion of inspections)

Fire Safety	✓	Electrical	✓
Are legible fire exit and route signs in appropriate locations?		Are CSA or Electrical Safety Authority approval labels on all electrical equipment?	
Is there a Fire Safety Plan and is the teacher aware of the content and location of the Plan?		Are there ground pins on three wire electrical plugs?	
Are ceilings or exit doors free of combustible materials such as artwork, posters, paper, etc.? As a guideline, no more than 20% of the total wall surface (including board, cupboards, windows, etc..) to be covered with combustible materials.		Are electrical outlets, cover plates and wall switches secure and undamaged?	
Where there is an EXIT door, is there a clear path through the classroom furniture? As a rule of thumb, the width of the clear path should be the same as the width of the door(s).		Are extension cords three wire, in good condition and used for temporary purposes only?	
		Are multi-use cords equipped with power bars?	
General			
Do windows open easily and stay open according to their design?		Is air quality, temperature and ventilation acceptable to meet applicable standards? Concerns may be determined by conversation with the teacher in the classroom.	
Are ventilation and heating ducts kept unobstructed by books, paper etc..?		Are ceiling tiles in place, unbroken and with no sign of mold formation?	
Are floor tiles or carpeting securely fastened to reduce trip hazards?		Are floors free from slips, trips and fall hazards?	
Are audio-visual screens and maps securely suspended using fittings designed for the purpose?		Are shelves or shelving units firmly anchored to the wall? Storage of all items should follow the following guide: Heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves.	
Are step stools or small ladders available for accessing stored items from high shelves?		Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes?	
Do paper cutters have guards in place and is the torsion spring adjusted to hold the blade up when released?		Are there first Aid stations and trained First Aiders available? Does all staff know where the stations are located and are the trained staff locations identified?	
Is there an Asbestos Management Program, and do all staff know where the Asbestos Log is kept in the school?		Are the exterior siding, soffits and eaves including eaves troughs, where applicable, in good condition?	
Is the area around and under the portable well drained with not standing water?		Are steps and porch surfaces in good repair with suitable anti-slip materials on the surfaces?	
Are guardrails and hand railings installed and secure?		Is snow and ice removed at both doorways and the approaches to the doorways?	
Is the electrical service mast in good repair and meter socket enclosed?		Is exterior lighting operating and adequate?	
Are wall panels intact with no exposed fiberglass insulation?		Are there signs of mold growth on wall panels or ceiling, particularly near windows or areas of past water leakage?	
Is the exhaust fan functioning including shutters? Where electric heaters are installed, they must be kept free of combustible objects (e.g., clothing, paper, etc.)		In portables built after 1990, are heating and ventilation units functioning and grills kept clear of books and papers?	
Is an intercom or other method of communication with the main building in operating condition?			

14.4 DIRECTOR OF EDUCATION
INSPECTION SCHEDULE

(All sites must be inspected once every three years)

Inspections can be completed through one of the following methods: Personal tour of the workplace, inspect with supervisor, inspect with the Joint Health and Safety Committee member, inspect with the Health & Safety Site Representative.

Note: Should concentrate on critical or important Health and Safety items (not a comprehensive inspection)

Location	2014-2015	2015-2016	2016-2017
John XXIII/Corpus Christi			
Mother St. Bride			
Our Lady of Fatima			
Our Lady of Sorrows			
St. Alexander			
St. Francis			
St. Gregory			
St. Hubert			
St. Luke			
St. Theresa			
St. Victor			
St. Joseph-Scollard Hall			
Board Office			

Completed by: _____ Date: _____

Copy: JHSC
School Principals

14.5 SUPERINTENDENTS OF EDUCATION/BUSINESS
INSPECTION SCHEDULE

(All sites must be inspected once per year)

Inspections can be completed through one of the following methods: Personal tour of the workplace, inspect with supervisor, inspect with a Joint Health and Safety Committee member, inspect with the Health & Safety Site Representative.

Note: Should concentrate on critical or important Health and Safety items (not a comprehensive inspection)

For the _____ school year

Month	J23	MSB	OLF	OLS	StA	StF	StG	StH	StL	StT	StV	SJSH	BO
Sept													
Oct													
Nov													
Dec													
Jan													
Feb													
Mar													
Apr													
May													
June													
July													
Aug													

Completed by: _____ Date: _____

Copy: Director of Education
School Principals
JHSC

15.0 PREVENTATIVE MAINTENANCE

Regular maintenance on equipment ranging from HVAC systems, to vehicles is important. Preventative maintenance recognizes the importance of regular checks required by the original equipment manufacturer, legislative requirements, or best practice. Preventative maintenance may prevent a critical failure in the equipment, and hence prevent the likelihood of an injury.

Responsibility

The Manager of Plant and Health and Safety will review Board equipment to determine if there is a requirement for a preventative maintenance schedule for this equipment based on best practices, as well as manufacture's recommendations and industry standards.

Forms/Records

- Preventative Maintenance Recording Form
- Maintenance Schedule Matrix

All maintenance records will be kept in the Plant and Property Department.

Preventative Maintenance Schedule Matrix

Item	Model/ Year	Location	Maintenance Schedule	By Whom
John Deere Tractor				
Genie Lifts				
Board Vehicle				
Board Vehicle				
Floor Strippers				
Table saw				
Lawn mower	Toro			
HVAC Systems Each School				
Boilers Each School				
Elevators				

To be completed by the Plant and Health and Safety Department.

16.0 SENIOR MANAGEMENT'S CONTINUOUS IMPROVEMENT PLAN

Objective
To establish a Health and Safety Continuous Improvement Plan to ensure that the NPSCDSB remains a safe place to work.

Goal
The goal will be to reduce workplace hazards and injuries to ZERO.

16.1 CONTINUOUS IMPROVEMENT PLAN PROCESS

Senior Management will prepare a Continuous Improvement Plan which will include the following items;

1. Annual review of the NPSCDSB Health and Safety Program.
2. Distribution of the Health and Safety Program to each Board facility, each Supervisor and JHSC.
3. Health and Safety Program to be posted electronically on the Board's Intranet Portal.
4. Establish a three-year plan.
5. Conduct a Board wide exercise to identify existing or potential hazards, conducting an assessment of each identified hazard and establishing a time table for correction.
6. Workplace Inspections completed by the JHSC, Director/Senior Management, Managers/Principals/Supervisors and Workers.
7. Annual review of Health and Safety Trends.
8. Review of Health and Safety Accountability by using an Appraisal process.
9. Annual review and revision to the Board Continuous Improvement Plan and associated objectives and activities to be completed by the end of September of each year (see form 16.2 Continuous Improvement Plan).

Nipissing-Parry Sound Catholic District School Board

16.2 CONTINUOUS IMPROVEMENT PLAN

(Plan to be completed by September 30th of each year)

Continuous Improvement Plan: Action Item				
Objective/Goals: **Outcome:**			**Responsibility(ies):** **Review periods:**	
Action Steps	**Develop/ Communicate/ Implement**	**Time Frame (include dates for progress review)**	**Resources (money/people/time)**	**Status**

Through the use of the Workwell Staff Portal and Principal and Staff meetings, success will be celebrated.

Management Approval: _____ _____

(Signature) *(Date)*

Distribution: Management, Employee Notice Board

Page ____ of ____

16.3 REVIEW OF HEALTH AND SAFETY TRENDS

Senior Management will review NPSCDSB health and safety trends on an annual basis. Management will review the patterns and take corrective action as necessary.

The Health and Safety Officer in consultation with the WSIB Claims Administrator will prepare the trends review. Once complete the Health and Safety Officer will share the trends review and will seek input from the JHSC.

The following documentation will be reviewed:

- Accident cost/frequency/severity
- Injury/illness causes
- Workplace inspections
- Injury/Incident investigations
- Hazard Reports
- Work Refusal reports
- Health and Safety recommendations from the Joint Health and Safety Committee
- WSIB injury / illness summary
- First Aids

The Health and Safety Officer will create the summary of all injuries, near misses and reviewing patterns of occurrence. The report may take into consideration: shift, injury type, time of day, type of equipment.

Suggested categories for the Trends Review are:

- the number of work accident fatalities,
- the number of lost workdays,
- the number of non-fatal cases that required medical aid without lost workdays,
- the incidence of occupational illnesses.

16.4 TRENDS REVIEW PROCESS

The annual review will be completed using the following process

Step 1: Health and Safety Officer, in consultation with the WSIB Claims Administrator will collect the data required to develop the Trend Review.

Step 2: Health and Safety Officer will consult with the JHSC and obtain comments regarding the Trends Review Report contents including:

- summary
- recommendations for management review
- graphs depicting the trends and findings
- tables representing the data used to create the graphs

Step 3: The Health and Safety Officer will submit the Trends Review to management by September 30th of each year.

Step 4: Management will review the Trends Review at the October management meeting. Any corrective action taken will be incorporated into the Continuous Improvement Plan.

Step 5: The Health and Safety Officer will present management's written response to the JHSC

.

Step 6: Health and Safety Officer will monitor the completion of the corrective action.

Forms / Records
All Trend reviews will be retained in the Human Resources Department for a period of no less than three years.

16.5 COMMUNICATION PROGRAM FOR HEALTH AND SAFETY INFORMATION

It is the responsibility of the Health and Safety Officer, the Joint Health and Safety Committee, Management and Supervisors to communicate health and safety information.

The following are a variety of methods that will be used to communicate health and safety information/materials:

- Meetings
- Training sessions
- Safety talks
- Senior Management communication meetings
- Advertising program
- Electronic messages
- Poster program
- Bulletin boards
- Health and Safety Portal

Frequency of Communication
Communication of health and safety information is done on an ongoing basis. At a minimum communication of health and safety information must be done at monthly staff meetings. Health and Safety will be a standing item for all staff meeting agendas.

Off the job health and safety topics could include:

- Employee Assistance Program (EAP)
- Wellness initiatives
- Vehicle safety
- Personal health and safety
- Health and safety at home
- Recreational health and safety
- Leisure health and safety

17.0 WSIB CLAIMS MANAGEMENT

Purpose

Where a work related injury occurs, very specific action is required to ensure that the worker receives proper and appropriate treatment, that the situation that caused or contributed to the injury is investigated by the immediate supervisor and that corrections, if appropriate, are undertaken to prevent the injury from reoccurring. In accordance with the requirements of the Workers' Insurance and Safety Board (WSIB), all appropriate reports and forms will be sent to the WSIB to assist in the decision regarding the workers claim for compensation.

17.1 CLAIM MANAGEMENT PROCESS

The following steps will be taken where an injury to a worker may result in a WSIB Claim:

1. The injury will be reported to the immediate supervisor;
2. The worker will complete the Employee Accident Report Form 1.
3. The Supervisor/Principal will investigate and complete the Injury/Illness/Incident Report Form 2, as soon as possible. (Serious injuries will be reported to the Health and Safety Officer immediately.)
4. The Supervisor/Principal will immediately send the Employee Accident Report Form 1 to the WSIB Claims Administrator and will also send the Employee Accident Report Form 1 and Injury/Illness/Incident Report Form 2 to the Health and Safety Officer, who will review and comment as appropriate and will send to the WSIB Claims Administrator;
5. The Health and Safety Officer, will review and forward the Injury, Illness, Incident Report Form 2 to the WSIB Claims Administrator for review and attention;
6. The WSIB Claims Administrator will take all appropriate actions to ensure the provision of all necessary information required for WSIB claim purposes;
7. The WSIB Claims Administrator will, with the cooperation of the worker, the worker's union and the supervisor, initiate all necessary action in regards to the Early and Safe Return to Work (ESRTW) of the injured worker;
8. To ensure that all necessary injury information and discussions regarding ESRTW are complete, the worker will be contacted, on a regular basis and a record of this ongoing contact will be maintained.

17.2 EARLY AND SAFE RETURN TO WORK PROGRAM

The Nipissing-Parry Sound Catholic District School Board will make every effort to help an injured employee to stay at work or to return to work as soon as possible. The Early and Safe Return to Work program will ensure that as an organization we are committed and able to supply modified/accommodated duties and Work Reintegration opportunities to all employees, where possible, without undue hardship.

The Human Resources Department, in collaboration with the union(s), the worker and appropriate supervisor(s) and/or Superintendent(s) have implemented a modified duty program. The program will assist in promoting a timely return to work of employees with work related injuries/illnesses. The program will reduce the impact of Workplace Safety and Insurance costs.

17.3 MODIFIED DUTIES

Definition of "MODIFIED DUTY"
Modified Duty is the modification of an employee position, and related duties, that allows for the employee to carry out the work assigned within the employees' capabilities.

The Board recognizes that the temporarily disabled employee can and should be performing meaningful, productive employment. The modified duty program gives structure and organization to this principle and recognizes the employers, union(s), and employee(s) joint responsibility to participate in the rehabilitation of the employee.

Specifically:
(i) The work must be productive and the result must have value and dignity for the worker;
(ii) The work provided must not aggravate the employee's disability;
(iii) The workers' disability must not constitute an additional hazard to the employee or fellow employee(s) while performing the duties assigned;
(iv) The work must assist the employee in returning to their original position and regular work, if possible.

Principles of Modified Duty
The duration of the modified duty will be determined at the commencement of the program wherever possible.

- Prior to starting the modified duty the employee and employer will sign an agreement with respect to the hours of work, the reporting requirements and the nature of the modified duty position;
- The employee's physician statement and the requirements of the employer will be reviewed to assist in determining the modified duties/position;
- The employee will be required to schedule appointments and therapy at reasonable times so as not to conflict with the employer's timetable;
- The employee is required to supply medical progress reports every two weeks or as frequently as may be needed.

17.4 ROLES AND RESPONSIBILITIES

A. The Employer

- To provide a fair and consistent rehabilitation/work reintegration program for injured employees, on or off the job, or for employees disabled due to illness or injury;
- To provide meaningful employment for temporarily disabled employees and promote modified duty;
- To facilitate communication between the department, the employee, the treating agency of the employee, and the Human Resources department;
- To assist in the modification of the workplace;
- To involve the work forces and ensure co-operation from the bargaining units;
- To explain these objectives and requirements.

B. Human Resources Department/WSIB Claims Administrator

- To advise the employee of the availability of the modified duties or transitional work program and provide the required documentation;
- To determine in consultation with the manager or designate and appropriate supervisor, if the position can be modified;
- To maintain regular contact with the worker and to monitor the progress of the employees modified duties through regularly scheduled meetings with the employee and supervisor;
- To ensure medical follow-up is obtained at a schedule defined by the employer; the schedule of the meetings can be decided on a case by case approach;
- To liaise with the employees treating agency and other agencies when required;
- To meet with the employee and establish written goals and objectives. Written goals and objectives will be established and agreed upon by the employee, appropriate supervisor and the employer;
- To develop, in consultation with the employees treating agency, the employee and the immediate supervisor, a modified duty program;
- To ensure that there is no conflict with the collective agreements (where applicable);
- Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form; the frequency of medical contacts can be determined on a case by case basis
- Communicate regularly with the injured worker and document the communication on the Contact Log; this communication will take place on a regular basis, at least once a week or as frequently as may be required
- To schedule ongoing meetings with the worker and his/her union and the appropriate supervisor, as required.

C. Immediate Supervisor

- To assist in the creation of, and support the employee's modified duty program;
- To maintain communication with the employee on modified duty and monitor the progress and the effectiveness, on an individual case by case basis;
- To inform other employees in the department/school of program goals and objectives;
- To communicate and assist in the evaluation of the program's effectiveness; regular meetings will be scheduled with the employee;
- required frequency of communication will be determined on a case by case basis.

D. The Employee

- To maintain regular contact with the supervisor;
- To take an active role in developing their modified duty program;
- To communicate any problems or concerns to their immediate supervisor and the Human Resources Department in a timely manner, so that problems can be addressed and resolved as they may arise; to obtain the necessary forms from the treating agencies as may be required by the employer; the employee may be responsible for the costs of any forms that are required;
- To ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged, whenever possible, during non-work hours.
- To cooperate with all requests for documentation as required by the WSIB and the Employer.

E. Health Care Providers

- To provide up to date medical information;
- Complete all required forms when requested;
- Act as a resource.

F. Workplace Safety and Insurance Board

- Process claims on a timely basis;
- Act as a resource;
- Follow the Workplace Safety and Insurance Act.

G. The Union

- To counsel its members on the benefits of cooperation in the "MODIFIED DUTY" program;
- To cooperate in inter-union placement of temporary modified duty employees.

17.5 WORKPLACE SAFETY AND INSURANCE BOARD REPORTING REQUIREMENTS

- Wage changes;
- Changes in duties/hours of work/duration of program;
- Changes in employee abilities, limitations and/or restrictions;
- Failure to cooperate in the modified duty program by the employee, the applicable union or appropriate Supervisor;
- End of program.

Supporting Forms/Records

- Contact Log
- Return to Work Case Plan
- Return to Work Progress Report
- Return to Work – Closure/Evaluation Report
- Functional Abilities Form

17.6 RETURN TO WORK PROGRESS REPORT

Nipissing-Parry Sound Catholic District School Board

Return to Work Progress Report

Date: _____

Employee Name: _____

Supervisor Name: _____

Anticipated Outcome(s): (as written in the case plan)

_____
_____
_____
_____

Did the Case Plan actions result in the anticipated outcome(s)?

❑ Yes ❑ No

If No, Why?_____
_____
_____

Is the Case Plan still current?

❑ Yes ❑ No

If No, Why?_____
_____
_____

Next Steps: (e.g. continue, revise or close the existing case plan)

_____
_____
_____
_____

Next follow-up date:

_____

Original copy is retained in the employee file
Copies to: Employee, Supervisor, Union and Human Resources

Nipissing-Parry Sound Catholic District School Board

17.7 Return to Work Case Plan

Date: This plan covers the time period from _____ to _____	WSIB Claim #: WSIB Adjudicator Name: WSIB Adjudicator Phone #:
Employee Name:	Employee Phone #:
Position:	
Supervisor's Name:	Supervisor's Phone #:

Health Recovery	
a) Anticipated recovery time:	
b) Treatment (scheduled of proposed):	
c) Appointment dates:	

Accommodations			
This plan is intended for (check one): ❑Stay at Work (SAW) ❑ Return to Work (RTW)			
Objectives (select one): ❑ Pre-injury job ❑ Work Comparable[1] ❑ Pre-injury job accommodated ❑ Alternative Work[2]			
(i.e., work hardening, transitional work)	**Yes**	**No**	**Not Known**
Are the physical demands of the job within the employee's functional abilities?			
Are the essential duties[3] of the job within the employee's functional abilities?			
Does the employee have the knowledge and skills required to do the job, where applicable?			
Does the job description accurately reflect the job being done?			

[1] Work Comparable: in nature and earning to pre-injury with accommodation, if required
[2] Alternative Work: different job with accommodation, if required
[3] Essential Duties: duties necessary to achieve the actual job outcome (The job outcome is the overall objective of the job in terms of production of the final product or provision of service)

List the job tasks: (attach additional pages, if needed)

_____
_____
_____
_____
_____
_____
_____
_____

Outline required modifications to work duties: For example: technical aids, furniture, hours, productivity levels etc.)

_____
_____
_____
_____
_____
_____
_____
_____

Functional Abilities
1) Identify source(s) of functional abilities and the date(s):
2) Has a Functional Abilities Form been completed? ❑ Yes, date: _____ ❑ If no, date expected _____
3) List the precautions, if any:

Temporary	Duration	Permanent

Comments:

Develop Outcomes			
Actions: List the steps required to achieve the outcome(s)	Anticipated outcome	Assigned to	Follow up date

Outline frequency of contact and by whom, if necessary, in addition to the specified follow-up dates: _____

Work Schedule		
Follow up cycle: (For example: weekly, bi-weekly etc.)		

Signatures or acknowledgement of receipt:

Employee:_____ Date: _____

Supervisor: _____ Date: _____

Union: _____ Date: _____

Human Resources: _____ Date: _____

Original copy is retained in employee file
Copies to: Employee, Supervisor, Union and Human Resources

Nipissing-Parry Sound Catholic District School Board

17.8 Return to Work Closure/Evaluation Report

Report to be completed by both the Supervisor and employee, independently, once the final outcome is achieved. Send completed forms to the WSIB Claims Administrator.

Date: _____

Employee Name: _____

Duration of Case Plan (from incident/accident report to final RTW)

_____

What was the final outcome (check all that apply).

Anticipated Outcome?	Actual Outcome?
❑ Pre-injury job	❑ Pre-injury job
❑ Pre-injury job accommodation	❑ Pre-injury job accommodation
❑ Work comparable	❑ Work comparable
❑ Alternative work	❑ Alternative work
	❑ LMR
	❑ Other
Comments	

What worked well?

What are the opportunities for improvement? (For example: If you could change one thing what would it be?)

Completed by: _____

Thank you for completing this form. Confidentiality of this information will be assured. If you have any questions, please contact the WSIB Claims Administrator.

17.9 Return to Work
Contact Log

Employee's Name:	
Work Location:	
Supervisor's Name:	
Treating Health Professionals: Doctor Physiotherapist Chiropractor Physiotherapist Other	
WSIB Claim #: **WSIB Adjudicator:**	

It is the WSIB Claims Administrator's responsibility to ensure this form is kept up-to-date and in the Claims Management file established for the employee.

Record of Contact

Date of Contact	Person Contacted	Content of Conversation Q=Question; A=Answer; C=Comment

Date of Contact	**Person Contacted**	**Content of Conversation** Q=Question; A=Answer; C=Comment

17.10 WSIB FUNCTIONAL ABILITIES FORM

Functional Abilities Form

for Planning Early and Safe Return to Work

Health Professionals, please use this form ONLY when requested by an employer or worker.

The purpose of this form is to identify your patient's overall functional abilities and work restrictions that will assist his/her return to suitable work.

Please promptly complete and return pages 2 and 3 of this form to the worker or employer to assist the workplace parties in planning an early and safe return to work.

PLEASE ENSURE YOUR BILLING INFORMATION IS NOT GIVEN TO THE WORKER OR EMPLOYER.

Authority to Release Information

Section 37(3) of the *Workplace Safety and Insurance Act, 1997* provides the legal authority for health professionals to give the Workplace Safety and Insurance Board (WSIB), the injured worker and the employer such information as may be prescribed concerning the worker's functional abilities.

When completing this report, please **print** in **black ink**.

Worker and/or employer should complete Sections A and B of this report. If your patient needs assistance, please help. Please submit this report even if Section A is not fully completed.

Information about your responsibilities can be found on **Page 4**.

The WSIB will pay health professionals for completing this form.

Mail to:
Workplace Safety and Insurance Board
200 Front Street West
Toronto, ON M5V 3J1

OR

Fax to:
416-344-4684
or 1-888-313-7373

WSIB ONTARIO CSPAAT

A guide to completing this form is available at www.wsib.on.ca

WSIB ONTARIO CSPAAT

Mail to: 200 Front Street West Toronto ON M5V 3J1

or Fax to: 416 344-4684 OR 1-888-313-7373

Please PRINT in black ink

FAF

Functional Abilities Form
for Planning Early and Safe Return to Work

Claim No.

A. Section A to be completed by the employer and/or worker.

Worker's Last Name	First Name	Telephone

Address (no., street, apt.)	City/Town	Province	Postal Code

Employer's Name	Date of Birth (dd/mm/yyyy)
Full Address (No., Street, Apt.)	Date of Accident/ Awareness of Illness (dd/mm/yyyy)
City/Town / Prov. / Postal Code	Employer Telephone
	Employer Fax No.

fold fold

1. Type of job at time of accident (where available, please attach description of job activities)	Area(s) of injury(ies)/illness(es)
2. Have the worker and the employer discussed Return To Work ☐ yes ☐ no	If no, will be discussed on dd mm yyyy
3. Employer contact name	Position

B. Worker's Signature

By signing below, I am authorizing any health professional who treats me to provide me, my employer and the Workplace Safety and Insurance Board (WSIB) with information about my functional abilities on the WSIB's "Functional Abilities for Planning Early and Safe Return to Work" form.

Signature	Date dd mm yyyy

C. Health Professional's Billing Information
For billing purposes fax or mail pages 2 and 3 to the WSIB.

Health Professional's Designation
☐ Chiropractor ☐ Physician ☐ Physiotherapist ☐ Registered Nurse (Extended Class) ☐ Other

PROVIDER BILLING INFORMATION IN THE BOLDED AREA OF SECTION C SHOULD NOT BE PROVIDED TO THE WORKER OR EMPLOYER.

Are you registered with the WSIB?
☐ yes Please enter the **WSIB Provider ID.** in the box provided
☐ no Please call **1 - 800-569-7919** to register

WSIB Provider ID.

Health Professional's Name (please print)

Your Invoice Number

Address (No. Street, Apt.)

Service Code **FAF**

City/Town	Province	Postal Code	Fax

I hereby declare that the information being submitted in Sections C, D, E and F of this form is true and complete. It is an offense to knowingly make a false or misleading statement or representation to the WSIB.

Health Professional's Signature	Telephone	Date dd mm yyyy

WSIB ONTARIO CSPAAT

Mail to: 200 Front Street West Toronto ON M5V 3J1

or Fax to: 416 344-4684 OR 1-888-313-7373

Please PRINT in black ink

FAF

Functional Abilities Form
for Planning Early and Safe Return to Work

Worker's Last Name	First Name	Claim No.

D. The following information should be completed by the Health Professional to identify the patient's overall abilities and restrictions.

1. Date of Assessment dd mm yyyy

2. Please check one:

- ☐ Patient is capable of returning to work with **no restrictions.**
- ☐ Patient is capable of returning to work **with restrictions.** Complete sections **E and F.**
- ☐ Patient is physically unable to return to work at this time. Complete section **F.**

E. Abilities and/or Restrictions

1. Please indicate **Abilities** that apply. Include additional details in section 3

Walking:
- ☐ Full abilities
- ☐ Up to 100 metres
- ☐ 100 - 200 metres
- ☐ Other (please specify)

Standing:
- ☐ Full abilities
- ☐ Up to 15 minutes
- ☐ 15 - 30 minutes
- ☐ Other (please specify)

Sitting:
- ☐ Full abilities
- ☐ Up to 30 minutes
- ☐ 30 minutes - 1 hour
- ☐ Other (please specify)

Lifting from floor to waist:
- ☐ Full abilities
- ☐ Up to 5 kilograms
- ☐ 5 - 10 kilograms
- ☐ Other (please specify)

Lifting from waist to shoulder:
- ☐ Full abilities
- ☐ Up to 5 kilograms
- ☐ 5 - 10 kilograms
- ☐ Other (please specify)

Stair climbing:
- ☐ Full abilities
- ☐ Up to 5 steps
- ☐ 5 - 10 steps
- ☐ Other (please specify)

Ladder climbing:
- ☐ Full abilities
- ☐ 1 - 3 steps
- ☐ 4 - 6 steps
- ☐ Other (please specify)

Travel to work:

Ability to use public transit: ☐ yes ☐ no

Ability to drive a car: ☐ yes ☐ no

2. Please indicate **Restrictions** that apply. Include additional details in section 3

- ☐ Bending/twisting repetitive movement of (please specify)
- ☐ Work at or above shoulder activity:
- ☐ Chemical exposure to:
- ☐ Environmental exposure to: (e.g. heat, cold, noise or scents)
- ☐ Limited use of hand(s):

Left		Right
☐	Gripping	☐
☐	Pinching	☐
☐	Other (please specify)	☐

- ☐ Limited pushing/pulling with:
  - ☐ Left arm
  - ☐ Right arm
  - ☐ Other (please specify)
- ☐ Operating motorized equipment: (e.g. forklift)
- ☐ Potential side effects from medications (please specify) Do not include names of medications.
- ☐ Exposure to vibration:
  - ☐ Whole body
  - ☐ Hand/Arm

3. Additional Comments on **Abilities and/or Restrictions.**

4. From the date of this assessment, the above will apply for approximately:
☐ 1 - 2 days ☐ 3 - 7 days ☐ 8 - 14 days ☐ 14 + days

5. Have you discussed return to work with your patient? ☐ yes ☐ no

6. Recommendations for work hours and start date: ☐ Regular full-time hours ☐ Modified hours ☐ Graduated hours

Start Date dd mm yyyy

F. Date of Next Appointment

Recommended date of next appointment to review **Abilities and/or Restrictions.** dd mm yyyy

I have provided this completed Functional Abilities Form to: ☐ **Worker** **and/or** ☐ **Employer**

Important Information

To receive benefits, the worker must apply for benefits within six months of the date of a work-related injury or illness. When filing a claim for benefits, the worker must also consent to the disclosure of functional abilities information provided by a health professional to his or her employer for the purpose of facilitating an early and safe return to work. Failure to file a claim or provide consent for the release of the functional abilities information can result in no benefits.

If you have questions about the completion of this form please call 1-800-387-0750.

Worker's Responsibilities

- This form is to be completed by a treating health professional, who will discuss the information with you.
- Once completed, contact your employer **immediately** to review the information on the completed form. Together, you and your employer will begin to plan an early and safe return to work.

Employer's Responsibilities

- This form provides general information about this worker's functional abilities and restrictions to help you plan an early and safe return to work.
- When you provide this form to the treating health professional, ensure that you have the worker's signed consent (Section B) for the release of functional abilities information.
- Where available, also attach a description of the worker's job activities to assist the health professional in completing the form.
- The prescribed form that is available from the WSIB is a generic form developed to assist with general functional abilities information.
- The WSIB will pay the health professional to complete the prescribed WSIB form only. A charge will appear on your Accident Cost statement or Schedule 2 Invoice which reflects the cost of payment for each form completed.
- If you have a form that is specific to your workplace and have the cooperation of the worker in providing consent for the release of information on your form, you may use your own form. If you create your own form, you must reimburse the health professional directly.
- Do not send a copy of the completed Functional Abilities Form for Planning Early and Safe Return to Work to the WSIB. The health professional is responsible for submission of the form.

Health Professional's Responsibilities

- The employer and worker will use this information to plan the worker's early and safe return to work.
- Their return to work plans will reflect the functional abilities and restrictions you have noted and presume that no clinical contraindications exist for other work activities, therefore it is crucial that all sections be completed in full.
- The completion of this form is based on your examination of the worker and does not require a specialized functional abilities evaluation.
- Diagnostic or confidential information **must not** be included.
- Please add specific information on the duration of temporary restrictions or maximum times or weights to be considered, in section **E3** under **abilities and/or restrictions**. If necessary, attach an additional page to this completed form to describe abilities and restrictions.
- **Completion of this form does not replace clinical reporting requirements to the WSIB .**
- **Once you have received this form, promptly complete it and give it to the worker and/or employer.**
- **For billing purposes fax or mail pages 2 and 3 to the WSIB. When faxing, do not mail a copy.**

The WSIB will pay the health professional for the completed form when pages 2 and 3 are received.

Workplace Safety and Insurance Board
200 Front Street West
Toronto ON M5V 3J1

WSIB Fax 416-344-4684
or 1-888-313-7373

18.0 HEALTH AND SAFETY STANDARDS/PRACTICES

Purpose
Health and Safety Standards will be developed as required.

The purpose of Health and Safety Standards and Practices is to address a specific issue or identified potential hazard.

The Board will endeavour to 'consult' with the JHSC in the development of these standards and practices.

18.1 GENERAL SAFETY RULES

1. Follow and obey all instructions, rules and signs.

2. Report the following to your supervisor:
   - hazardous/dangerous conditions and practices;
   - absence of, or defects in protective equipment or device; and
   - all accidents, injuries and incidents.

3. Use or wear designated and approved protective equipment and devices and personal protective equipment.

4. Use the right tools and equipment for the job.

5. Make sure you are trained and 'authorized' to use or operate equipment and machinery or to perform the job.

6. Do not take chances or shortcuts, follow procedures.

7. *Never stand on a chair, always use an appropriate stool or step ladder*

8. If you are not sure about something, ask.

9. Keep your work area clean and orderly.

10. Do not bring any personal items (chainsaws, heaters etc.) onto Board property unless authorized by management

11. Make sure you know what to do and where to go in the event of emergencies.

12. Stay alert, and always ... THINK!

MAKE SAFETY A HABIT NOT AN ACT!
(Please post or place in your worksite)

18.2 FOOTWEAR POLICY

In the School Board workplace, there are potential risks for foot injuries. These risks could arise from objects that fall or roll, sharp objects, slippery surfaces, chemical products, power sources or any other risk that may cause injury to the foot, or cause a person to slip, trip, or fall. All reasonable effort will be taken by the Board to eliminate or reduce these risks by establishing physical or administrative control measures. In addition to these measures, the Board has established requirements regarding the type of footwear to be worn, in order to counter the risks that cannot be covered by the control measures in place.

This Policy applies to all employees of the Board, while on Board business, either on or off Board property and contractors while on Nipissing-Parry Sound Catholic District School Board property.

RESPONSIBILITIES

Senior Management, School Administration, Managers and Supervisors must:

- Identify the activities and instances that require protective footwear as indicated in this policy;
- Determine the appropriate type of protective footwear according to the identified risk;
- Direct those under their supervision to wear the appropriate footwear;
- In consultation with the Health and Safety Officer, determine if any hazards exist that necessitate footwear over and above what is indicated in this policy.

Health and Safety Officer shall:

- Provide assistance, guidance and expertise to Senior Management, Administrators, Managers and Supervisors in their roles and responsibilities;
- Provide assistance, guidance and expertise to all employees in complying with this policy;
- Monitor the effectiveness of this policy.

All personnel shall:

- Wear the appropriate protective workplace footwear at all times;
- Ensure that footwear used is in good condition;
- Check with their supervisor, when unsure about what might be required;
- Be aware of conditions and surroundings that may dictate the use of appropriate footwear;
- Report unsafe or hazardous surface/work situations to their supervisor.

All personnel shall not:

- Walk around workplaces in bare feet or in socks;
- Wear inappropriate footwear such as:
    - open-toed sandals, flip flops, beach shoes (shoes with no back or heel strap) or slippers;
    - moulded/plastic “gummy” shoes, “crocs” or similar footwear;

- platform shoes with soles greater than 1 inch;
- “wheelies”, roller blades, roller skates, or similar type of footwear.
- Walk outdoors in wet, ice, or snow conditions, without proper outdoor footwear.

Types of Footwear to Be Worn

In general, footwear should be designed for the task being performed and must:

- provide adequate protection against injury;
- have soft rubber and non-skid soles;
- fit properly.

General classroom or office duties:

- Closed-toe shoes;
- Soft rubber soles;
- Flat or a maximum 2 1/2 inch heel;
- When supervising/teaching/working in the gymnasium, all staff shall wear appropriate footwear (i.e., running/court/cross training shoes).

Special Education Programs

Fully enclosed, closed toe footwear is required where special education programs or classrooms present a higher risk of injury due to hazards.

Shops, Technical Classrooms, Science labs, and similar risk areas:

- Appropriate protective footwear must be worn at all times in the areas where chemical products are used or stored. Perforated shoes, sandals or other shoes of this type shall not be worn in the laboratories, prep rooms, or areas where spillage may occur;

- An appropriate shoe must cover and protect the entire foot. Footwear manufacturing materials including the sole and the upper must be compatible with the laboratory or shop environment, the material being handled and the functions that are carried out;

- Depending on the type of risk one faces, footwear that offers more protection may be warranted. Footwear with soles resistant to slippery surfaces, abrasives, oils, or heat might be considered;

- Any uncertainty in what would be appropriate footwear must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Physical Education and related athletic activities:

• Non-skid soft rubber sole athletic shoe for indoor sport activities;
• Athletic shoe for outdoor activities appropriate for the activity being performed.

Maintenance and Custodial staff:

- Outside and Grounds work: Footwear must carry a CSA protection class of Grade 1 (green label), and protect the entire foot from lawn care equipment and flying debris. This applies to all workers, whether operating grounds care equipment, or working in other areas;

- Indoor work: When working indoors and particularly when performing floor care tasks which may cause exposure to wet or otherwise unusual or slippery floor conditions, footwear should be chosen which is slip resistant and suitable for the task. When moving furniture or performing similar tasks, CSA Grade 1 (green label) rated footwear must be worn;

- Specialized work: Where there is potential for injury to feet due to an impact, perforation, electrical shock, static electricity, etc., it is necessary to wear protective footwear approved by the Canadian Standards Association (CSA) that is specific to the risk faced. Any uncertainty in this area must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Contractors and others on Board Property:

- Contractors, Architects, Engineers, Inspection staff, and all others that enter onto Board property to carry out services, must abide by the Footwear Policy as it applies to Maintenance and Custodial staff.

Winter Footwear

Outside work (including recess/bus duty, walking to and from vehicles etc.) during the winter requires footwear with soles resistant to slippery surfaces along with flat soles with a raised pattern that grip the walking surface. Platform shoes, high heels are not permitted.

CSA INTERNATIONAL

Product Areas

CSA International Certifies Footwear For North America

Print this page E-mail this page

CAN/CSA Z195 Protective Footwear for Canada

The National Standard of Canada deals with protective footwear and includes requirements for resistance against toe impact, sole puncture, electric shock, chainsaws, as well as requirements for static discharge and electrical conductivity.

Footwear that has been certified by CSA Internationsl to the CAN/CSA Z195-02 standard is eligible to bear our Protective Footwear Certification Markings.

CSA CERTIFICATION MARK FOR CANADA

Indicates fottwear is CSA certified to Canadian national requirements.

LABEL	DESCRIPTION	LOCATION
PROTECTIVE FOOTWEAR CHAUSSURES DE PROTECTION ######	This serialized label indicates certification by CSA International and is available only through CSA.	This label will be side-stitched or heat-sealed inside the top of the tongue or inside the quarter lining of the right shoe.

CLASSES OF PROTECTION

One or more of the markings will appear on the outer side or the tongue of the right shoe.

PROTECTION MARKINGS	SAFETY FEATURES	RECOMMENDED USE
	Green triangle indicates sole puncture protection with a Grade 1 protective toe to withstand impacts up to 125 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.6 m Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.	For any industry, especially construction and heavy work environments, where sharp objects, such as nails are present.
	Yellow triangle indicates sole puncture protection with a Grade 2 protective toe to withstand impacts up to 90 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.4 m Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.	For light industrial work environments requiring puncture protection as well as toe protection.

	Blue rectangle indicates Grade 1 protective toe without sole puncture protection. Grade 1 protective toe withstands impacts up to 125 Joules. Comparable to a 22.7 kg (50lb) weight dropped from 0.6 m.	For industrial work environments not requiring puncture protection.
	Grey rectangle indicates Grade 2 protective toe without sole puncture protection. Grade 2 protective toe withstands impacts up to 90 Joules. Comparable to a 22.7 kg (50lb) weight dropped from 0.4 m.	For institutional and non-industrial work environments not requiring puncture protection.
	White label with green fir tree symbol indicates chainsaw protective footwear. Protective features are designed into the boots to prevent a running chainsaw from cutting all the way through the boot uppers so as to protect the shins, ankles, feet and toes.	For forestry workers and others exposed to hand-held chain saws or other cutting tools.
	White rectangle with orange Greek letter omega indicates soles that provide resistance to electric shock. Such certified footwear contains a sole and heel design assembly that, at the point of manufacturing, has electrical insulating properties intended to withstand 18,000 Volts and a leakage current not exceeding 1mA.	For any industry where accidental contact with live electrical current conductors can occur. Warning:Electrical Shock Resistance deteriorates with wear and in wet environments.
	Yellow rectangle with a green "SD" and grounding symbol indicates soles are static-dissipative. The outer soles are made from an antistatic compound, chemically bound into the bottom components, capable of dissipating an electrostatic charge in a controlled manner. The test criteria are 10^5 to 10^8 Ohms. Note that SD footwear without toe protection will not have sole protection certified by CSA.	For any industry where a static discharge can create a hazard for workers or equipment.
	Red rectangle with a black "C" and grounding symbol indicates soles are electrically conductive. The outer soles are made from a conductive compound that is permanently bound to the bottom components to provide electrical	For any industry where static discharge can create a hazard of explosion.

grounding of each foot. Test criteria are 0 to 500 000 Ohms.

MARKING

The right foot of each pair bears the following information permanently marked in a conspicuous location:

1. Manufacturer's name, trade name, or CSA Master Contract number
2. Date of manufacture by month and year or by date code
3. Outsole construction style or name

METATARSAL PROTECTION

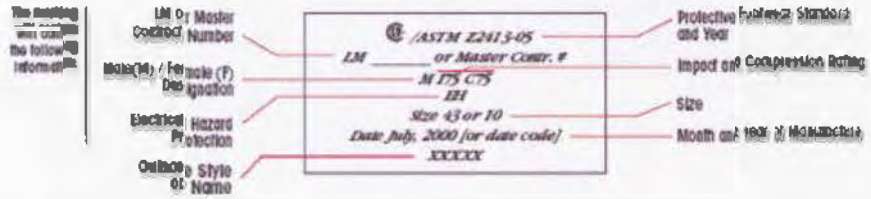
Metatarsal Protection is intended to safegaurd the upper foot (metatarsal bones) and toe areas. To meet CSA design requirements the footwear must provide sufficient width and height to cover the dorsum of the foot. Note that there is no CSA certification for metatarsal protection as the standard does not currently contain performance requirements.

ASTM F 2413 FOOT PROTECTION FOR THE UNITED STATES

CSA International certifies footwear to the ASTM F 2413 Standard Specification for Performance Requirements for Foot Protection

This standard provides requirements for impact and compression protection and optional requirements for conductive, electrical hazard, sole puncture resistance, metatarsal, and static dissipative protection.

CSA's ASTM Certification Marking shall appear on one shoe of each pair and will be placed on the inside or outside surface of either the tongue, gusset, inside shaft or quarter lining. The following is an example of a marking that would appear on any CSA Certified Product for the US:



For more information on our Protective Footwear Certification Program:
Call **1-866-797-4272** or Email client.services@csa-international.org

Product Areas | Products CSA Certifies | Components Certification | Certification Marks | Who Accepts CSA Marks
Service Option to Certify Your Products | How to Get Started | Certified Product Listings | Product Recalls | Global Certification | Manufacturers
Retailers/Specifiers | Regulators | Consumers | About CSA | Contact US | FAQ | Newsroom | Links | Careers | Help | Site Map | Privacy / Terms of Use

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18.3 WORKPLACE VIOLENCE POLICY AND PROGRAM

WORKPLACE VIOLENCE **AG37.0**
June 15, 2010

POLICY
The Nipissing-Parry Sound Catholic District School Board (the "Board") is committed to providing a safe working environment in which all employees are treated with respect and dignity.

It is the policy of the Board to ensure conduct in its workplaces are in accordance with the gospel values of Jesus Christ, the Board's Mission Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments.
The Board will assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act.*

1. Definition of Workplace Violence

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) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and

c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2. Definition of Workplace

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

3. To Whom Does This Policy Apply

The Workplace Violence Policy applies to all Board employees, trustees and other users, such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.

The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviour.

4. Information

4.1 Information and Instruction with Respect to Workplace Violence

a) The Board will provide an employee with,
   (i) information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
   (ii) any other prescribed information or instruction.

b) The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if,
   (i) the employee can be expected to encounter that person in the course of his or her work; and
   (ii) the risk of workplace violence is likely to expose the employee to physical injury.

c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

4.2 Domestic Violence

a) If the Board becomes aware or ought reasonably to be aware that domestic violence that is likely to expose an employee to physical injury may occur in the workplace, the Board will take every reasonable precaution to protect the employee.

4.3 Assessment of the Risks of Workplace Violence

a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.

b) The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.

c) The assessments and reassessments shall take into account,
   (i) circumstances that would be common to similar workplaces;
   (ii) circumstances specific to the workplace; and
   (iii) any other prescribed elements.

d) Circumstances that would be common to schools of the Board are:
(i) the existence of potential risks due to interactions with the public, students, parents and employees; and
(ii) the existence of protocols between the Board and the police force on its territory.

e) Circumstances specific to a school are:
(i) the school safety plan;
(ii) the provisions of the lockdown plan of the school;
(iii) the relationship between the school and the local police.

f) The Board shall advise the Joint Health and Safety Committee of the results of the assessment and reassessment, and provide a copy, if the assessment or reassessment is in writing.

g) If there is no committee or health and safety representative, the Board will advise the employees of the results of the assessment and reassessment and, if the assessment or reassessment is in writing, will provide copies on request and advise the employees how to obtain copies.

4.4 Program to Implement the Policy with Respect to Workplace Violence

a) The Board will develop and maintain a program to implement the policy with respect to workplace violence.

b) Without limiting the generality of paragraph (a) above, the program will,
(i) include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 4.3, as likely to expose an employee to physical injury;
(ii) include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
(iii) include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor;
(iv) set out how the Board will investigate and deal with incidents or complaints of workplace violence; and
(v) include any prescribed elements.

4.5 Posting of the Policy

a) The policy and procedures concerning workplace violence will be posted on the Health and Safety bulletin board in each work location.

4.6 Review of the Policy

a) The Board will review the policy with respect to workplace violence as often as is necessary, but at least annually.

5. DUTIES OF THE SUPERVISOR

5.1 The supervisor will advise an employee of the existence of any potential or actual danger to health or safety of the employee of which the supervisor is aware, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if,

a) the employee can be expected to encounter that person in the course of his or her work; and

b) the risk of workplace violence is likely to expose the employee to physical injury.

5.2 ***The supervisor will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.***

6.0 DUTIES OF THE EMPLOYEE

6.1 The employee shall advise the Board or the supervisor of any incident or risk of workplace violence of which he or she is aware.

7.0 REPRISAL

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

8.0 REFERENCES/RELATED DOCUMENTS

Criminal Code (Canada)
Ontario *Human Rights Code*
Ontario *Occupational Health and Safety Act*
Teaching Profession Act
Ontario College of Teachers Act, 1996

18.4 SCHOOL/WORKSITE RISK ASSESSMENT FORM

School:	
Date:	
Auditors:	
Worksite Representatives:	

Questions:	Yes	No	Comments:
GEOGRAPHIC LOCATION & HOURS			
Location of School			
Urban setting			
Rural setting			
High crime area			
Isolated area			
Close to emergency services			
What are the school hours?	---	---	
HISTORY			
Have there been any incidences in the past 3-5 years of strangers approaching staff at the school (resulting in staff feeling unsafe?), vandalism putting staff at risk, conflicts with community members on school property?			
Do violent, criminal, drunk, or drugged persons (unfavorable individuals) ever come into your building?			
Has the school ever been vandalized?			
ACCESSIBILITY & SECURITY MEASURES			
Are all doors, except main entrance kept locked at all times?			
If not, are non-locked doors monitored?			
Is there a sign-in & out book for parents or visitors?			
If so, is it used/enforced?			
Does office staff regularly check and follow up with sign in/out sheet?			
Are there posters/signs at the main doors/entrances asking visitors to report to the main office when they arrive at the school?			
Does main office staff have a clear vision line to the main entrance?			

Questions:	Yes	No	Comments:
Is the main office staffed at all times during school hours?			
What is the emergency protocol for main office staff should someone undesirable enter the school?	---	---	
Do all guests (parents, visitors, service providers, etc.) wear special visitor passes?			
Can staff access the school after hours? What are the guidelines for this?			
Is there a communication procedure for staff accessing the schools after hours? (tracking?)			
Are there any safety and security measures in place for entrance into the school after hours for staff? *(i.e. key/code sign out, notifying supervisor, etc.)*			
Is there evening custodial staff at this school who work alone?			
What are their hours of work?	---	---	
What safety and security measures are in place for these staff persons?	---	---	
Is the school connected to a security company through an alarm system?			
Is the security system regularly checked?			
Are there signs stating a security system is in use?			
Is there a system for tracking staff keys?			
If so, is it enforced?			
Is there a camera system inside the school?			
Is there a camera system outside the school?			
Can the main doors be locked from a remote location?			
Are there any security perimeters of the building after hours?	---	---	
Can staff lock classroom doors quickly in an emergency?			
Are garbage bins, equipment that staff regularly use outside well lit?			
PORTABLES			
Are there portables at the school?			
How do students/staff enter into the school from the portables?	---	---	

Questions:	Yes	No	Comments:
Are there any security measures followed for staff/students entering the school from the portables/yard during the day (i.e. buddy system with key?)			
Can the portable doors be locked from the inside and outside?			
Is there a notification system to the portables should a crisis occur?			
LIGHTING OUTSIDE & INSIDE			
Is the school well lit outside at night (specifically entrances)?			
Are there zones around the school where someone may hide?			
Is the school well lit inside when staff are accessing the building after hours or on weekends?			
Are stairwells lit appropriately?			
Are washrooms lit appropriately?			
Are there any areas requiring more light?			
PARKING LOTS			
Do staff park in designated parking lots?			
Are parking lots well lit at night?			
Are parking lots monitored at all?			
Are there any security reminders in the parking lot? *(i.e. "Lock Your Car", "Security Patrolled", "Parking Lot Monitored")*			
Have cars been broken into while in the parking lot?			
POTENTIAL HIDING SPOTS AROUND GROUNDS			
Is there any overgrown vegetation that could be a potential hiding place for strangers around the parking lot, walking paths, play areas, field, on school property? *(note: this vegetation should be cut back or removed if so)*			
DAYCARES			
Is there a daycare in or attached to the school?			
Does the daycare have its own entrance door?			
Does the daycare have access to the school?			
Does the daycare have security measures in place for intruders?			

Questions:	Yes	No	Comments:
Are the daycare staff familiar with the schools emergency plan?			
Does the daycare staff control access to the school for parents who come to pick up their children after school hours?			
AFTERSCHOOL & COMMUNITY USE ACTIVITIES			
Are there after school or community use activities in the school after hours?			
If so, when and where in the school?	---	---	
Is there a room use occupancy permit system/agreement for use after hours?			
Are there fundraising activities at the school?			
Where are the profits from fundraising kept?	---	---	
Is there a program for special needs children at this school?			
Is there a safe room for special needs children?			
Has the safe room had a safety review?	---	---	
Are there any low windows at the school that can be opened?			
CLASSROOMS			
Do all classrooms have operating communication systems to the main office?			
Where are they located?	---	---	
What is the emergency contact number in an emergency? Is it posted?	---	---	
Is furniture arranged in classrooms to allow for a quick exit?			
PROCEDURES			
Have staff been trained on the Lock Down procedure? When does this happen?			
Are student codes of conduct communicated to students?			
Are codes of conduct communicated to staff?			
Are staff trained on how to report incidents of conflict (with peers, parents, community members, etc.) to their supervisor?			

Questions:	Yes	No	Comments:
What are the current response measures in place for when a conflict or violent incident is reported?	---	---	
Is there a process in place for having parent-teacher meetings in common areas instead of portable structures?			
OTHER:			
What improvements would you like to see at your school in terms of security and safety related to conflict or violence?			
Other:			

☐ review history of incidents
☐ perform a worksite parameter check

18.5 HARASSMENT POLICY AND PROGRAM

WORKPLACE HARASSMENT **AG 36.0**
June 15, 2010

POLICY
The Nipissing-Parry Sound Catholic District School Board (the "Board") is committed to providing a working environment in which all employees are treated with respect and dignity.

It is the policy of the Board to ensure conduct in its workplaces are in accordance with the gospel values of Jesus Christ, the Board's Mission Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments and of responsiveness to the damaging effects of harassment in the workplace.

1.0 DEFINITION OF WORKPLACE HARASSMENT

Workplace Harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

The normal proper exercise of supervisory responsibilities, including training, evaluation, counselling, and discipline when warranted, does not constitute workplace harassment.

2.0 DEFINITION OF WORKPLACE

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

3.0 TO WHOM DOES THIS POLICY APPLY

The Workplace Harassment Policy applies to all Board employees, trustees, and other users, such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy covers harassment by such persons which is proven to have repercussions that adversely affect the Board's learning/working environment.

The rights of students to a respectful working and learning environment, free from harassment, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviour.

4.0 INFORMATION

4.1 Information and Instruction with Respect to Workplace Harassment

The Board will provide an employee with,

(i) information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace harassment; and

(ii) any other prescribed information.

4.2 Program to Implement the Policy with Respect to Workplace Harassment

a) The Board will develop and maintain a program to implement the policy with respect to workplace harassment.

b) Without limiting the generality of paragraph (a) above, the program will:

(i) include measures and procedures for workers to report incidents of workplace harassment to the Board or the supervisor;

(ii) set out how the Board will investigate and deal with incidents and complaints of workplace harassment; and

(iii) include any prescribed elements.

4.3 Posting of the Policy

a) The policy and procedure concerning workplace harassment will be posted on the Health and Safety bulletin board in each work location.

4.4 Review of the Policy

a) The Board will review the policy with respect to workplace harassment as often as is necessary, but at least annually.

5.0 DUTIES AND RESPONSIBILITIES

An educational community is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All persons in its learning/working environment will:

- respect differences in people, their ideas and opinions;
- that one another with dignity and respect at all times, and especially when there is disagreement;
- respect the rights of others;
- show proper care and regard for Board property and for the property of others;

- demonstrate honesty and integrity; and

- respect the need of others to work in an environment of learning and teaching;

The Board strives to maintain an environment respectful of human rights and free of objectionable behaviour for all persons served by it. It must be ever vigilant of anything that might interfere with this duty. The Board expects that all persons in its learning/working environment will:

- be aware of and sensitive to issues of harassment;

- support individuals who are, or have been targets of harassment;

- prevent harassment through training;

- take all allegations of harassment seriously and respond promptly;

- provide positive role models; and

- not demonstrate, allow or condone behaviour contrary to the Policy, including reprisal.

The department of the Board responsible for human resources management has the responsibility to designate resources for ensuring the implementation of and compliance with this policy.

The department of the Board responsible for human resources management will ensure that new employees receive a copy of this Policy and ensure that it will receive profile at orientations for new principals and supervisors and at parent meetings.

6.0 REPRISAL

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace harassment or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

7.0 COMPLAINTS

All employees have a right to complaint about harassment and are entitled to have access to the complaint procedures. Every attempt should be made to resolve matters through an informal resolution. The first step is to inform the individual that his/her behaviour is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach. In order to stop workplace harassment, supervisory and managerial personnel must

address and attempt to resolve complaints under this policy and procedure in a timely fashion.

8.0 REFERENCES/RELATED DOCUMENTS

Canadian Charter of Rights and Freedoms
Ontario *Human Rights Code*
Ontario *Occupational Health and Safety Act*
Municipal Freedom of Information/Protection of Privacy Act
Teaching Profession Act
Ontario College of Teachers Act, 1996

19.0 SAFE WORK PRACTICES

A number of ‘key’ work activities require that a Safe Work Practice be prepared to ensure the safety of the worker.

Scope
In most cases, a safe work practice is required for the safe use of a specific piece of equipment.

The need for a safe work practice can be identified, by a supervisor, a worker, the members of the JHSC and the Board’s Health and Safety Officer.

Procedures
Once the need of a safe work practice is identified, the appropriate supervisor and the Health and Safety Officer will prepare written documentation of the practice.

The JHSC will be consulted and will have the opportunity to provide feedback on the preparation of safe work practices.

Some safe work practices will include a ‘Pre-Use’ inspection that will require the completion of the log, by the worker.

Training
All Board Staff undertaking an activity that is covered by a Safe Work Practice will receive appropriate training.

Refresher training will be provided on an annual basis.

19.1 PROCESS AND EQUIPMENT PURCHASE AND/OR MODIFICATIONS

The purpose of this procedure is to ensure that any goods purchased are assessed for existing or potential hazards and ensuring that appropriate controls are put in place. This procedure also applies to any modifications of existing processes or equipment.

Regulatory compliance and industry standard safety practices are expected to be adhered to:

- At the design stage
- In the purchase specifications
- During construction and/or
- Installation phases.

The Health and Safety Officer will:

- Review the new/modified main activities to determine whether hazards exist;
- If hazards exist, first attempt to eliminate the hazard(s), if hazard(s) cannot be eliminated, ensure that appropriate controls are put in place;
- If a major hazard is identified then a Safe Work Practice will be developed;
- Ensure that the new purchase or modification meets all appropriate legislation and industry standards, (i.e. CSA);
- Include a review of any Material Safety Data Sheets (MSDS), as they apply to any chemicals being introduced into the workplace;
- Ensure the review outlines the use, storage or disposition requirements.
- Complete the Purchase/Modification Health and Safety form with all relevant information.
- Forward the purchase/modification health and safety form to the Joint Health and Safety Committee for review and feedback;
- Be involved in conducting the initial pre-use inspection.

The Joint Health and Safety Committee will:

- Review the Purchase/Modification Health and Safety form;
- Be involved in conducting the initial pre-use inspection;
- Provide input on any additional hazard(s) or control(s);
- Provide feedback to the Health and Safety Officer.

Manager/Supervisor will:

- Assist the Health and Safety Officer with the hazard review;
- Train the appropriate staff who will be exposed to or work with the new/modified equipment/process on the Safe Operating Procedures.

Pre-start up inspections (prior to the initial use of new / modified equipment / process) will be conducted with the involvement of the:

- Joint Health and Safety Committee
- Health and Safety Officer
- Manager and/or Supervisors
- Any operators or person who has potential to operate the machinery, or involved in the new or modified process

All new/modified equipment will be added to the existing list of equipment that requires pre-use operator inspections.

Implementation of the pre-use/pre-shift inspection program will commence upon initial use of the equipment/process.

19.9 PROCEDURES FOR SAFE USE OF EQUIPMENT

Nipissing-Parry Sound Catholic District School Board

PRE-USE INSPECTION LOG			
Date:	Time:		
Inspector's Signature:			
Weather conditions:			
Ground conditions:			
		Yes	**No**
Read the Operating Manual			
Area inspected and obstacles removed			
Control bar released			
Proper winter garments and footwear worn			
Safety glasses worn			
Hearing protection worn			

Snowblowers

Type of Equipment: Snow Thrower

Make: Toro **Model**: CCR 2450 GTS **Year**: 2004

Instructions to use the Equipment Safely:
The following guidelines are a minimum standard to be followed when operating a snow blower.

Staff must read, understand and follow all safety practices in the Owner/Operator Manual before starting and operating the unit. Staff must understand the functions of all the controls and how to operate them and how to STOP in an emergency.
Operate a unit only when there is good visibility.
Wear adequate winter outer garments (no loose clothing, scarves etc. that could get caught in machine) and proper footwear.
Wear adequate safety gear including safety glasses (with side shields) and (appropriate hearing protection) and protective gloves.
Use only approved extension cords and receptacles when starting units equipped with an electric starter.
Do not leave a running unit unattended.
The machine must be turned off and all moving parts are at rest before removing materials that may be stuck. Use a small shovel, tool or stick to inspect or remove foreign objects.
Do not fill or drain a fuel tank indoors and clean up spilled fuel. Make sure the engine is turned off and has cooled down before re-filling tank.

Inspection (pre-use) check list

Preparation

- Thoroughly inspect the area where you will use the snowthrower. Remove all doormats, sleds, boards, wires, and other foreign objects.
- Release the control bar to disengage the rotor blades before starting the engine.
- Do not operate the snowthrower without wearing adequate winter garments. Wear footwear that will improve your footing on slippery surfaces.
- Handle fuel with care; it is highly flammable.
  - Use an approved fuel container.
  - Never add fuel to a running or hot engine.
  - Fill the fuel tank outdoors with extreme care. Never fill the fuel tank indoors.
  - Replace the fuel tank cap securely and wipe up any spilled fuel.
- Use only the power cord supplied with the snowthrower and a receptacle appropriate for use with the power cord for electric-start motors.
- Never attempt to make any adjustments while the engine is running, except where specifically recommended by Toro.
- Let the engine and the snowthrower adjust to the outdoor temperature before starting to clear snow.
- Operating any powered machine can result in foreign objects being thrown into the eyes. Always wear safety glasses or eye shields while operating, adjusting, or repairing the snowthrower.

Operation

- Do not put hands or feet near or under rotating parts. Keep clear of the discharge opening at all times.
- Exercise extreme caution when crossing gravel drives, walks, or roads. Stay alert for hidden hazards or traffic.
- Do not attempt to clear snow from a crushed-rock or gravel surface. This product is intended for use only on paved surfaces.
- After striking a foreign object, stop the engine, remove the ignition key, thoroughly inspect the snowthrower for any damage, and repair the damage before operating the snowthrower.
- If the unit should start to vibrate abnormally, stop the engine and check immediately for the cause. Vibration is generally a warning of trouble.
- Stop the engine whenever you leave the operating position, before unclogging the discharge chute, and when making any repairs, adjustments, or inspections.
- When cleaning, repairing, or inspecting, make certain that the rotor blades and all moving parts have stopped.
- Do not run the engine indoors, except when starting it and for moving the snowthrower in or out of the building. Open the outside doors; exhaust fumes are dangerous.
- Do not clear snow across the face of slopes. Exercise extreme caution when changing direction on slopes. Do not attempt to clear steep slopes.
- Never operate the snowthrower without proper guards, plates, or other safety protective devices in place.
- Never operate the snowthrower near glass enclosures, automobiles, window wells, and drop-offs without properly adjusting the snow discharge angle. Keep children and pets away.
- Do not overload the machine capacity by attempting to clear snow at too fast a rate.
- Look behind and use care when backing up with the snowthrower.
- Never direct the discharge at bystanders or allow anyone in front of the unit.
- Never operate the snowthrower without good visibility or light. Always be sure of your footing, and keep a firm hold on the handle. Walk; never run.

Maintenance and Storage

- Check all fasteners at frequent intervals for proper tightness to be sure that the equipment is in safe working condition.
- Never store the machine with fuel in the fuel tank inside a building where ignition sources are present, such as hot water and space heaters and clothes dryers. Allow the engine to cool before storing in any enclosure.
- Always refer to this operator's manual for important details if the snowthrower is to be stored for an extended period.
- Maintain or replace safety and instruction labels when necessary.

Toro Snowthrower Safety

The following list contains safety information specific to Toro products or other safety information that you must know.

- **Rotating rotor blades can injure fingers or hands.** Stay behind the handles and away from the discharge opening while operating the snowthrower. **Keep your face, hands, feet, and any other part of your body or clothing away from moving or rotating parts.**
- Before adjusting, cleaning, repairing, and inspecting the snowthrower, and before unclogging the discharge chute, **stop the engine, remove the key, and wait for all moving parts to stop**.
- Use a stick, **not your hands**, to remove obstructions from the discharge chute.
- **Before** leaving the operating position, stop the engine, remove the key, and wait for all moving parts to stop.
- Do not wear loose-fitting clothing that could get caught in moving parts.
- If a shield, safety device, or decal is damaged, illegible, or lost, repair or replace it before beginning operation. Also, tighten any loose fasteners.
- **Do not** smoke while handling gasoline.
- **Do not** use the snowthrower on a roof.
- Do not touch the engine while it is running or soon after it has stopped because the engine may be hot enough to cause a burn.
- Perform only those maintenance instructions described in this manual. Before performing any maintenance, service, or adjustment, stop the engine, remove the key, and disconnect the wire from the spark plug. If major repairs are ever needed, contact your Authorized Service Dealer.
- Do not change the governor settings on the engine.
- When storing the snowthrower for more than 30 days, drain the fuel from the fuel tank to prevent a potential hazard. Store fuel in an approved fuel container. Remove the key from the ignition switch before storing the snowthrower.
- Purchase only genuine Toro replacement parts and accessories.

Date: _____ **Time:** _____

Inspector's Signature: _____

Board Vehicles

Type of Equipment: Half-ton Truck
Make: Chevrolet **Model**: 1500 **Year**: 2006 **Plate #**: 361 4NT

Type of Equipment: Van
Make: Chevrolet **Model**: Cargo Van **Year**: 2005 **Plate #:** 487 7KK

Safe driving policy for NPSCDSB Employees

Responsibilities of drivers when driving on behalf of the Board
All employees, contractors and volunteers, while driving to carry out the work of the Board must:

- Have a valid Ontario driver's license in the appropriate class for the motor vehicle being driven.
- Follow all "rules of the road", as defined by the Motor Vehicle Act and Regulations including driving at or below the posted speed limit and wearing a seat belt at all times.
- Ensure that all passengers in the motor vehicle wear seat belts or use an age/size appropriate child car seat or booster seat.
- Should a Motor Vehicle Act ticket be issued, assume full responsibility for any ticket such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulations as applicable, or for parking or other by-law infractions.
- NOT operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medications) that could legally impair their alertness or judgment. Disciplinary measures will be taken for any 24-hour prohibition received.
- NOT use a cellphone or other portable electronic device while under control of the vehicle.
- NOT read or send emails or text messages when under control of the vehicle.
- NOT program or adjust a GPS system while under control of the vehicle.
- Report any change to their driving status or any motor vehicle related incident in which they were involved while engaged in business on behalf of the Board including those that do not result in damage or injury, to their manager as soon as possible.

Inspection (pre-use) check list
Pre-Use inspection Log

Daily Vehicle Checklist

Description	√ = satisfactory/available X = defective/missing N/A = not applicable	Comments
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
Tax disk		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		
Vehicle handbook		
Warning light		
All lights		
Horn		
Washers & wipers		
Brake		
Fuel		
Engine oil level		
Coolant level		
Windscreen wash level		
Brake/clutch fluid		
Power steering fluid		
Condition of battery		
Oil or waste leaks		
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear		
Availability of spare wheel & jack		

Vehicle registration no: _____ Odometer reading: _____

Vehicle make/type: _____ Operator: _____ Date: _____

All the items above have been checked and any defects and omissions reported.

Driver's signature: _____

Lawn Mower

Type of Equipment: Walk Behind Power Mower
Make: Lawn Boy **Model**: 12A-567B515-060-1610-8 **Year**: 1995

Instructions to use the Equipment Safely:
Rotary Power Lawn Mowers – Procedures
Staff should read, understand and follow the manufacturer's operating manual. Staff should request in-service from the supplier when purchasing a new lawn mower.
Know the controls and how to stop the machine quickly
Wear long pants, close fitting clothes and non-slip safety toe footwear (no sandals or sneakers).
Wear hearing and eye protection
Check the yard before mowing to clear the area of debris.
Insure all guards and shields are in place and working properly
Before re-fueling insure the motor is shut off and the engine has cooled down.
Wipe up any spillage and re-start mower at least 25 feet from re-fueling area.
Store gasoline outside and away from a heat source
When using an electric mower use the recommended ground extension cord
Keep hands away from blade. Use a stock to unclog or remove grass from the mower (after mower has been turned off)
Mow away from power cord if using an electric mower

Inspection (pre-use) check list
Thoroughly review and understand information provided in the power lawn mower operator's manual with particular attention given to descriptions of safety procedures.
Before using, always inspect the power lawn mower for damage or disrepair and make sure all shields and guards are securely in place.
If a power lawn mower fails the pre-use inspection, notify your supervisor and remove the mower from service by attaching

PRE-USE INSPECTION LOG		
Date:	Time:	
Weather conditions:		
Ground conditions:		
	Yes	**No**
Read the Operating Manual		
Area inspected and obstacles removed		
Control bar released		
Wear proper clothing, including long pants		
Safety glasses worn		
Hearing protection worn		
Know how to stop the machine		
Insure all guards and shields are in place		

Inspector's signature:
_____

Type of Equipment: Riding Lawn Mower

Make: Toro-Vanguard **Model**: Z597-D-Z

What are some safety tips when using riding lawn mowers?

Training

- Read, understand, and follow the instructions in the manufacturer's operating manual.
- Ensure you have been fully trained on how to operate the mower. Be aware of the mower's safety features, including how to stop the mower quickly in case of an emergency.
- Test ride the machine and become familiar with it before engaging the mower blade.

Personal Protective Equipment

- Wear hearing and head protection and safety glasses.
- Wear close-fitting clothes, and sturdy, non-slip safety toe footwear (no barefeet, sandals or sneakers!)
- Portable music players are not recommended since they are a distraction.
- Check that the tractor is equipped with a rollover protective structure (ROPS) and a seat belt. If not, have it retrofitted for one. In Ontario, tractors over 20 horsepower require a ROPS.

Preparing the area

- Clear the work area of debris, sticks, stones, toys, etc. that might be thrown by the blades. Lawn mowers blades can throw out hit material at about 91 metres per second (300 feet per second) or 330 kilometres per hour (200 miles per hour).
- Ensure grass is dry.

Preparing the mower

- Maintain mower and attachments in good operating condition. An annual inspection by an experienced technician is a good idea.
- Keep safety devices and guards in place. The operator-presence switch should stop the mower immediately when you release the control.
- Inspect the mower prior to starting. Make certain that the blade is sharp and secure.
- Check that the power take off, mower input driveline, drive belts, chains, and gears are all properly guarded. Repair or replace if necessary.
- Set mower at the highest cutting point when operating on rough ground before starting the mower.
- Run the engine at the lowest speed that will do the job (reduces force of thrown objects).
- Check the blade-mounting bolts frequently for tightness.
- Check grass catcher bags for wear. Replace worn bags.

- Add gasoline when the mower is turned off and the engine is cool. Do not smoke when refueling!
- Restart engine at least 8 metres (25 feet) from where you refueled to avoid igniting vapours.
- Store gasoline safely - outside and away from any heat source.

Mowing tips

- Disengage all attachment clutches and shift mower into neutral before attempting to start the engine.
- Only start the mower when seated in the driver's seat.
- Look behind mower when backing up for children, pets or obstructions. Back up only minimal distances.
- Mow straight up and down slopes rather than sideways for greater stability (unless mower is counter-balanced).
- Reduce speed on slopes and when making sharp turns to prevent tipping or loss of control.
- Watch for rocks, holes and other hazards, including tree limbs or shrubs at eye level.
- Mow very tall grass twice at 90-degree angles if possible.
- Mow only in daylight.
- Stop and inspect the blades and shaft if the mower runs into a rock or stump. Damaged blades can cause vibration and vibration can loosen the blades.
- Keep the discharge chute pointed away from buildings, people, and animals.
- Keep hands and feet away from all moving parts.

What should I be aware of when pulling loads?

Pull loads as follows:

- Use approved hitch points.
- Limit load weight and size to what is recommended by the manufacturer.
- Do not turn sharply.
- Use counterweights as recommended by manufacturer.

Before making any repairs or adjustments, what should I do?

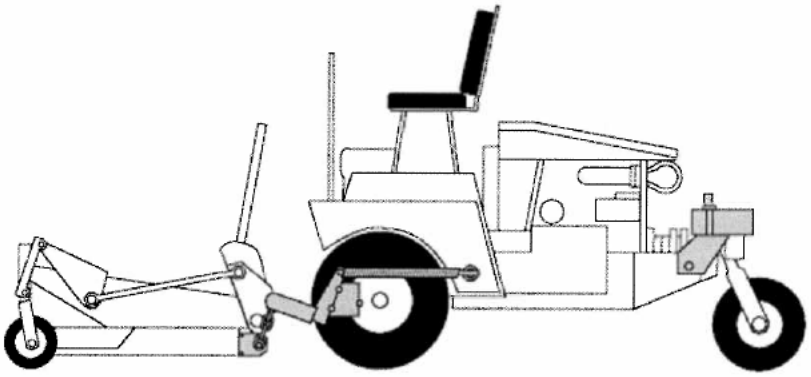
Disengage power to attachments and stop the motor before leaving operator's position or making any repairs or adjustments by:

- setting the brakes;
- putting the transmission in park, if possible;
- turning off the ignition and removing the ignition key;
- disconnect the spark plug to insure that the engine cannot start for any reason.

If it is unavoidable that you have to stop on a slope, chock in the front and back of a "drive" wheel to prevent the mower moving unexpectedly.

What should I avoid doing when using a riding lawn mower?

- Do not use mower on a very steep slope. The mower may tip or roll over, causing serious injury.
- Do not drive too close to a creek or ditch.
- Do not remove grass catcher or unclog chute with the motor running.
- Do not leave mower on a slope.
- Do not carry passengers.
- Do not stop or start suddenly when going uphill or downhill.
- Do not run the engine indoors.
- Do not mount or dismount while the mower is running. There is sufficient space for your toes to pass under the mower housing and be struck by the blade.
- Do not leave a lawn mower unattended if the engine is running (even if the blade is not turning).
- Do not touch hot motor parts.



Pre-Use Inspection Log

Task *Perform task at hourly or calendar interval.*	Daily	100 Hours	150 Hours	200 Hours	300 Hours	600 Hours	800 Hours	Yearly
Check oil level	✓							
Check for oil leaks	✓							
Change oil			✓*					✓***
Change oil filter					✓*			
Check coolant	✓							
Change coolant								✓
Check fan belt		✓						
Service air cleaner		✓*				✓**		
Check valve clearance						✓		
Check battery electrolyte				✓				
Change fuel filter element							✓****	

* **Perform first maintenance operation after 50 hours.** All subsequent maintenance performed at this interval, unless specified. Service more often when operating under heavy load or in high temperatures.

** Replace after every 600 hours of operation. Service more often when operating under heavy load or in high temperature.

*** Perform annually if operated less than 100 hours.

**** Follow manufacturer's maintenance schedule if non-Briggs & Stratton approved part is used.

DAILY CHECKS

OIL

Before starting engine, check oil for correct level. See page 6 of this manual for instructions on checking and adding oil.

CAUTION:
Used oil is a hazardous waste product. Dispose of used oil properly. Do not discard with household waste. Check with your local authorities, service center, or dealer for safe disposal/recycling facilities.

CONTROL PARTS

To assure smooth operation, keep injector pump linkage, springs and controls free of debris. Linkage should move freely. Depending on use, this may need to be performed more often.

WARNING

Engine parts should be kept clean to reduce the risk of overheating and ignition of accumulated debris.

CAUTION: Do not use water to clean engine parts. Water could contaminate fuel system. Use a brush or dry cloth.

MUFFLER

WARNING

Before running engine, clean muffler and manifold areas to remove all grass and combustible debris.
Depending on use, this may need to be performed more often.

TORO 2597-D-2 Master lawn mower

10

Date: _____ **Time:** _____

Inspector's Signature: _____

John Deere Tractor

Type of Equipment: Lawn Tractor

Make: John Deere **Model**: 755,855,955 **Year**: 1990

Instructions to use the Equipment Safely:
Procedures – Riding Lawn Mowers
Read, understand and follow the instructions in the manufacturer's operating manual.
Ensure you have been trained on how to operate the mower and be aware of the mower's safety features including how to stop the mower in case of emergency.
Test ride the machine and be familiar with it before engaging the mower blade.
Wear hearing and head protection and safety glasses
Wear close-fitting clothes
Wear safety toe footwear
Clean the work area of debris before cutting the grass
Keep safety devices and guards in place.
An annual inspection should be conducted by an experienced technician
When pulling loads use approved hitch points
When pulling loads limit load weight and size to what is recommended by the manufacturer.
Add gasoline when the mower is turned off and the engine is cool.
Restart engine at least 8m (25"0 from refueling area.
Store gasoline outside and away from any heat source.

Date: _____ **Time:** _____

Inspector's Signature: _____

Inspection (pre-use) check list

OPERATING

Operate Safely

- Check vehicle brake action before you operate. Adjust or service brakes as necessary.
- Inspect machine before you operate. Be sure hardware is tight. Repair or replace damaged, badly worn, or missing parts. Be sure guards and shields are in good condition and fastened in place. Make any necessary adjustments before you operate.
- Clear work area of objects that might be thrown. Keep people and pets out of the work area. Stop machine if anyone enters the area.
- If you hit an object, stop the machine and inspect it. Make repairs before you operate. Keep machine properly maintained and in good working order. Keep all shields and guards in place.
- DO NOT leave machine unattended when it is running.
- Only operate during daylight or with good artificial light.
- DO NOT let anyone, especially children, ride on machine or vehicle.
- DO NOT let children or an untrained person operate machine.
- Do not wear radio or music headphones while operating the machine. Safe operation requires your full attention.
- Study mowing area. Set up safe mowing pattern. Do not mow under conditions where traction or stability is doubtful.
- First, test drive area with PTO OFF and mower lowered. Slow down when you travel over rough ground.
- DO NOT discharge grass across roads, driveways, or off banks.
- Discharge DOWNSLOPE whenever possible.
- Mow only as you travel down the slope.

OPERATING

Wear Appropriate Clothing

- Wear close fitting clothing and safety equipment appropriate for the job.
- Loud noise can cause impairment or loss of hearing, wear a suitable protective device such as earplugs.

Stay Clear of Rotating Drivelines

Entanglement in rotating driveline can cause serious injury or death:

- Wear close fitting clothing.
- STOP the engine and be sure PTO driveline is stopped before getting near it.

Avoid Injury From Contacting Blades

Before you dismount to unplug or adjust mower:

- DISENGAGE PTO to stop mower blades.
- STOP the engine.
- LOCK the park brake.
- Remove key.
- Wait for mower blades to STOP.
- Keep hands, feet and clothing away from mower deck when engine is running.
- DISENGAGE PTO to stop mower blades when you are not using mower.

Pre-Use inspection Log

Floor strippers

Type of Equipment: Floor Scrubber

Make: Clarke **Model**: Encore S20/L20 **Year**: 2006

Instructions to use the Equipment Safely:

OPERATOR SAFETY INSTRUCTIONS

WARNING **AVERTISSEMENT** **ADVERTENCIA**

DANGER:	**Failure to read and observe all DANGER statements could result in severe bodily injury or death. Read and observe all DANGER statements found in your Owner's Manual and on your machine.**
WARNING:	**Failure to read and observe all WARNING statements could result in injury to you or to other personnel; property damage could occur as well. Read and observe all WARNING statements found in your Owner's Manual and on your machine.**
CAUTION:	**Failure to read and observe all CAUTION statements could result in damage to the machine or to other property. Read and observe all CAUTION statements found in our Owner's Manual and on your machine.**

DANGER: Failure to read the Owner's Manual prior to operating or attempting any service or maintenance procedure to your Clarke machine could result in injury to you or to other personnel; damage to the machine or to other property could occur as well. You must have training in the operation of this machine before using it. If you or your operator(s) cannot read English, have this manual explained fully before attempting to operate this machine.

DANGER: Operating a machine that is not completely or fully assembled could result in injury or property damage. Do not operate this machine until it is completely assembled. Inspect the machine carefully before operation.

DANGER: Machines can cause an explosion when operated near flammable materials and vapors. Do not use this machine with or near fuels, grain dust, solvents, thinners, or other flammable materials. This machine is not suitable for picking up hazardous dust.

DANGER: Lead acid batteries generate gases which can cause an explosion. Keep sparks and flames away from batteries. Do not smoke around the machine. Charge the batteries only in an area with good ventilation. Make sure that the AC charger plug is unplugged from the wall receptacle before connecting or disconnecting the DC plug to or from the battery pack.

DANGER: Working with batteries can be dangerous! Always wear eye protection and protective clothing when working near batteries. Remove all jewelry. Do not put tools or other metal objects across the battery terminals, or the tops of the batteries.

DANGER: Using a charger with a damaged power cord could result in an electrocution. Do not use the charger if the power cord is damaged.

WARNING: Operating this machine from anywhere other than the back of the machine could result in injury or damage. Operate this machine only from the rear.

WARNING: Maintenance and repairs performed by unauthorized personnel could result in damage or injury. Maintenance and repairs must be performed by authorized Clarke personnel only.

WARNING: Any alterations or modifications of this machine could result in damage to the machine or injury to the operator or other bystanders. Alterations or modifications not authorized by the manufacturer voids any and all warranties and liabilities.

WARNING: Electrical components of this machine can "short-out" if exposed to water or moisture. Keep the electrical components of the machine dry. Wipe the machine down after each use. For storage, keep the machine in a dry building.

WARNING: Operating a machine without observing all labels and instructional information could result in injury or damage. Read all machine labels before attempting to operate. Make sure all of the labels and instructional information are attached or fastened to the machine. Get replacement labels and decals from your Clarke distributor.

WARNING: Wet floor surfaces can be slippery. Water solutions or cleaning materials used with this type of machine can leave wet areas on the floor surface. These areas can cause a dangerous condition for the operator or other persons. Always put "Caution" signs around/near the area you are cleaning.

WARNING: Improper discharge of waste water may damage the environment and be illegal. The United States Environmental Protection Agency has established certain regulations regarding discharge of waste water. Also, city and state regulations regarding this discharge my be in effect in your area. Understand and follow the regulations in your area. Be aware of the environment hazards of chemicals that you dispose.

CAUTION: Use of this machine to move other objects or to climb on could result in injury or damage. Do not use this machine as a step or furniture. Do not ride on this machine.

CAUTION: Your machine warranty will be voided if anything other than genuine Clarke parts are used on your machine. Always use Clarke parts for replacement.

Inspection (pre-use) check list

Do not operate machine:

- With flammable liquids or near flammable vapours as an explosion or flash fire may occur.

Pre-Use inspection Log

PRE-USE INSPECTION LOG			
Date:		Time:	
Weather conditions:	n/a		
Ground conditions:	n/a		
		Yes	**No**
Read the Operating Manual			
Area inspected and obstacles removed			
Wear proper clothing, including long pants			
Is machine in proper operating condition?			
Are all safety devices in place and operating properly?			

Inspector's Signature: _____

Type of Equipment: Floor Scrubber

Make: Numatic **Model**: Twintec 455

Instructions to Use the Equipment Safely

TTB 455 OPERATION - DO'S AND DON'TS

DO ensure only competent persons unpack and assemble the machine
DO keep the machine clean
DO keep the brushes in good condition
DO replace any worn or damaged parts immediately
DO ensure that the working area is clear of obstructions
DO ensure that the working are is well illuminated
DO follow all the instructions supplied
DO ensure that if using a pad, it is washed after each use

DON'T use steam cleaners or pressure washers to clean the machine
DON'T use the machine outdoors in the rain
DON'T attempt machine maintenance or cleaning with the isolator pin intact
DON'T allow any inexperienced repairs
DON'T leave the brush or pad on the machine when not in use
DON'T allow the machine to be used by inexperienced or unauthorised personnel
DON'T lift or pull the machine by any of the operating triggers
DON'T leave the machine running in one spot, turn off if not being used
DON'T leave the brush or pad on the machine overnight, they will flatten

WARNING
It is essential that the equipment is correctly assembled and operated in accordance with current safety regulations. When using the equipment always ensure that all necessary precautions are taken to guarantee the safety of the operator and any other persons who may be affected. Wear non-slip footwear when scrubbing. Always use a respiratory mask in dusty environments. The use of other accessories may affect the safety of the scrubber dryer. A full range of brushes and other accessories are available from Numatic International.

Pre-Use inspection Log

PRE-USE INSPECTION LOG			
Date:		Time:	
Weather conditions:	n/a		
Ground conditions:	n/a		
		Yes	**No**
Ensure that charging lead has been disconnected			
Ensure that the isolator pins is in place			
Fit pad and drive board / scrubbing brush			
Unclip deck so that the pad / brush is positioned flat to the floor			
Lower the squeegee blade so that it is positioned flat to the floor			
Fill bottom tank with clean water and detergent			
Ensure that water on/off control is set at appropriate position			
Ensure that top tank(s) are empty			
Ensure that separator is fitted correctly			
Adjust handle height to suit			
Stand behind the machine			
Press both of the black rubber buttons on the handle display			
Press and hold in the yellow button on the rear of the handle and at the same time squeeze the triggers on the handle. Release the yellow button			
Pus the machine in the direction in which you want to clean, holding in the black triggers			
When you want the machine to stop, release triggers			

Inspector's Signature: _____

Type of Equipment: Floor Scrubber

Make: Advenger **Model**: BR600S,650S,700S, 800S

Instructions to Use the Equipment Safely

OPERATING THE MACHINE

⚠ WARNING !

Be sure you understand the operator controls and their functions.
While on ramps or inclines, avoid sudden stops when loaded. Avoid abrupt sharp turns. Use low speed down hills. Clean only while ascending (driving up) the ramp.

To Scrub...
Follow the instructions in preparing the machine for use section of this manual.

1 While seated on the machine, adjust the steering wheel to a comfortable operating position using the adjustment knob **(5)**.
2 Turn the Master Key Switch **(J)** ON (I). This will display the control panel indicator lights, reference the Battery Condition Indicator **(K)** and Hour Meter **(G)**.
3 Release the Parking Brake **(6)**. To transport the machine to the work area, apply even pressure with your foot on the front of the Drive Pedal **(8)** to go forward or the rear of the pedal for reverse. Vary the pressure on the foot pedal to obtain the desired speed.
4 Adjust the Solution Flow Control Valve Lever **(7)** to about 1/4 to 1/3 open position. Note the adjustment can be changed to allow variable solution flow for different types of floors to be scrubbed. Example: A rough or absorbent floor surface, such as unfinished concrete, well require more solution than a smooth finished floor.
5 Press the Solution Switch **(R)** and hold for 5 seconds. This is done to pre-wet the floor. Note: This will help prevent scarring of the floor surface when starting to scrub with dry brushes.
6 Press the Scrub Pressure Decrease Switch **(D)** or the Scrub Pressure Increase Switch **(F)** to activate the scrub system. Note: refer to the Functional Description of Control Switches section for a more detailed explanation of these and other control panel functions.
7 When the Scrub Pressure Decrease Switch **(D)** or the Scrub Pressure Increase Switch **(F)** are selected, the brushes and squeegee are automatically lowered to the floor. The machine's scrub brush rotation, solution system flow and vacuum starts when the Drive Pedal **(8)** is activated. Note: When operating the machine in reverse, only the brushes will rotate, the solution is automatically shut off to conserve the solution usage.
8 Begin scrubbing by driving the machine forward in a straight line at a normal walking speed and overlap each path by 2-3 inches (50-75 mm). Adjust when necessary the machine speed and solution flow according to the condition of the floor.

⚠ CAUTION !

To avoid damaging the floor, keep the machine moving while the brushes are turning.

9 When scrubbing, check behind the machine occasionally to see that all of the waste water is being picked up. If there is water trailing the machine, you may be dispensing too much solution, the recovery tank may be full, or the squeegee tool may require adjustment.
10 For extremely dirty floors, a one-pass scrubbing operation may not be satisfactory and a "double-scrub" operation may be required. This operation is the same as a one-pass scrubbing except on the first pass the squeegee is in the up position (press the Vacuum Switch **(O)** to raise the squeegee). This allows the cleaning solution to remain on the floor to work longer. The final pass is made over the same area, with the squeegee lowered to pick up the accumulated solution.
11 The recovery tank has an automatic float shut-off to prevent solution from entering the vacuum system when the recovery tank is full. When the float shut-off is activated, the control system will shut down the scrub, vacuum and solution systems. The Scrub Pressure / Hourmeter Display **(G)** will display "FULL". To clear the display, press the Scrub OFF Switch **(B)**, Scrub Pressure Decrease Switch **(D)**, Scrub Pressure Increase Switch **(F)** or the Vacuum Switch **(O)**. When the float closes, the recovery tank must be emptied. The machine will not pick up water with the float closed. **NOTE:** If the control repeatedly gives a full indication when the tank is not full, the automatic shut-off feature can be disabled, have a qualified service technician refer to the service manual to perform this function.
12 When the operator wants to stop scrubbing or the recovery tank is full, press the Scrub OFF Switch **(B)** once. This will automatically stop the scrub brushes and solution flow and the scrub deck will raise UP. **NOTE:** the vacuum/squeegee system will not be turned off when the switch is only pressed once, this is to allow any remaining water to be picked up without turning the vacuum back on. Press the switch a second time and the squeegee will raise and the vacuum will stop after a 10 second delay.
13 Drive the machine to a designated waste water "DISPOSAL SITE" and empty the recovery tank. To empty, pull the Drain Hose **(21)** from its rear storage area, then remove the plug (hold the end of the hose above the water level in the tank to avoid sudden, uncontrolled flow of waste water). Refill the solution tank and continue scrubbing.

WET VACUUMING

Steps to follow in fitting the machine with optional attachments for wet vacuuming.

1 Disconnect the recovery hose from the squeegee. Connect the coupler and hose from the wand kit to the recovery hose.
2 Attach suitable wet pick-up tools to the hose. (An optional Wand Kit PN56314307 is available from Nilfisk-Advance).
3 Turn the Master Key Switch **(J)** ON, next press the Wand Switch **(I)**. The vacuum motor and pump will run continuously until the switch is pressed again to turn them OFF. **NOTE:** If the control repeatedly gives a full indication when the tank is not full, the automatic shut-off feature can be disabled, have a qualified service technician perform this function.

AFTER USE

1 When finished scrubbing, press the Scrub Off Switch **(B)** twice, this will automatically raise, retract and stop all the machine systems (brush, squeegee, vacuum & solution). Then drive the machine to a service area for daily maintenance and review of other needed service up keep.
2 To empty the solution tank, remove the Solution Drain Hose **(4)** from it's storage clamp. Direct the hose to a designated "DISPOSAL SITE" and remove the plug. Rinse the tank with clean water.
3 To empty the recovery tank, pull the Recovery Tank Drain Hose **(21)** from its storage area. Direct the hose to a designated "DISPOSAL SITE" and remove the plug (hold the end of the hose above the water level in the tank to avoid sudden, uncontrolled flow of waste water). Rinse the tank with clean water.
4 Remove the brushes or pad holders. Rinse the brushes or pads in warm water and hang up to dry.
5 Remove the squeegee, rinse it with warm water and re-install on mount.
6 Remove the hopper on cylindrical systems and clean thoroughly. Remove from either side of the machine by opening the skirt and tilting the hopper up and away from housing, then pull out.
7 Check the maintenance schedule below and perform any required maintenance before storage

MAINTENANCE SCHEDULE

MAINTENANCE ITEM	Daily	Weekly	Monthly	Yearly
Charge Batteries	•			
Check/Clean Tanks & Hoses	•			
Check/Clean/Rotate the Brushes/Pads	•			
Check/Clean the Squeegee	•			
Check/Clean Vacuum Shut-Off Float	•			
Check/Clean the vacuum motor foam filter(s)	•			
Clean Hopper on Cylindrical System	•			
Check Each Battery Cell(s) Water Level		•		
Inspect Scrub Housing Skirts		•		
Inspect and clean Solution Filter		•		
Check Foot/ Parking Brake For Wear & Adjustment		•		
Clean Solution Trough on Cylindrical System		•		
Lubrication - Grease Fittings			•	
* Check Carbon Brushes				•

* Have Nilfisk-Advance check the vacuum motor carbon motor brushes once a year or after 300 operating hours. The brush and drive motor carbon brushes check every 500 hours or once a year.

NOTE: Refer to the Service Manual for more detail on maintenance and service repairs.

8 Store the machine indoors in a clean dry place. Keep from freezing. Leave the tanks open to air them out.
9 Turn the Master Key Switch (J) OFF (O) and remove the key.

LUBRICATING THE MACHINE

Once a month, pump a small amount of grease into each grease fitting on the machine until grease seeps out around the bearings.

Grease fitting locations are:

- Squeegee Caster Wheel Axle
- Steering Wheel Shaft Universal joint

Once a month, apply light machine oil to lubricate the:

- Steering Chain
- General Pivot Points For the Squeegee, Brush Linkage and Side Skirts
- Squeegee mount angle adjustment knob threads

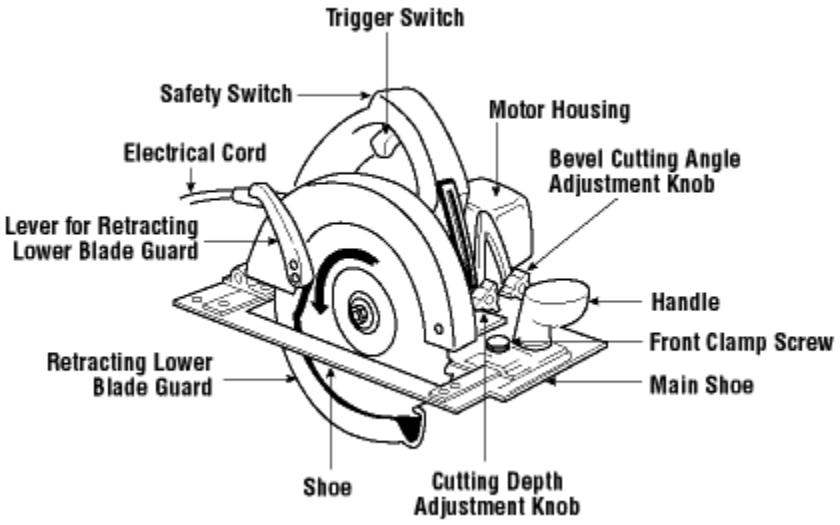
Table saws/Circular Saws

Type of Equipment : Table Saws

Make: Delta	**Year:** Post-1981	
Make: Rockwell Delta	**Year**: Pre-1981	
Make: Delta	**Year**: Post-1981	**Serial** #: 112-9734

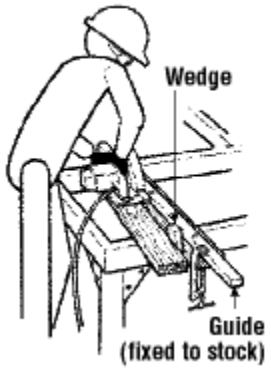
Instructions to use the Equipment Safely:

What should you do before start cutting with a circular saw?
Wear safety glasses or a face shield.
Wear an approved respirator or dust mask when exposed to harmful or nuisance dusts.
Use appropriate hearing protection equipment in noisy areas.
Check the retracting lower blade guard to make certain it works freely.
Ensure that the blade that you have selected is sharp enough to do the job. Sharp blades work better and are safer.
Check the saw for proper blade rotation.
Set the depth of the blade, while the saw is unplugged, and lock it at a depth so that the lowest tooth does not extend more than about 0.3 cm or 1/8" beneath the wood.
Keep all cords clear of cutting area.
Check electrical cord for damage (breaks in insulation, etc.) and ground in plug in place
Circular saws are designed for right-hand operation; left-handed operation will demand more care to operate safely.
What should you do to work safely with a circular saw?
Check the retracting lower blade guard frequently to make certain it works freely. It should enclose the teeth as completely as possible, and cover the unused portion of the blade when cutting.



Check that the retracting lower blade guard has returned to its starting position before laying down the saw.

Keep upper and retracting lower blade guard clean and free of sawdust.
Disconnect power supply before adjusting or changing the blade.
Allow the saw to reach full power before starting to cut
Use two hands to operate saws - one on a trigger switch and the other on a front knob handle.
Keep motor free from accumulation of dust and chips.
Select the correct blade for stock being cut and allow it to cut steadily. Do not force it.
Secure stock being cut to avoid movement.
What should you avoid when cutting with a circular saw?
Do not hold or force the retracting lower guard in the open position.
Do not place hand under the shoe or guard of the saw.
Do not over tighten the blade-locking nut.
Do not twist the saw to change, cut or check alignment.
Do not use a saw that vibrates or appears unsafe in any way.
Do not force the saw during cutting.
Do not cut materials without first checking for obstructions or other objects such as nails and screws.
Do not carry the saw with a finger on the trigger switch.
Do not overreach. Keep proper footing and balance.
Do not rip stock without using a wedge or guide clamped or nailed to the stock.



Inspection (pre-use) check list
Pre-Use inspection Log
Refer to ‘Instruction to Use Equipment Safely’ above.

Date: _____ **Time:** _____

Inspector’s Signature: _____

Industrial Mixers

Instructions to Use the Equipment Safely:

1. Ensure you read and are familiar with the operating manual for this equipment.
2. Do not wear loose clothing or jewellery that could get caught in equipment.
3. Before putting together, cleaning or taking apart electrical equipment turn off the mixer and unplug from the electrical outlet.
4. Unplug machine before attaching correct attachment.
5. Make sure the bowl and mixing attachment both are firmly in place before turning on.
6. Raise the bowl to the proper height. The attachment should not touch the bowl.
7. Pull down the safety guard in place.
8. Set the machine to low speed before turning it on. Move to the desired speed gradually.
9. Turn the mixer off before changing attachments or scraping down the bowl.
10. After unplugging the mixer, wipe it off with a damp cloth.
11. Clean and sanitize equipment before use. Wash in hot, soapy water. Dry thoroughly.
12. Do not place your hand or any other object into the mixer while it is operating. Always shut off the motor first.

Inspection (Pre-Use Checklist)

See Above

Date: _____ **Time:** _____

Inspector's Signature: _____

Mobile Folding Bench and Table Units – Procedures

The purpose of this procedure is to ensure our staff follow the proper operating instructions to open and close the tables as well as properly prepare for floor maintenance. A maintenance guideline is included as well as safety guidelines to be followed when using these tables.

Safety Guidelines

1. Tables must only be moved by adults;

2. When tables are in an upright position, they must be stored in a secure room that is inaccessible to students;

3. Students must not play with or on these tables;

4. Students must not be present when the tables are being moved, set-up or taken down;

5. Staff must follow the manufacturer's instructions for moving, setting up and taking down the tables.

These guidelines and the operating instructions listed must also be followed by daycare providers located in our schools.

OPERATING INSTRUCTIONS

To Open and Close

TO OPEN

1) Release closed position latch. Grasp each bench about 2/3 down and spread apart as far as possible.
2) Grasp the ends of the benches at the center of the table and push down until the table is opened completely.

TO CLOSE

1) Raise lock handle with one hand. (NOTE: It may be necessary to move center of the table up or down to release the lock.)
2) Grasp a bench with the other hand, near the center of the table and lift with a continuous motion until the closed position latch engages.

To Prepare For Floor Maintenance

TO LOCK

1) With unit in the open position, unlock and raise table until there is a slight gap between hinges (as shown). With the table in the open position, lift up on the lock bar and begin to fold the table.
2) Continue to fold the unit, push up on the *Easy-Clean* handle [Fig. A] until it stops & hold in place. The lock bar will drop into the open slots in the hinge plates. [Fig. B]
3) Lower the table until it stops, then release the handle.

TO UNLOCK

Raise the table until the *Easy-Clean* latch plate drops down, preventing the lock bar from engaging the slots in the hinge plates.

Fig. A

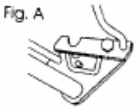
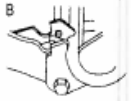


Fig. B



MAINTENANCE SCHEDULE

CLEANING

Table tops should be cleaned according to accepted foodservice sanitation practices after each use. Other exterior components of the mobile table should be inspected for food deposits after each meal and cleaned as required. We recommend that the underside of table tops and bench tops, as well as the insides of table and bench frames, be inspected periodically for chewing gum or other food deposits. CAUTION: Excessive use of water during cleaning may cause metal components to corrode.

LUBRICATION

Mobile Bench Units may require periodic lubrication depending upon frequency of operation and the environment in which the units are used. We recommend lubrication on an annual basis or more often if indicated by stiff operation or noise. See lubrication icons for type of lubricant to be used and the location of lubrication points.

Type of Equipment: Grass Trimmer

Make: Echo **Model:** SRM-265 **Year:** 2007

Instructions to use the equipment safely:

Physical Condition

Your judgment and physical dexterity may not be good:

- if you are tired or sick,
- if you are taking medication,
- if you have taken alcohol or drugs.

Operate unit only if you are physically and mentally well.

Eye Protection

Wear eye protection that meets ANSI Z87.1 or CE requirements whenever you operate the unit.

Hand Protection

Wear no-slip, heavy-duty work gloves to improve your grip on the handle. Gloves also reduce the transmission of machine vibration to your hands.

Hearing Protection

ECHO recommends wearing hearing protection whenever unit is used.

Proper Clothing

Wear snug fitting, durable clothing;

- Pants should have long legs, shirts with long sleeves.
- DO NOT WEAR SHORTS,
- DO NOT WEAR TIES, SCARFS, JEWELRY.

Wear protective hair covering to contain long hair.

Wear sturdy work shoes with nonskid soles;

- DO NOT WEAR OPEN TOED SHOES,
- DO NOT OPERATE UNIT BAREFOOTED.

Hot Humid Weather

Heavy protective clothing can increase operator fatigue which may lead to heat stroke. Schedule heavy work for early morning or late afternoon hours when temperatures are cooler.

Extended Operation/Extreme Conditions

It is believed that a condition called Raynaud's Phenomenon, which affects the fingers of certain individuals, may be brought about by exposure to vibration and cold. Exposure to vibration and cold may cause tingling and burning sensations, followed by loss of color and numbness in the fingers. The following precautions are strongly recommended, because the minimum exposure, which might trigger the ailment, is unknown.

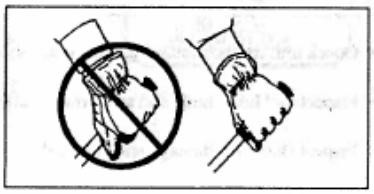
- Keep your body warm, especially the head, neck, feet, ankles, hands, and wrists.
- Maintain good blood circulation by performing vigorous arm exercises during frequent work breaks, and also by not smoking.
- Limit the hours of operation. Try to fill each day with jobs where operating the unit or other hand-held power equipment is not required.
- If you experience discomfort, redness, and swelling of the fingers followed by whitening and loss of feeling, consult your physician before further exposing yourself to cold and vibration.

Repetitive Stress Injuries

It is believed that overusing the muscles and tendons of the fingers, hands, arms, and shoulders may cause soreness, swelling, numbness, weakness, and extreme pain in those areas. Certain repetitive hand activities may put you at a high risk for developing a Repetitive Stress Injury (RSI). An extreme RSI condition is Carpal Tunnel Syndrome (CTS), which could occur when your wrist swells and squeezes a vital nerve that runs through the area. Some believe that prolonged exposure to vibration may contribute to CTS. CTS can cause severe pain for months or even years.

To reduce the risk of RSI/CTS, do the following:

- Avoid using your wrist in a bent, extended, or twisted position. Instead try to maintain a straight wrist position. Also, when grasping, use your whole hand, not just the thumb and index finger.
- Take periodic breaks to minimize repetition and rest your hands.
- Reduce the speed and force with which you do the repetitive movement.
- Do exercise to strengthen the hand and arm muscles.
- Immediately stop using all power equipment and consult a doctor if you feel tingling, numbness, or pain in the fingers, hands, wrists, or arms. The sooner RSI/CTS is diagnosed, the more likely permanent nerve and muscle damage can be prevented.



⚠ WARNING

Do not operate this product indoors or in inadequately ventilated areas. Engine exhaust contains poisonous emissions and can cause serious injury or death.

Read the Manuals

- Provide all users of this equipment with the Operator's Manual and Safety Manual for instructions on Safe Operation.

Clear the Work Area

- Spectators and fellow workers must be warned, and children and animals prevented from coming nearer than 15 m (50 ft.) while the unit is in use.

Keep a Firm Grip

- Hold the front and rear handles with both hands, with thumbs and fingers encircling the handles.

Keep a Solid Stance

- Maintain footing and balance at all times. Do not stand on slippery, uneven or unstable surfaces. Do not work in odd positions or on ladders. Do not over reach.

Avoid Hot Surfaces

- Keep exhaust area clear of flammable debris. Avoid contact during and immediately after operation.

EQUIPMENT

WARNING
Use only ECHO approved attachments. Serious injury may result from the use of a non-approved attachment combination. ECHO, INC. will not be responsible for the failure of cutting devices, attachments or accessories which have not been tested and approved by ECHO. Read and comply with all safety instructions listed in this manual and safety manual.

- Check unit for loose/missing nuts, bolts, and screws. Tighten and/or replace as needed.
- Inspect fuel lines, tank, and area around carburetor for fuel leaks. DO NOT operate unit if leaks are found.
- Inspect shield for damage and ensure that the cut-off knife issecurely in place. Replace if either is damaged or missing.
- Check that the cutting attachment is firmly attached and in safe operating condition.
- Check that front loop handle and shoulder strap/ or shoulder/waist harness are adjusted for safe, comfortable operation. See Assembly Section for proper adjustment.

EMISSION CONTROL

EPA Phase 2

The emission control system for the engine is EM/TWC (Engine Modification and 3-way Catalyst) and for the fuel tank the Control System is EVAP (Evaporative Emissions). Evaporative emission may be applicable to California models only.

An Emission Control Label is located on the engine. (This is an EXAMPLE ONLY, information on label varies by engine FAMILY).

IMPORTANT ENGINE INFORMATION
ENGINE FAMILY: 7EHXS.0254KG DISPLACEMENT: 25.4 cc
EMISSION COMPLIANCE PERIOD : 300 HRS.
THIS ENGINE MEETS U.S. EPA PH2 EXH AND 2007 AND LATER CALIFORNIA EXH AND EVAP EMISSION REGULATIONS FOR S.O.R.E.. REFER TO OWNER'S MANUAL FOR MAINTENANCE SPECIFICATIONS AND ADJUSTMENTS.
KIORITZ CORP.

PRODUCT EMISSION DURABILITY

The 300 hour emission durability compliance period is the time span selected by the manufacturer certifying the engine emissions output meets applicable emissions regulations, provided that approved maintenance procedures are followed as listed in the Maintenance Section of this manual.

Type of Equipment: Aerial Work Platform
Make: Genie **Model:** AWP Super Series **Year:** 1996

Instructions to use the equipment safely:

Pre-operation Inspection

Do Not Operate Unless:

☑ **You** learn and practice the principles of safe machine operation contained in this operator's manual.

1 Avoid hazardous situations.

2 Always perform a pre-operation inspection.

Know and understand the pre-operation inspection before going on to the next section.

3 Always perform the function tests prior to use.

4 Inspect the work place.

5 Only use the machine as a personnel lift.

Fundamentals

The Pre-operation Inspection is a visual inspection performed by the operator prior to each work shift. This inspection is designed to discover if anything is apparently wrong with a machine before the operator performs the function tests.

Inspect the machine for modifications, damage or loose or missing parts.

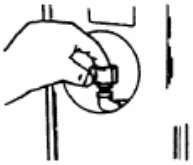
A damaged or modified machine must never be used. If damage or any variation from factory delivered condition is discovered, the machine must be tagged and removed from service.

Repairs to the machine may only be made by a qualified service technician, according to the manufacturer's specifications. After repairs are completed, the operator must perform a pre-operation inspection again before testing functions.

Breather Cap - AC & DC Models

Component damage will occur if the machine is operated without a breather cap.

The first time this machine is set up for use, the pipe plug in the hydraulic reservoir should be removed and permanently replaced with a breather cap.



A breather cap is supplied and can be found in an envelope taped to the mast near the platform controls.

Pre-operation Inspection

- Be sure that the operator's manual is complete, legible and in the storage container located in the platform.
- Be sure that all decals are legible and in place (see Decals, page 21).
- AC & DC models: Check the hydraulic oil level. Check for leaks.
- Air models: Check the oil level of the airline lubricator.

Check the following components or areas for damage and improperly installed, loose or missing parts:

- Electrical components, wiring and electrical cables
- AC & DC models: Hydraulic power unit, hoses, fittings and cylinder
- Air models: Air power unit, airlines, fittings and cylinder
- Platform entry mid-rail or gate
- Sequencing cables and pulleys
- Lifting chains and idler wheels
- Nuts, bolts and other fasteners
- Mast columns and counterweight
- Breather cap
- Outriggers, leveling jacks and footpads
- Adjustable glide pads

Check entire machine for:

- Dents or damage
- Corrosion or oxidation
- Crack in welds or structural components

- Inspect and clean battery terminals and all battery cable connections.
- Be sure that all structural and other critical components are present and all associated fasteners and pins are in place and properly tightened.

Work Place Inspection

Do Not Operate Unless:

1. You learn and practice the principles of safe machine operation contained in this operator's manual.
2. Avoid hazardous situations.
3. Always perform a pre-operation inspection.
4. Always perform function tests prior to use.
5. **Inspect the work place.**
6. **Know and understand the work place inspection before going on to the next section.**
7. Only use the machine as a personnel lift.

Fundamentals

The Work Place inspection helps the operator determine if the work place is suitable for safe machine operation. It should be performed by the operator prior to moving the machine to the work place.

It is the operator's responsibility to read and remember the work place hazards, then watch for and avoid them while moving, setting up and operating the machine.

Work Place Inspection

Be aware of and avoid the following hazardous situations:

- drop-offs or holes
- bumps, floor obstructions or debris
- overhead obstructions and high voltage conductors
- hazardous locations
- inadequate surface support to withstand all load forces imposed by the machine
- wind and weather conditions
- the presence of unauthorized personnel
- other possible unsafe conditions

Type of Equipment: Boom Lift

Make: Genie **Model:** All models **Year:**

Instructions to use the equipment safely:

Pre-operation Inspection

Observe And Obey:

Conduct a thorough pre-operation and function test before each work shift.

Immediately tag and remove from service a damaged or malfunctioning machine.

Repair any machine damage or malfunctions before operating machine.

Be sure that all decals are legible and in place.

Be sure that operator's and safety manuals are legible and in the storage box located on the platform.

Check the engine oil, coolant and fuel levels on internal combustion models.

Check battery level on DC models.

Check the following for damage and improperly installed or missing parts:

- Electrical components, wiring, and electrical cables
- Hydraulic hoses, fittings, cylinders, and manifolds
- Fuel and hydraulic tanks
- Drive and turntable motors and torque hubs
- Boom extension cables and wear pads
- Dents or damage to boom
- Tires and wheels
- Engine and related components
- Limit switches, alarms, horns and beacons
- Nuts, bolts and other fasteners
- Platform entry mid-rail/gate
- Cracks in welds or structural components
- Compartment covers are in place and latched
- DC Models: Both battery packs are in place and properly connected.

Perform quarterly (or every 150 hours) and annual machine inspections. Keep records for three years.

Type of Equipment: Power Washer

Make: Kodiak **Model:** F1430 **Year:** 2001

Instructions to use the equipment safely:

1.0 SAFETY AND OPERATION RULES

Safety precautions are essential when any mechanical equipment is involved. These precautions are necessary when using, storing, and servicing mechanical equipment. Using this equipment with the respect and caution demanded will considerably lessen the possibilities of personal injury. If safety precautions are overlooked or ignored, personal injury or property damage may occur.

The following symbols shown below are used extensively throughout this manual. Always heed these precautions, as they are essential when using any mechanical equipment.

WARNING This warning symbol identifies specific instructions or procedures which if not correctly followed could result in personal injury or death.

CAUTION This caution symbol identifies specific instructions or procedures which, if not strictly observed, could result in damage to, or destruction of equipment.

This unit was designed for specific applications. It should not be modified and/or used for any application other than that for which it was designed.

WARNING When using this product basic precautions should always be followed, including the following:

1. Read this manual carefully - know your equipment. Consider the applications, limitations, and the potential hazards specific to your unit.
2. Outlets with a third prong ground are required. Do not use without grounded prong.
3. Do not touch plug or outlet with wet hands.
4. Avoid accidental starts. Move switch on unit to "OFF" position before connecting or disconnecting cord to electrical outlet.
5. Water spray must never be directed towards any electric wiring, or directly towards the pressure washer machine itself as fatal electric shock may occur.
6. Never carry your pressure washer by the cord. Do not pull on the cord to disconnect from the outlet.
7. To prevent damage, the cord should not be crushed, placed near to sharp objects or near a heat source.
8. If replacement of the plug or cord is needed, use only identical replacement parts.
9. Stay alert, watch what you are doing.
10. Follow maintenance instructions specified in this manual.
11. Check power cords before using. Damaged cords can reduce performance of pressure washer or cause a fatal electric shock.
12. The narrow pin point stream is very powerful. It is not recommended for use on painted surfaces, wood surfaces or items attached with an adhesive backing.
13. Keep operating area clear of all persons.
14. To reduce the risk of injury, close supervision is necessary when this product is used near children.
15. Always use both hands when operating pressure washer to maintain complete control of the wand.
16. Do not touch nozzle or water spray while operating.
17. Wear safety goggles while operating.
18. Disconnect power plug from the outlet when not in use and prior to the detaching of the high pressure hose.
19. Never tie knots or kink the high pressure hose as damage could result.
20. Prior to starting the pressure washer in cold weather, be sure ice has not formed in any part of the equipment.
21. Carefully observe all chemical instructions and warnings before using.
22. The pressure washer should not be used in areas where gas vapors may be present. An electric spark could cause an explosion or fire.
23. To minimize the amount of water getting into the pressure washer, the unit should be placed as far as possible from the cleaning site during operation.
24. To prevent accidental discharge, the spray gun should be secured by locking trigger when not in use.
25. Do not operate this product when fatigued or under the influence of alcohol or drugs.
26. To allow free air circulation, the pressure washer should NOT be covered during operation.
27. Know how to stop the product and bleed pressure quickly. Be thoroughly familiar with the controls.
28. Do not over reach or stand on unstable support. Keep good footing and balance at all times.
29. **"WARNING** - Risk of injection or injury. Do not direct discharge stream at persons."
30. See below for grounding instructions.

"SAVE THESE INSTRUCTIONS"

GROUNDING INSTRUCTIONS

This product must be grounded. If it should malfunction or breakdown, grounding provides a path of least resistance for electric current to reduce the risk of electric shock. This product is equipped with a cord having a grounding plug. The plug must be plugged into an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances.

WARNING: *Improper connection can result in a risk of electrocution. Check with a qualified electrician or service person if you are in doubt as to whether the outlet is properly grounded. Do not modify the plug provided with the product - if it will not fit the outlet installed by a qualified electrician. Do not use any type of adaptor with this product.*

Type of Equipment: Cordless Driver Drill

Make: Makita **Model:** BDF452 **Year:** 2001

Instructions to use the equipment safely:

ENGLISH

SPECIFICATIONS

	Model	BDF452
Capacities	Steel	13 mm (1/2")
	Wood	38 mm (1-1/2")
	Wood screw	10 mm x 89 mm (3/8" X 3-1/2")
	Machine screw	M6 (1/4")
No load speed (RPM)	High (2)	0 - 1,500/min
	Low (1)	0 - 400/min
Overall length		203 mm (8")
Net weight	(with battery cartridge BL1815)	1.6 kg (3.5 lbs)
	(with battery cartridge BL1830)	1.8 kg (3.9 lbs)
Rated voltage		D.C. 18 V
Standard battery cartridge		BL1815/BL1830

- Due to our continuing programme of research and development, the specifications herein are subject to change without notice.
- Note: Specifications may differ from country to country.

GENERAL SAFETY RULES

GEA002-3

⚠ WARNING:

Read all instructions. Failure to follow all instructions listed below may result in electric shock, fire and/or serious injury. The term "power tool" in all of the warnings listed below refers to your mains-operated (corded) power tool or battery-operated (cordless) power tool.

SAVE THESE INSTRUCTIONS

Work area safety

1. **Keep work area clean and well lit.** Cluttered and dark areas invite accidents.
2. **Do not operate power tools in explosive atmospheres, such as in the presence of flammable liquids, gases or dust.** Power tools create sparks which may ignite the dust or fumes.
3. **Keep children and bystanders away while operating a power tool.** Distractions can cause you to lose control.

Electrical safety

4. **Power tool plugs must match the outlet. Never modify the plug in any way. Do not use any adapter plugs with earthed (grounded) power tools.** Unmodified plugs and matching outlets will reduce risk of electric shock.
5. **Avoid body contact with earthed or grounded surfaces such as pipes, radiators, ranges and refrigerators.** There is an increased risk of electric shock if your body is earthed or grounded.
6. **Do not expose power tools to rain or wet conditions.** Water entering a power tool will increase the risk of electric shock.
7. **Do not abuse the cord. Never use the cord for carrying, pulling or unplugging the power tool. Keep cord away from heat, oil, sharp edges or moving parts.** Damaged or entangled cords increase the risk of electric shock.
8. **When operating a power tool outdoors, use an extension cord suitable for outdoor use.** Use of a cord suitable for outdoor use reduces the risk of electric shock.

Personal safety

9. **Stay alert, watch what you are doing and use common sense when operating a power tool. Do not use a power tool while you are tired or under the influence of drugs, alcohol or medication.** A moment of inattention while operating power tools may result in serious personal injury.
10. **Use safety equipment. Always wear eye protection.** Safety equipment such as dust mask, non-skid safety shoes, hard hat, or hearing protection used for appropriate conditions will reduce personal injuries.

11. **Avoid accidental starting. Ensure the switch is in the off-position before plugging in.** Carrying power tools with your finger on the switch or plugging in power tools that have the switch on invites accidents.
12. **Remove any adjusting key or wrench before turning the power tool on.** A wrench or a key left attached to a rotating part of the power tool may result in personal injury.
13. **Do not overreach. Keep proper footing and balance at all times.** This enables better control of the power tool in unexpected situations.
14. **Dress properly. Do not wear loose clothing or jewellery. Keep your hair, clothing, and gloves away from moving parts.** Loose clothes, jewellery or long hair can be caught in moving parts.
15. **If devices are provided for the connection of dust extraction and collection facilities, ensure these are connected and properly used.** Use of these devices can reduce dust-related hazards.

Power tool use and care

16. **Do not force the power tool. Use the correct power tool for your application.** The correct power tool will do the job better and safer at the rate for which it was designed.
17. **Do not use the power tool if the switch does not turn it on and off.** Any power tool that cannot be controlled with the switch is dangerous and must be repaired.
18. **Disconnect the plug from the power source and/or the battery pack from the power tool before making any adjustments, changing accessories, or storing power tools.** Such preventive safety measures reduce the risk of starting the power tool accidentally.
19. **Store idle power tools out of the reach of children and do not allow persons unfamiliar with the power tool or these instructions to operate the power tool.** Power tools are dangerous in the hands of untrained users.
20. **Maintain power tools. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tools operation. If damaged, have the power tool repaired before use.** Many accidents are caused by poorly maintained power tools.
21. **Keep cutting tools sharp and clean.** Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.
22. **Use the power tool, accessories and tool bits etc. in accordance with these instructions and in the manner intended for the particular type of power tool, taking into account the working conditions and the work to be performed.** Use of the power tool for operations different from those intended could result in a hazardous situation.

Battery tool use and care

23. **Ensure the switch is in the off position before inserting battery pack.** Inserting the battery pack into power tools that have the switch on invites accidents.
24. **Recharge only with the charger specified by the manufacturer.** A charger that is suitable for one type of battery pack may create a risk of fire when used with another battery pack.
25. **Use power tools only with specifically designated battery packs.** Use of any other battery packs may create a risk of injury and fire.
26. **When battery pack is not in use, keep it away from other metal objects like paper clips, coins keys, nails, screws, or other small metal objects that can make a connection from one terminal to another.** Shorting the battery terminals together may cause burns or a fire.
27. **Under abusive conditions, liquid may be ejected from the battery; avoid contact. If contact accidentally occurs, flush with water. If liquid contacts eyes, additionally seek medical help.** Liquid ejected from the battery may cause irritation or burns.

Service

28. **Have your power tool serviced by a qualified repair person using only identical replacement parts.** This will ensure that the safety of the power tool is maintained.
29. **Follow instruction for lubricating and changing accessories.**
30. **Keep handles dry, clean and free from oil and grease.**

SPECIFIC SAFETY RULES

GEB001-2

DO NOT let comfort or familiarity with product (gained from repeated use) replace strict adherence to drill safety rules. If you use this power tool unsafely or incorrectly, you can suffer serious personal injury.

1. **Use auxiliary handles supplied with the tool.** Loss of control can cause personal injury.
2. **Hold power tools by insulated gripping surfaces when performing an operation where the cutting tool may contact hidden wiring or its own cord.** Contact with a "live" wire will make exposed metal parts of the tool "live" and shock the operator.
3. **Always be sure you have a firm footing. Be sure no one is below when using the tool in high locations.**

4. **Hold the tool firmly.**
5. **Keep hands away from rotating parts.**
6. **Do not leave the tool running. Operate the tool only when hand-held.**
7. **Do not touch the drill bit or the workpiece immediately after operation; they may be extremely hot and could burn your skin.**
8. **Some material contains chemicals which may be toxic. Take caution to prevent dust inhalation and skin contact. Follow material supplier safety data.**

SAVE THESE INSTRUCTIONS

⚠ WARNING:
MISUSE or failure to follow the safety rules stated in this instruction manual may cause serious personal injury.

SYMBOLS

USD301-1

The followings show the symbols used for tool.

V.....volts

⎓ .....direct current

n_0 .....no load speed

.../min.....revolutions or reciprocation per minute

ENC007-2

IMPORTANT SAFETY INSTRUCTIONS

FOR BATTERY CARTRIDGE

1. **Before using battery cartridge, read all instructions and cautionary markings on (1) battery charger, (2) battery, and (3) product using battery.**
2. **Do not disassemble battery cartridge.**
3. **If operating time has become excessively shorter, stop operating immediately. It may result in a risk of overheating, possible burns and even an explosion.**
4. **If electrolyte gets into your eyes, rinse them out with clear water and seek medical attention right away. It may result in loss of your eyesight.**
5. **Do not short the battery cartridge:**
   (1) **Do not touch the terminals with any conductive material.**
   (2) **Avoid storing battery cartridge in a container with other metal objects such as nails, coins, etc.**
   (3) **Do not expose battery cartridge to water or rain.**
   A battery short can cause a large current flow, overheating, possible burns and even a breakdown.
6. **Do not store the tool and battery cartridge in locations where the temperature may reach or exceed 50°C (122°F).**
7. **Do not incinerate the battery cartridge even if it is severely damaged or is completely worn out. The battery cartridge can explode in a fire.**
8. **Be careful not to drop or strike battery.**

SAVE THESE INSTRUCTIONS.

Tips for maintaining maximum battery life

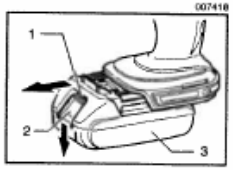
1. **Charge the battery cartridge before completely discharged.**
   Always stop tool operation and charge the battery cartridge when you notice less tool power.
2. **Never recharge a fully charged battery cartridge.**
   Overcharging shortens the battery service life.
3. **Charge the battery cartridge with room temperature at 10°C - 40°C (50°F - 104°F). Let a hot battery cartridge cool down before charging it.**

FUNCTIONAL DESCRIPTION

⚠ CAUTION:

- Always be sure that the tool is switched off and the battery cartridge is removed before adjusting or checking function on the tool.

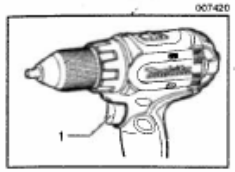
Installing or removing battery cartridge



1. Red part
2. Button
3. Battery cartridge

- Always switch off the tool before insertion or removal of the battery cartridge.
- To remove the battery cartridge, withdraw it from the tool while sliding the button on the side of the cartridge.
- To insert the battery cartridge, align the tongue on the battery cartridge with the groove in the housing and slip it into place. Always insert it all the way until it locks in place with a little click. If you can see the red part on the upper side of the button, it is not locked completely. Insert it fully until the red part cannot be seen. If not, it may accidentally fall out of the tool, causing injury to you or someone around you.
- Do not use force when inserting the battery cartridge. If the cartridge does not slide in easily, it is not being inserted correctly.

Switch action



1. Switch trigger

⚠ CAUTION:

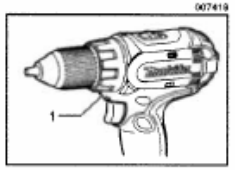
- Before inserting the battery cartridge into the tool, always check to see that the switch trigger actuates properly and returns to the "OFF" position when released.

To start the tool, simply pull the switch trigger. Tool speed is increased by increasing pressure on the switch trigger. Release the switch trigger to stop.

Electric brake

This tool is equipped with an electric brake. If the tool consistently fails to quickly stop after switch trigger release, have tool serviced at a Makita service center.

Lighting up the front lamp



1. Lamp

⚠ CAUTION:

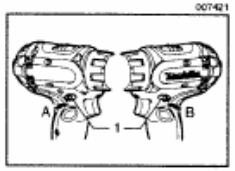
- Do not look in the light or see the source of light directly.

Pull the switch trigger to light up the lamp. The lamp keeps on lighting while the switch trigger is being pulled. The lamp goes out 10 -15 seconds after releasing the trigger.

NOTE:

- Use a dry cloth to wipe the dirt off the lens of lamp. Be careful not to scratch the lens of lamp, or it may lower the illumination.

Reversing switch action



1. Reversing switch lever

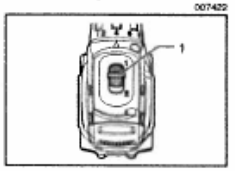
This tool has a reversing switch to change the direction of rotation. Depress the reversing switch lever from the A side for clockwise rotation or from the B side for counter clockwise rotation.

When the reversing switch lever is in the neutral position the switch trigger cannot be pulled.

⚠ CAUTION:

- Always check the direction of rotation before operation.
- Use the reversing switch only after the tool comes to a complete stop. Changing the direction of rotation before the tool stops may damage the tool.
- When not operating the tool, always set the reversing switch lever to the neutral position.

Speed change



1. Speed change lever

To change the speed, first switch off the tool and then slide the speed change lever to the "2" side for high speed or "1" side for low speed. Be sure that the speed change lever is set to the correct position before operation. Use the right speed for your job.

⚠ CAUTION:

- Always set the speed change lever fully to the correct position. If you operate the tool with the speed change lever positioned halfway between the "1" side and "2" side, the tool may be damaged.
- Do not use the speed change lever while the tool is running. The tool may be damaged.

Type of Equipment: Brush Cutter

Make: EFCO **Model:** 8250 **Year:** 2001

Instructions to use the equipment safely:

SAFETY PRECAUTIONS

WARNING: The brush cutter, if properly used, is a quick, confortable and efficient tool. So that your work is always pleasant and safe, please respect the following safety precautions scrupulously.

1 - Never use the brush cutter when you are tired or fatigued.
2 - Wear appropriate clothing and safety articles such as: boots, heavy-duty trousers, gloves, protective eyewear, ear protection and protective helmet. Use clothing which is close-fitting but comfortable.
3 - Do not allow children to use the brush cutter.
4 - Do not allow other people to remain within 15 metres during brush cutter use.
5 - Before using the brush cutter, make sure that the blade fixing bolt is well-tightened.
6 - The brush cutter must be equipped with the cutting accessories recommended by the manufacturer.
7 - Never use the brush cutter without the blade guard or the head.
8 - Before starting the engine, make sure that the throttle lever works freely.
9 - Every now and then while working, stop the engine and check the blade. Replace it at the first sign of cracks or breaks.
10 - Before starting the engine, make sure that the blade is free to move and is not in contact with any foreign objects.
11 - With the engine idling, the blade should not turn. If it does, regulate the idle adjustment screw.
12 - Carry the brush cutter with the engine off and with the protective blade cover on.
13 - Only work when you are in a stable and secure position.
14 - Start the brush cutter only in well-ventilated areas.
15 - Never touch the blade or attempt any maintenance work while the engine is running.
16 - Fill the fuel tank with the engine off and away from heat sources. Do not smoke while filling the tank.
17 - Do not remove the fuel tank cap when the engine is running.
18 - Be careful not to spill fuel on the ground or on the engine.
19 - If fuel spills out during filling, move the brush cutter away before starting the engine.
20 - Do not use fuel mixture for cleaning operations.
21 - Do not check the spark plug spark near the cylinder port.
22 - Never work with a damaged muffler.
23 - Always keep the handles clean of oil and fuel.
24 - Store the brush cutter in a dry place, away from heat sources, and off the ground.
25 - Do not start the engine with the arm not mounted.
26 - In order to avoid hitting stones or other objects, do not cut too close to the ground.
27 - Check the brush cutter daily to be sure that components and safety devices are full functioning properly.
28 - Do not attempt to carry out operations or repairs that are not part of the normal maintenance. See the authorised dealer.

Type of Equipment: Rear-time tiller

Make: Troy-Bilt **Model:** 675 B Pony **Year:** 200e

Instructions to use the equipment safely:

SECTION 1: SAFETY

This machine meets voluntary safety standard B71.8–1996, which is sponsored by the Outdoor Power Equipment Institute, Inc., and is published by the American National Standards Institute.

WARNING

The engine exhaust from this product contains chemicals known to the State of California to cause cancer, birth defects or other reproductive harm.

Safety Alert Symbol

This is a safety alert symbol. It is used in this manual and on the unit to alert you to potential hazards. When you see this symbol, read and obey the message that follows it. Failure to obey safety messages could result in personal injury or property damage.

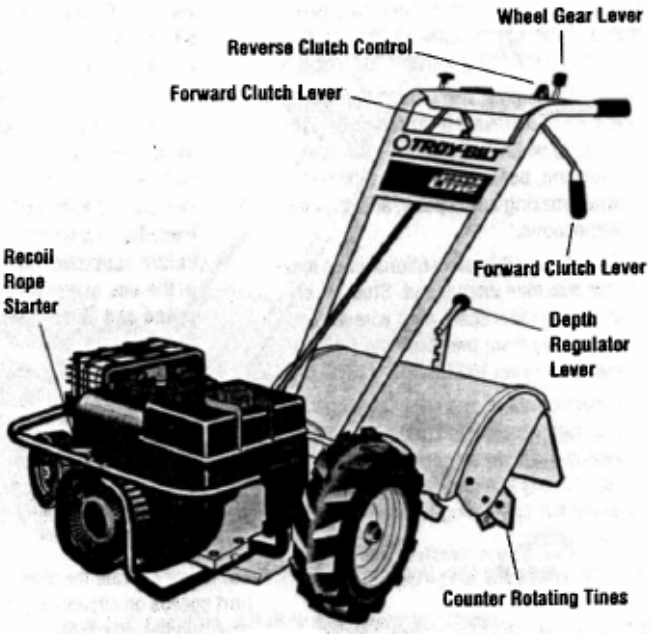


Figure 1-1

Training

1. Carefully read this Owner's Manual, the separate Engine Owner's Manual, and any other literature you may receive. Be thoroughly familiar with the controls and the proper use of the tiller and its engine. Know how to stop the unit and disengage the controls quickly.

2. Never allow children to operate the tiller. Never allow adults to operate the tiller without proper instruction.

3. Keep the area of operation clear of all persons, particularly children and pets.

4. Keep in mind that the operator or user is responsible for accidents or hazards occurring to other people, their property, and themselves.

Preparation

1. Thoroughly inspect the area where the tiller is to be used and remove all foreign objects.

2. Be sure all control levers are released and the Wheel Gear Lever is in ENGAGE position before starting the engine.

3. Do not operate the tiller without wearing adequate outer garments. Avoid loose garments or jewelry that could get caught in moving parts.

4. Do not operate the tiller when barefoot or wearing sandals, sneakers, or light footwear. Wear protective footwear that will improve footing on slippery surfaces.

5. Do not till near underground electric cables, telephone lines, pipes or hoses. If in doubt, contact your telephone or utility company.

6. Warning: Handle fuel with care; it is highly flammable and its vapors are explosive. Take the following precautions:

a. Store fuel in containers specifically designed for this purpose.

b. The gas cap shall never be removed or fuel added while the engine is running. Allow the engine to cool for several minutes before adding fuel.

c. Keep matches, cigarettes, cigars, pipes, open flames, and sparks away from the fuel tank and fuel container.

d. Fill fuel tank outdoors with extreme care. Never fill fuel tank indoors. Use a funnel or spout to prevent spillage.

e. Replace all fuel tank and container caps securely.

f. If fuel is spilled, do not attempt to start the engine, but move the machine away from the area of spillage and avoid creating any source of ignition until fuel vapors have dissipated.

7. Never make adjustments when engine is running (unless recommended by manufacturer).

Operation

1. Do not put hands or feet near or under rotating parts.

2. Exercise extreme caution when on or crossing gravel drives, walks, or roads. Stay alert for hidden hazards or traffic. Do not carry passengers.

3. After striking a foreign object, stop the engine, remove the wire from the ,spark plug wire and prevent it from touching the spark plug, thoroughly inspect the machine for any damage, and repair the damage before restarting and operating the machine.

4. Exercise caution to avoid slipping or falling.

5. If the unit should start to vibrate abnormally, stop the engine, disconnect the spark plug wire and prevent it from touching the spark plug, and check immediately for the cause. Vibration is generally a warning of trouble.

6. Stop the engine, disconnect the spark plug wire and prevent it from touching the spark plug whenever you leave the operating position, before unclogging the tines, or when making any repairs, adjustments or inspections.

7. Take all possible precautions when leaving the machine unattended. Stop the engine. Disconnect spark plug wire and move it away from the spark plug. Move Wheel Gear Lever to ENGAGE.

8. Before cleaning, repairing, or inspecting, stop the engine and make certain all moving parts have stopped. Disconnect the spark plug wire and prevent it from touching the spark plug to prevent accidental starting.

9. Always keep the tiller tine hood flap down.

10. Never use the tiller unless proper guards, plates, or other safety protective devices are in place.

11. Do not run engine in an enclosed area. Engine exhaust contains carbon monoxide gas, a deadly poison that is odorless, colorless, and tasteless.

12. Keep children and pets away.

13. **Never operate the tiller under engine power if the Wheel Gear Lever is in DISENGAGE (FREEWHEEL). In this position, the wheels will not hold the tiller back and the revolving tines could propel the tiller rapidly backward, possibly causing loss of control.** Always move the Wheel Gear Lever to ENGAGE before starting the engine or engaging the tines/wheels with the Forward Clutch or the Reverse Clutch.

14. Be aware that the tiller may unexpectedly bounce upward or jump backward if the tines should strike extremely hard packed soil, frozen ground, or buried obstacles like large stones, roots, or stumps. If in doubt about the tilling conditions, always use the following operating precautions to assist you in maintaining control of the tiller:

a. **Walk behind and to one side of the tiller, using one hand on the handlebars. Relax your arm, but use a secure hand grip.**
b. **Use slower engine speeds.**
c. **Clear the tilling area of all large stones, roots and other debris.**
d. **Avoid using downward pressure on handlebars. If need be, use slight upward pressure to keep the tines from digging too deeply.**
e. **Before contacting hard packed soil at the end of a row, reduce engine speed and lift handlebars to raise tines out of the soil.**
f. **In an emergency, stop tines and wheels by releasing whichever Clutch Lever is engaged. Do not attempt to restrain the tiller.**

15. Do not overload the tiller's capacity by attempting to till too deeply at too fast a rate.

16. Never operate the tiller at high transport speeds on slippery surfaces. Look behind and use care when backing up.

17. Do not operate the tiller on a slope that is too steep for safety. When on slopes, slow down and make sure you have good footing. Never permit the tiller to freewheel down slopes.

18. Never allow bystanders near the unit.

19. Only use attachments and accessories that are approved by Garden Way Inc.

20. Use tiller attachments and accessories when recommended.

21. Never operate the tiller without good visibility or light.

22. Never operate the tiller if you are tired, or under the influence of alcohol, drugs or medication.

23. Operators shall not tamper with the engine-governor settings on the machine; the governor controls the maximum safe operating speed to protect the engine and all moving parts from damage caused by overspeed. Authorized service shall be sought if a problem exists.

24. Do not touch engine parts which may be hot from operation. Let parts cool down

25. Please remember: You can always stop the tines and wheels by releasing the Forward Clutch Lever or the Reverse Clutch Control (whichever lever you have engaged) or by moving the Throttle Control Lever to STOP.

26. To load or unload the tiller, see the instructions in Section 4 of this Manual.

27. Use extreme caution when reversing or pulling the machine towards you.

28. Start the engine carefully according to instructions and with feet well away from the tines.

29. Never pick up or carry a machine while the engine is running.

Maintenance and Storage

1. Keep the tiller, attachments and accessories in safe working condition.

2. Check all nuts, bolts, and screws at frequent intervals for proper tightness to be sure the equipment is in safe working condition.

3. Never store the tiller with fuel in the fuel tank inside a building where ignition sources are present such as hot water and space heaters, furnaces, clothes dryers, stoves, electric motors, etc.). Allow engine to cool before storing in any enclosure.

4. To reduce the chances of a fire hazard, keep the engine free of grass, leaves, or excessive grease.

5. Store gasoline in a cool, well-ventilated area, safely away from any spark- or flame-producing equipment. Store gasoline in an approved container, safely away from the reach of children.

6. Refer to the storage instructions in the Maintenance section of this Manual and the separate Engine Owner's Manual for instructions if the tiller is to be stored for an extended period.

7. Never perform maintenance while the engine is running or the spark plug wire is connected, except when specifically instructed to do so.

8. If the fuel tank has to be drained, do this outdoors.

19.10 CONTROLLED ACCESS PROCEDURE

19.11 LUNCH TABLE PROCEDURE

Purpose

To ensure that movable and wall mounted lunch tables are properly opened and closed by custodial staff in order to prevent personal injury to the students, staff and external public.

This procedure applies to all schools that have movable and wall mounted lunch tables.

Movable Tables

a) Tables must be set-up or taken down as per manufactures instructions.
b) Tables must only be moved, set-up or taken down by a custodian.
c) When movable tables are in the upright position, they must be stored in a secure room that is inaccessible to students.
d) Students should not be present when the tables are being moved, set-up or taken down.
e) All movable tables shall be locked when they are in the up position.
f) Other procedures as prescribed above must be observed.

Wall Mounted Tables

a) Tables must be set-up or taken down as per manufactures instructions.
b) Tables must only be set-up or taken down by a custodian.
c) Students should not be present when the tables are being set-up or taken down.
d) Locks on all wall mounted tables shall be set to the lock position when the tables are in the up position.
e) Other procedures as prescribed above must be observed.

19.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All employees will wear the required personal protective equipment at this facility. Failure to wear the required personal protective equipment may result in disciplinary action.

The following PPE will be made available to Board employees who require it:

- Safety Footwear
- Safety Glasses
- Protective gloves
- Head protection
- Face shields
- Protective clothing
- Respirator
- Fall arrest

Procedure

When exposure to a particular chemical, physical or biological hazard cannot be eliminated or adequately controlled then it may be necessary for workers to wear Personal Protective Equipment (PPE). The type of hazard and the expected exposure duration will determine the appropriate PPE. For Nipissing Parry Sound Catholic District School Board employees this may include: foot and eye protection, gloves, head protection, respirators and fall protection. The following directives provide information as to the proper care and use of the PPE.

Foot Safety

When a worker is exposed to hazards that could cause a foot injury it is necessary that safety footwear be worn. All employees should review their respective collective agreements and the Board's draft Footwear Policy (Oct. 2011) to determine the safety footwear required.

Eye Safety

The following protective eyewear is recommended for NPSCDSB staff based on the potential hazards that are likely to occur when completing job tasks.

UVEX 78 closed goggles when decanting or mixing chemicals.

Protective eyewear must be worn while operating the following equipment: snow blowers (both snow throwers and riding blowers, walk behind power mower, lawn tractors, grass trimmers, hedge trimmers, brush cutter, all power tools, and power washers. Protective eyewear should also be worn when decanting and/or mixing chemicals.

Safety Gloves
Should there be the potential for the hands to be injured by a chemical, biological or physical hazard (abrasion, puncture, laceration) then appropriate gloves should be used and maintained. The gloves should be comfortable and provide a secure fit.

Trades Chemicals (based on MSDS) - Polyvinyl or neoprene gloves
Biological Contamination - Nitrile glove underneath the metal glove

Hearing Protection
If potentially hazardous noise exposure levels cannot be adequately reduced through engineering or administrative controls then it will be necessary for NPSCDSB staff to wear appropriate hearing protection. Based on the nature of the work being performed, select staff should have earmuffs available that comply with the Canadian Standards Association or working in areas with elevated noise levels (wood shop, music room) or while using equipment that create elevated noise levels (e.g. while using lawn mowers, lawn tractors).

Respirators
Job tasks conducted by NPSCDSB staff can result in the production of respiratory hazards including gases, vapours, fumes, mist and/or dusts. The concentration of these respiratory hazards currently does not warrant respiratory protection based on the existing engineering and administrative controls. However, in the circumstances that a respirator is necessary then determine the appropriate respirator based on the contaminant characteristics and anticipated exposure limit. Upon selecting a respirator it is imperative that the respirator fits properly and is maintained accordingly to ensure the protection factor is not compromised.

Based on the classification of products used by our custodial staff it is recommended that they use the following respirator:
MSA Advantage 200LS to be used with the MSA Advantage GME-P100 Cartridge

Staff using respirators must have the mask fitted by a qualified person and must receive a brief overview on the care and maintenance of the mask.

DESCRIPTION

palm lightly over exhalation valve cover and gently exhale.

If any leakage is detected around the facial seal, readjust head harness straps and repeat test until there is no leakage. If other than facial seal leakage is detected, the condition must be investigated and corrected before another test is made. The respirator must pass one of the above tightness tests before the respirator is used.

⚠ WARNING

Do not enter any atmosphere with this respirator unless you know that:

1. **You have read, understood, and followed all instructions and warnings pertaining to the respirator.**
2. **The respirator and conditions meet the requirements outlined.**
3. **The cartridges are the proper type for the contaminant or contaminants present.**
4. **The amount of oxygen is sufficient to support life (that is, at least 19.5 percent oxygen by volume at sea level). Do not use if oxygen concentration sufficient to support life is questionable.**
5. **Respirator has passed a tightness test. (See Test for Tightness.)**
6. **Filters/Cartridges do not need to be replaced. Discard exhausted cartridges.**
7. **You are not colorblind and can distinguish between the beginning and ending colors of the end-of -service-life indicator (when using Mersorb or Mersorb-P100 respirators only).**

Failure to follow the above warnings can result in serious personal injury or death.

To replace cartridges:

1. Remove the expended cartridges and dispose of properly.
2. Remove the replacement cartridges from storage bags.
3. Place cartridges on connectors carefully. Line up match-mark on cartridge with small lug on facepiece connector. Make sure cartridge connector lugs align with the cartridge opening. Push down and tighten cartridge clockwise until the stops are engaged. To ensure a good seal against the facepiece, tighten each cartridge by gripping as much of the circumference of the cartridge as possible and then slowly turning the cartridge until tight.

To replace snap-on filters:

1. Remove snaptight filter covers and discard used filter.
2. Replace with a new filter into each filter cover; NEVER load filters into the receptacles.
3. Replace filters with CAUTION as to prevent damage to the filters.

CLEANING AND DISINFECTING

If the facepiece is to be cleaned, remove the cartridges. The facepiece should be cleaned and disinfected after every use with MSA non-sudsing Confidence Plus® Cleaner (P/N 10009971). Rinse thoroughly in plain warm water (110°F to avoid possible overheating and distortion of parts) and then air dry. ANSI suggests that users should be trained in cleaning procedure.

⚠ CAUTION

Cleaning and disinfecting at or below 110°F temperature will avoid possible overheating and distortion of parts which would require replacement.

Fall Protection – Working From Heights

All staff must refer to the Board's Working from Heights Policy to use and maintain the proper equipment in the proper fashion when working from heights. The Working from Heights procedure applies to work that is performed from any height, both internal and external, where there is a risk of a fall liable to cause personal injury.

The fall arrest system consists of the following components: CSA-approved full body harness with a 1.8m (6') shock absorbing lanyard. Only qualified and certified workers shall use a fall arrest system. Workers must possess the basic fall protection training before working at heights over 2.4 m (8').

Note: Provisions for safety footwear and personal protective equipment are addressed in the applicable collective agreements.

PPE not listed will be provided when the need and type of equipment is identified.

Training
All workers will be fully trained in the use, maintenance and storage of their personal protective equipment.

Following the completion of the training, records will be maintained in the employees' personnel file.

Special Education - Personal Protective Equipment (PPE) Guidelines and Tips

What is Personal Protective Equipment?

Personal Protective Equipment (PPE) is defined as equipment, devices or clothing that is used to protect a staff member or student from injury during the course of daily activities.

Examples of PPE include:

- lifting equipment;
- safety harness for bus transportation;
- helmet for student or staff head protection;
- padded sleeves and shin guards for protection against pinching, biting and kicking;
- vests for protection against punches;
- face shields for protection against bodily fluids;
- hair nets for protection against grabs and pulls;
- emergency communication devices.

When is PPE Required?

Boards are required to provide PPE as a reasonable precaution when information is obtained through professional assessments, medical reports, and parent/community agency information or in – school observation that identifies equipment, devices or clothing that will eliminate or reduce the risk of injury to staff and or the student during the course of instruction or daily activities.

Some items of PPE may be required on an ongoing basis due to a student's medical or developmental condition. For example, lifting devices, safety harnesses and helmets for students with limited mobility, seizure disorders etc. may necessitate an ongoing need for PPE.

Other PPE may be required as part of an interim response due to behavioural issues. The goal is to reduce the need for PPE over time.

Where and When is PPE Prescribed?

When determining the need and type of PPE, the principal, parents and professional staff (Educators, Occupational Therapists, medical personnel etc.) will consult prior to implementation.

PPE is identified in the Safety or medical plan for the student and should be detailed in the IEP Accommodations section.

PPE Training and Replacement

When PPE is required and introduced, Special Education system staff will provide site specific training in the use of the specific PPE.

An inventory of PPE is kept identifying the description and location of the PPE. Replacement of PPE is determined by annual review of the equipment by the supervisor and in consultation with Special Education system staff.

What is the Legislative Requirement?
The Occupational Health and Safety Act (OHSA) require that employers (Boards) provide any prescribed protective devices.

In addition, a supervisor (Principal) must ensure that nay required personal protective device or clothing is used or worn by a staff member who requires its use due to the needs presented by the student. (Section 27 (1) (b))

Accordingly, the OHSA requires a worker to use or wear any equipment, protective devices or clothing required by the employer. (Section 28 (1) (b))

Recommended Resources
Occupational Health and Safety (OHSA)
www.e-laws.gov.on.ca/DBLaws/Statutes/English

Safety Express: www.safetyexpress.com

Impacto Protective Products Inc. www.2protect.com

References
Behaviour Management Systems Training (BMST) Tip Sheet

OHSA sections 25 (1) (a) and (b), 27 (s) (b), 28 (1)(b)

Personal Protective Equipment Inventory List

SPECIAL EDUCATION
Personal Protective Equipment (PPE) Inventory

Item (Description and Manufacturer)	Quantity	Location
Leg Guards/Shin Pads (Umbro, Protouch, Wilson)	2 pairs	OLS
	4 pairs	SJSH
Chest Plates/Protectors (Mission Thorax)	3	OLS
	2	SJSH
Wind Suit Under Armor	1	SJSH
Arm Guards/Arm Pads/Forearm Guard (No Name)	4 pairs	OLS
	4 pairs	SJSH
Lifting Equipment Waverly Glen P-440 Universal sling	2 units	J23 LAC Classroom and Snoezelen
Safety Goggles	2 pairs	OLS
Gloves	3 pairs	OLS
	3 pairs	SJSH
Jack (Itech)	1	SJSH
Jill (Itech)	1	SJSH
Spit Guard/Face Shield Pyr Amex	3	Spec Ed Office

Updated October 2011

Note: The only Personal Protective Equipment (PPE) in use as of October 2011 is the lifting equipment at John XXIII.

19.13 NON-ROUTINE WORK

It is the supervisor's responsibility to insure that work activities are assigned to appropriately trained workers.

Definitions

Activity: a set of actions required to complete a job

Non-Routine Work: activities that are not generally performed on a regular basis

Safe Operating Procedures: a set of instructions for a job, process or machine that when correctly followed will provide optimum safety to the worker.

In the event that a worker or supervisor/manager identifies a non-routine work situation, all involved must attend a pre-work meeting.

Pre-work Meeting

- The supervisor or experienced designate will conduct the pre-work meeting with all involved;

- During the pre-work meeting, all potential hazards associated with the non-routine task/activity will be identified. The hazards identified must be rated for loss potential (using the existing loss potential matrix included on the hazard reporting form);

- Controls will be identified and fully implemented for each identified hazard which could be eliminated;

- Safe operating procedures will be established and documented;

- All involved workers will be trained on the safe operating procedures. A record of training will be retained in the employees personnel file;

- Safety equipment required to complete the task/activity safely will be documented with a detailing of their proper use, maintenance and storage.

Non-routine Work evaluation

- The worker must demonstrate their ability to complete the task/activity to the supervisor or experienced designate;

- The supervisor or experienced designate will not allow the worker to commence any work until they are satisfied that the worker can complete the task/activity in a safe manner. This includes that the employee demonstrates the inspection and safe usage the required personal protective equipment.

19.14 CONFINED SPACES

19.16 LOCK OUT, TAG OUT

Lockout Procedures – Woodworking Technical Area

Purpose
Implementation and enforcement of the use of lockout procedures are used to prevent injury during maintenance and repair of machinery. This system is also used when equipment requiring repair or maintenance needs to be prevented from use or start up. A lock and tag system ensures everyone's safety.

Procedure
During service, repair, maintenance or cleaning, proper lockout procedures shall be implemented at all times, as legislated for the protection of the worker.
All electrical equipment, machinery and pressure systems shall be locked out prior to conducting any service, repair, maintenance or cleaning. Or in the event that equipment is in need of repair or maintenance it will be locked if needed or in the case on non-equipment items such as ladders, tagged out for repair or replacement.

Definition

Lock out:	A written method to ensure that a machine, or process that is shut down for maintenance or other procedure is secured against accidental start-up or movement for the duration of the procedure.
Tag out:	A physical tag that indicates the status of the piece of equipment.
Energy Sources:	Mechanical, electrical, hydraulic, pneumatic, gravity, thermal and chemical.

General Information

Keys
There are two (2) keys for the Master Key Lockout located at the main entrance to the Woodworking Technical Area. 1. The Teacher for the area has one on a *Key Neck Lanyard.* The Custodial Supervisor has one key.

There are two (2) keys for each piece of machinery/equipment that has a *Magnetic Controller Lockout* box. The Teacher has one set and the Custodial Supervisor has one set. The Custodial Supervisor’s set of keys, are secured in his office.

The *Key Neck Lanyard* is in the control of the Teacher.

Procedures
Specific procedures for lockout are provided in the Safe Operating Practices (SOP) for the equipment and machinery in the workplace these are found under the SOP menu in the Board Health and Safety program manual.

- Only employees trained in lockout procedures (authorized) will lock out equipment.
- Teacher/Custodial Supervisor of shall provide awareness training regarding specific lockout systems and procedures in their department.
- Employees/students affected by the lockout procedure will be notified through the use of a lock and tag. A visual indication that the equipment has been removed from use.
- All electrical equipment, machinery and pressure systems shall be locked out prior to conducting any service, repair, maintenance or cleaning (except for testing purposes).
- The Teacher/Custodial Supervisor who initiated the lockout will maintain control of the key.
- When two or more persons are working on a machine, each person will lockout and tag the isolating device(s) and attach their own tag.
- If the person who has initiated the lockout must leave the job prior to completion (shift change vacations etc.), their tag must be removed. The replacing person must place their own Tag, verify zero energy, and control their key. There will be no time lapse between the changing of locks.
- When the job is complete and equipment is ready for testing or normal service, notify all affected Employees/Students and check the equipment area to see that no one is exposed. When equipment is all clear for operation, remove all Tags and turn on the magnetic controller keys. The energy isolating device(s) may be operated to restore energy to equipment.

Initiating Lockout

Plug in Equipment
- For minor work of any machinery that does not have a *Magnetic Control Lockout Key,* the "zero energy" state will be achieved by unplugging the equipment prior to initiating actions in the working area of that equipment.
- For maintenance work (e.g. Disassembly and cleaning), the additional step of tagging the plug is required.
- If the equipment is unsafe to operate and is not going to be repaired for several days, the machine will be "tagged" by the Teacher/Custodial Supervisor by securing a "lockout" tag at or over the operating control.

Electrical Equipment
- For cleaning/maintenance, the Teacher/Custodial Supervisor will place a tag on the operating controls of the equipment and coil the power cord and attach a tag to the coil as close as is possible to the plug. The breaker switch at the main panel box by the entrance will be switched off and tagged out. A tag will be attached identifying the reason for the lockout. A tag will be attached identifying the reason for the lockout.

- Multiple Power Source Equipment (i.e. Electrical, Hydraulic, Air Pressure, Kinetic, Pressured Liquids, and gases and Potential energy).
- Follow the same process for major repairs of equipment, however, for lockout to be achieved; all power sources must be locked out. The Teacher/Custodial Supervisor shall ensure that all power sources are locked out prior to beginning maintenance work by attaching tags to these locks as outlined above. All energy sources are to be tested to ensure that "zero energy" status has been obtained prior to work commencing.

Machines Equipped with Magnetic Controller Lockout

For all machinery/equipment that is equipped with Magnetic controller lockout key systems, the following procedure shall be used:

- The teacher/custodial supervisor will turn off the *Master Key Switch* located at the main entrance door and remove key.
- The teacher/custodial supervisor will then lock the magnetic controller lockout switch on the machine and remove the key and place a tag on the magnetic controller lockout box.
- The teacher/custodial supervisor will then turn off the breaker switch on the main panel located at the main entrance door and place a tag on the breaker panel switch.
- The teacher/custodial supervisor will maintain *personal* control of the key neck lanyard at all times while the machinery/equipment is locked and tagged out.
- The teacher/custodial supervisor will then test the machinery/equipment to ensure that a “Zero Energy” state has been attained.
- The teacher/custodial supervisor will inform all workers/students that may have occasion to operate the machinery/equipment that that it is out of service.
- The teacher/custodial supervisor will then test the machinery/equipment to ensure that a “Zero Energy” status has been achieved.
- The teacher/custodial supervisor will complete the “***Lockout Record***” form that will be stored in a binder in the teacher’s office.

Set up and Adjustment

It is recognized that some pieces of equipment must be "jogged" during set up and adjustments, and that hazards remain. When required, only qualified operators will be assigned to the work to be done.

Purchasing of New Keys for the *Magnetic Controller Lockouts*

- Only one (1) key shall be kept by the teacher on the key neck lanyard. The second key will be secured in the office of the custodial supervisor.
- The new lock's key is to be tested in all other locks to ensure that it does not open any other lock.
- Each new key will have a unique identification number engraved on it and a log will be kept on all keys put into circulation.

Removing Lockout
Operator Locks, Unplugged Equipment, Mobile / Materials Handling Equipment

- When satisfied that the work is complete and that all guards, etc. are in place, the person that initiated the procedure may remove it. The Teacher/Custodial Supervisor will review the condition of that equipment to ensure that it is safe prior to beginning operations.
- If a person other than the worker who initiated the procedure is required to remove Lockout/Tag, then the appropriate Lockout/Tag Removal Worksheet must be filled in and authorized prior to that work being completed.
- Once approval has been given, the worker must follow the proper procedure for removal and start-up of the equipment/machinery.

Contingencies

Lockout beyond Shift
- If a piece of equipment is required to be locked out beyond a shift, the teacher/custodial supervisor will develop a detailed plan of how the equipment will remain locked out:
    - Keep existing procedures in place.
    - Install Supervisor Tag on Master Key Lock at front entrance.

Lost or Missing Keys
Where a key is lost for the lock, it is the Supervisors responsibility to ensure that the equipment is safe and ready to return to production prior to the lockout procedure being removed. The Teacher/Custodial Supervisor will authorize the removal of the lockout procedure in coordination with a follow-up report to the Safety Committee. If the Teacher/Custodial Supervisor is not available, the Administrator is to be contacted.

Additional Tags
Additional lockout tags are available in the Custodial Supervisor’s office.

Training
Employees responsible for lockouts will be trained how to properly conduct a lockout and the use of SOPs to use to complete the lockout procedure. This training will be conducted during Orientation and the Teacher/Custodial Supervisor/Safety Supervisor will conduct job evaluations to ensure the employee is conducting Lockouts properly.

This training is repeated every 3 years or, when audits reveal that the lockout program is not being adhered to or when legislation changes.

Evaluation
The Safety Committee will review lock-out/tag-out logs during the monthly inspections and report the findings in the Monthly Workplace Inspection Report Form.

Contractors
Contractors and other outside non-board employees will at a minimum utilize and follow this lockout procedure as a minimum guide or utilize procedures as per their industry standards.

Contractors will sign a Contractors Safety Declaration stating that all Board Policy and Procedures at a minimum will be followed and all appropriate industry standards. This must be completed and signed prior to any work being done for the Board. A copy of this form shall be kept in the Safety Supervisor's office.

Required Forms
Lockout Record Form

Lock Out/Tag Removal Form

Monthly Workplace Inspection Report Form

Legislation/ Standards/ Regulations
Ontario Occupational Health and Safety Act, R.S.O. 1990

LOCKOUT RECORD

LOCKOUT					LOCKOUT REMOVAL						
Date	Time	Reason for lockout	Location	Authorized Signature / Person in Charge	Worker	Date	Time	Authorized Signature / Worker	Date	Time	Authorized Signature / Person in Charge

Lock Out/ Tag Removal Worksheet

Requester's Name: _____ Date: _____

Signature: _____

I desire to remove the lock/tag presently securing the following equipment:

_____

The name and department of the lock/tag owner (person who applied the lock and tag) is:

_____

The lock/tag owner is unable to remove the lock and tag because:

_____

I request authority to remove the lock/tag because:

_____

I have considered the following safety items:

_____

_____

Approval signatures:

At least one signature required in each of the two groups below

Requestor's Supervisor: _____ Date: _____

Requestor's Department Manager
or [redacted] Administrator: _____ Date: _____

Post a copy of this worksheet on or closely adjacent to the equipment that was locked until the Lock/Tag owner has been informed or until all reasonable efforts to identify the lock/tag owner have been exhausted.

AUTHORIZATION FOR DEPARTMENT LOCK-OUT REMOVAL

This form provides a means of authorization and communication to ONE other worker to remove department lockout (not personal lock). The person initiating the lockout will fill out this form if they deem it safe for that specified worker to remove a lockout and operate or service the piece of equipment. No one person shall remove or cut a lockout unlawfully and without consent of the worker initiating the lockout.

Person initiating the lockout	
Lockout date	
Designated remover of lock	

I _____, authorize removal of a lock that I applied to equipment and

I designate _____ as the remover of the lock if they deem it safe to do so.

Please follow instructions below to receive authorization for lock removal

Reason for the Lock Removal

Person initiating the lockout (Signature)	
Designated person accepts authorization to remove lock (Signature)	
Designated person refuses authorization to remove lock (Signature)	

Cc: Supervisor ☐ Administrator ☐ JHSC ☐

21.0 CONTRACTOR PROGRAM

A contractor is defined by the Act as a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

A constructor must ensure that:

- all measures and procedures prescribed by the Act and regulations are carried out;
- every employer and every worker performing work on the project complies with the Act and regulations;
- the health and safety of workers on the project is protected.

Goal

To ensure Contractors follow the minimum guidelines in order to provide and maintain a safe work environment for Contractors and NPSCDSB employees.

NPSCDSB is committed to the protection of its employees, the environment and its physical assets. NPSCDSB will continue to maintain a safe work environment in order to prevent occupational injuries and illnesses

All employees, contractors and employees of Contractors are responsible for complying with the requirements of the Ontario *Occupational Health and Safety Act* and its Regulations.

Scope

All contractors must be on the approved contractor list before the commencement of any work.

Definitions

Approved Contractors	Any contractor who has signed and returned all required documents as per this policy.
Delivery Persons	A person who is on company property to either receive or drop off product. This person does not actually load or unload the product.
NPSCDSB	Nipissing-Parry Sound Catholic District School Board
Project Coordinator	A NPSCDSB employee who is contracting the work.

Standards/Procedures
The Project Coordinator shall ensure the Contractor's legal name and the authorized signing officer's title is correct on the Contractor Health and Safety Responsibility Agreement.

The Project Coordinator shall forward two (2) copies of the Contractor Health and Safety Responsibility Agreement to the Contractor for signature.

The Contractor shall keep one copy for their records and forward the second copy back to the Project Coordinator.

The Contractor must provide the Project Coordinator with an up-to-date liability insurance certificate, listing the NPSCDSB as a certificate holder. The Project Coordinator shall ensure that the Contractor has a minimum two (2) million dollars per occurrence of public and property liability insurance.

The Superintendent may approve a liability insurance certificate less than 2 million dollars at his/her discretion.

The Contractor must submit an up-to-date Workplace Safety and Insurance Board (WSIB) Clearance Certificate .

The Project Coordinator shall ensure that all of the required documentation is completed and returned before the commencement of the work.

The Contractor shall provide the Project Co-ordinator with any Material Safety Data Sheets (MSDS) for all Workplace Hazardous Materials Information System (WHMIS) products used on the project.

Delivery persons are not required to endorse a Contractor Health and Safety Responsibility Agreement. However, they shall not perform any services, other than delivery or receiving, while on company premises.

Roles and Responsibilities
The Project Coordinator shall ensure that the signed contractor's Health and Safety Responsibility Agreement, along with a copy of the contractor's WSIB Clearance Certificate, a copy of their liability insurance, licenses, certificates and MSDS(s) are on file.

The Project Coordinator shall monitor the work site to ensure compliance with health and safety requirements. These inspections shall be recorded.

The Project Coordinator shall forward a copy of the NPSCDSB's Contractor Program and any other relevant company procedures to the contractor.

The Health and Safety Officer shall keep the list of approved contractors. This list shall be reviewed annually.

The Joint Health and Safety Committee will include Contractor's adherence to their health and safety roles and responsibilities when conducting monthly inspections.

Communication
The Contractor Program will be communicated by the Project Coordinator to the contractor.

Evaluation
Evaluation of this Contractor Program will be done on an annual basis OR if corrective action is identified due to an injury/illness or incident as a result of a contractor issue.

Review of monthly inspections to verify any issues observed with contractors.
Any health and safety issues will be addressed immediately by the Project Coordinator.

Forms/Records
Contractor Health and Safety Agreement Checklist
Contractor Health and Safety Responsibility Agreement
Health and Safety Rules and Regulations

CONTRACTOR ACCOUNTABILITY

Purpose
To ensure all NPSCDSB contractors understand the established policies and procedures for discipline related to health and safety.

All contractors shall abide by their health and safety roles and responsibilities as outlined in the health and safety standard operating procedure booklet. Failure to comply will result in the application of the progressive discipline procedure.

The procedure has the following steps:
Step one (1): NPSCDSB Manager of Plant Services or designate gives a verbal warning and provides corrective action to the contractors.

Step two (2): The contractors receives a written warning. This will outline the issue, corrective action and timeframes for compliance.

Step three (3): should the contractor not abide with the corrective action, then suspension or termination of the worker will occur.

The contractors must abide by and must ensure that each of the contractor employees abide by Nipissing-Parry Sound Catholic District School Board Health and Safety program. The contractors will also be able and willing at such times as recommended by NPSCDSB to provide additional precautions as deemed necessary by NPSCDSB for safe-guarding employees and equipment. The contractors further acknowledges and agrees that any violation of safety rules or regulations is justification for the immediate termination of its Contract with NPSCDSB, without any further obligation on the part of NPSCDSB.

CONTRACTORS RESPONSIBLITY

It is the responsibility of any contractor who does work for the NPSCDSB to ensure that work is carried out in a safe manner which meets or exceeds all requirements of the Occupational Health and Safety Act and any of its regulations such as but not limited to industrial and construction regulations, and that their workers also work within the confines of NPSCDSB established policies and procedures.

Contractor Specific Safety Responsibilities

The contractor must:

1. Meet NPSCDSB health and safety requirements.
2. Instruct their workers on action required in event of injury.
3. Ensure their workers have competent supervision.
4. Comply with Workplace Safety & Insurance Act regulations.
5. Agree to and understand responsibilities as per NPSCDSB requirements.
6. Report to the school secretary upon arrival and sign the Visitors Log.

Sanitation

1. All food and drink must be confined to designated areas. Related articles such as napkins, lunch bags, etc. must not be taken into the working areas. Please dispose of all garbage in the containers provided.

2. Smoking is not permitted anywhere on the Board premises, including the parking lot.

3. Please follow proper personal hygiene practices.

4. Personal items (coats, sweaters, etc.) must be stored.

General Conduct

1. Anyone under the influence of illegal drugs or alcohol or having the same in their possession will be disciplined and or terminated.

2. Any employee, using prescribed medication, that could affect the safety of their work are not allowed to perform their duties.

3. Horseplay of any kind will not be tolerated.

4. Individual portable music devices are not allowed (walkman, radio, CD player, iPod, MP3).

5. Unauthorized removal of Board property is cause for immediate termination.

Contractor Health and Safety Responsibility Agreement

THIS AGREEMENT made the _____ day of _____, 20___, between

_____ (the “Contractor”), and the Nipissing-Parry Sound

Catholic District School Board (the “Company”).

1. The Contractor must employ only orderly, trained, competent and skillful people to do the work and the Contractor’s employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor and shall provide an up-to-date Clearance Certificate from the Workplace Safety and Insurance Board. All subcontractors must be approved in writing by the Company before commencing any work. The contractor is responsible for ensuring that their employees comply with the terms of this Agreement.

2. The Contractor acknowledges and accepts all risk arising or pertaining to the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the contractor, or for those whom it is in law responsible.

3. The Contractor must indemnify and save harmless the Company from any and all claims, demands, actions, losses or property damage arising directly or indirectly from the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible. The contractor shall protect and hold the company harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the company in connection with such litigation. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.

4. The contractor shall, during any time in which it is providing services to the company, take out and keep in full force and effect property damage and public liability insurance in which the limits of public liability and property liability shall not be less than two million ($2,000,000) dollars per occurrence, the whole at the Contractor’s sole cost and expense. All policies shall be written with insurance companies qualified to do business in the Province of Ontario and shall name the NPSCDSB as an additional insured and a certificate acknowledging same must be provided.

5. The contractor shall abide by and shall ensure that each of the contractor's employees abide by the company's Health and Safety rules and regulations. The contractor will also be able and willing at such times as recommended by the company to provide additional precautions as deemed necessary by the company for safe-guarding employees and equipment. The contractor further acknowledges and agrees that any violation of safety rules or regulations is justification for the immediate termination of its contract with the company, without any further obligation on the part of the company.

6. The contractor shall, at its own expense, obtain and maintain in good standing all permits and licenses required by any authorities having jurisdiction over the business of the contractor. The contractor shall also comply with all federal, provincial and municipal governmental laws and regulations which are applicable to its business, and in particular, those affecting health and safety, workers' compensation and environmental matters.

7. This Agreement shall be constructed and enforced in accordance with the laws of the Province of Ontario and the parties agree to attorney to the jurisdiction of the Courts of that Province.

8. This Agreement embodies the entire agreement of the parties with regard to the matter herein, and no other agreement shall be deemed to exist, except as entered into in writing by both parties to this Agreement.

9. The Contractor shall not assign this Agreement or any part of it and may not employ or retain anyone as a subcontractor or otherwise, to perform any part of its obligations under this Agreement without the prior written consent of the company.

10. No contracted work offers will be granted by the company unless this Agreement terms and conditions are fully accepted and agreed upon by the parties to the satisfaction of the company.

Accepted this _____ day of _____ 20__.

CONTRACTOR	NIPISSING-PARRY SOUND CDSB
by:_____ (authorized signing officer)	by:_____ (authorized signing officer)
Print Name: _____	Print Name: _____
Print Title: _____	Print Title: _____

Witness: _____ (only if not a corporation)

CONTRACTOR CHECKLIST			
(x) check as reviewed/received date and checked (x)	**Review**	**Miscellaneous Notes**	**Initials**
	Signed Contractor Health and Safety Responsibility Agreement		
	Received WSIB Clearance Certificate (no more than 60 days old)		
	Received a copy of the Contractor's accident history (for one year)		
	Receive up-to-date liability insurance (Company listed as certificate holder with a minimum of $2 million coverage)		
	Licenses and certificates of contractor employees or other applicable training requirements. *Examples:* • Fall protection certificate • Oil Burner Technician certificate • GI, GII, GIII certificate • Plumbers certificate • Electrician certificate • Lock out, tag out certificate • WHMIS certificate		
	Read NPSCDSB Health and Safety Rules and Regulations to all employees		
	Read NPSCDSB Personal Protective Equipment (PPE) requirements. It is the Contractor's responsibility to ensure that their employees possess and use all required PPE appropriately.		
	Contractor to provide MSDS(s) for any WHMIS controlled products.		
	Advise Contractor all occupational injuries/illness that occur on our property must be reported immediately.		