

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE NO. 418</b>	
Effective	
Revision Date	

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**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

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**PURPOSE**

This administrative procedure has been developed to support safe working conditions for all staff members and to ensure that consideration is given to the health and safety of the staff in all Moose Factory Island District School Area Board activities.

The supervisory officer, system administrators, and the school principal are committed to fulfilling their responsibilities under the *Occupational Health and Safety Act*.

The Board will take every reasonable precaution to prevent personal injury and to ensure that every member of the staff meets the requirements of the *Occupational Health and Safety Act* in the performance of his or her duties.

**PROCEDURES**

**1. Establishment of the Committee**

The Moose Factory Island District School Area Board has established an Occupational Health and Safety Committee in accordance with Section 8 of the *Occupational Health and Safety Act*.

**2. Mandate of the Committee**

The Occupational Health and Safety Committee has the responsibility and authority to:

- 2.1. identify situations that may be a source of danger or hazard to employees;
- 2.2. provide recommendations to the Board and the employees for the improvement of the health and safety of employees;
- 2.3. recommend to the Board and the employees the establishment, maintenance, and monitoring of programs, measures and procedures respecting the health or safety of employees; and
- 2.4. obtain information from the Board respecting the identification of:
  - 2.4.1. potential or existing hazards of materials, processes, or equipment; and
  - 2.4.2. health and safety experiences and work practices and standards in similar or other institutions of which the Board has knowledge.

### 3. Committee Membership

- 3.1. Workers and management shall have equal representation on the Occupational Health and Safety Committee.
- 3.2. Co-chairs (one from management and one from the workers) shall be appointed by their respective groups.

### 4. Operation of the Committee

- 4.1. The operation of the Committee shall be in accordance with the “Guidelines for the Structure and Function of the Joint Occupational Health and Safety Committee” as outlined in the *Occupational Health and Safety Act*.
- 4.2. The procedures shall be as agreed upon by the Board and the participating employee representatives.

## REFERENCE DOCUMENTS

### **Legal References:**

*Ontario Occupational Health and Safety Act 1990*  
*Education Act, section 283 Chief Executive Officer: Maintain Effective Organization*  
*Education Act, section 286 Duties of Supervisory Officers: Supervise Property*  
Ontario Regulation 298 Operation of Schools, section 11 Duties of Principals: Inspect School Premises

### **Board References:**

Board Policy GOV-01 Vision, Mission, and Values  
Administrative Procedure 152 Accessibility Standards and Practices

### **Resources:**

A Guide to the Occupational Health and Safety Act 2012  
<http://www.labour.gov.on.ca/english/hs/pubs/ohsa/>

*Guidelines for the Structure and Function of the Joint Occupational Health and Safety Committee, Occupational Health and Safety Act*