CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

703 – Occupational Health and Safety

DIRECTIONAL POLICY

Healthy Schools and Workplaces

Title of Administrative Procedure:

Occupational Health and Safety

Date Approved:

February 2026

Projected Review Date:

February 2027

Directional Policy Alignment:

This Administrative Procedure aligns with the *Healthy Schools and Workplaces Directional Policy*. The Board recognizes that the health and well-being of our staff is foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual, and physical well-being. We all have a collective responsibility to create healthy work environments to keep our staff safe.

Alignment with Multi-Year Strategic Plan:

The *Occupational Health and Safety Administrative Procedure* supports our Vision of cultivating the heart, mind, body, and soul of our students and staff. The Board is committed to providing a safe and healthy working environment for all employees and shall comply with the responsibilities placed upon employers by the Occupational Health and Safety Act. This vision calls the Board to these Strategic Priorities:

CDSBEO Strategic Plan 2025-2030

Action Required

The Board will take every reasonable precaution to protect the health and safety of employees. This shall be accomplished by ensuring the development of health and

safety policies, procedures, and programs to support this objective. As workplace health and safety is a joint responsibility, the Catholic District School Board of Eastern Ontario and all its employees are to act in compliance with the requirements of the Occupational Health and Safety Act. This includes ensuring that third-party contractors are performing their work on CDSBEO property in compliance with the Occupational Health and Safety Act.

This administrative procedure applies to all employees (management, non-union, and union personnel) and to all building facilities under the jurisdiction of the Catholic District School Board of Eastern Ontario.

The Board recognizes and endorses the Internal Responsibility System philosophy, whereby all workplace parties share the responsibility for health and safety. The Occupational Health and Safety Act defines responsibilities for the employer, the supervisor, employees, and the Multi-Workplace Joint Health and Safety Committee.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing this administrative procedure to ensure its alignment with the *Healthy Schools and Workplaces Directional Policy*;
- Reviewing the *Occupational Health and Safety Administrative Procedure* as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for the implementation of and compliance with this administrative procedure;
- Reviewing this administrative procedure annually.

Superintendent of Human Resources or Designate is responsible for:

- Implementing and operationalizing this administrative procedure;
- Ensuring the appointment of 'competent persons' as principals, managers and supervisors as defined under the *Occupational Health and Safety Act* and required within Section 25 (2)(c) of the same;
- Ensuring the provision of health and safety orientation sessions for all new hires or those transferring to new roles;
- Maintaining and supporting the *Multi-Workplace Joint Health and Safety Committee* (hereinafter referred to as the JHSC);
- Ensuring the JHSC establishes a *Terms of Reference* and maintains Ministry of Labour, Immigration, Training and Skills Development approval of such.
- Providing an annual report on health and safety items at a meeting of the Board.

Superintendents, Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Ensuring compliance with health and safety training, legislation, policy, procedures, and programs;
- Receiving health and safety concerns, investigating the concerns, and responding with appropriate corrective actions;
- Advising staff of potential hazards in their place of employment;
- Investigating accidents and taking steps to prevent recurrence.

Plant and Maintenance Department is responsible for:

- Ensuring that all required work permits have been obtained and that any other contractor requirements are in place;
- Authorizing third-party contractor work to begin;
- Ensuring that all third-party contractors have addressed the management of health and safety items, for their work with CDSBEO, in consideration of the Occupational Health and Safety Act;
- Obtaining the contact information of the Health and Safety site representative with the third-party contractor who will be on site at all times when work is being performed; and
- Monitoring work activities on a periodic basis and arranging health and safety inspections of third-party contractor site work through the Board's Health and Safety Coordinator as needed based on the project and addressing concerns of non-compliance with the Occupational Health and Safety Act with the third-party contractor.

Workers are responsible for:

- Protecting personal health and safety by working in compliance with legislation and with safe work practices and procedures established by the board;
- Immediately reporting to their principal, manager, or supervisor any safety hazards of which they become aware.

Joint Health and Safety Committee is responsible for:

- Adhering to the responsibilities delegated under the *Occupational Health and Safety Act* and contained within the *Multi-Site JHSC Terms of Reference*.

Progress Indicators

- Ensuring the JHSC reports periodically to Director of Education or designate as defined in the *Terms of Reference*.
- Addressing and resolving occupational health and safety concerns in a timely fashion.
- Providing an annual Health and Safety update to the Board.

Definitions

Competent Person: as defined in the Occupational Health and Safety Act, a competent person means a person who:

a) is qualified because of knowledge, training, and experience to organize the work and its performance,

b) is familiar with the (Occupational Health and Safety) Act and the regulations that apply to the work, and

c) has knowledge of any potential or actual danger to health or safety in the workplace.

Worker: as defined under the Occupational Health and Safety Act, a worker means:

a) A person who performs work or supplies services for monetary compensation.

b) A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.

c) A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.

d) Repealed: 2017, c. 22, Sched. 1, s. 71 (2).

e) Such other persons as may be prescribed to perform work or supply services to an employer for no monetary compensation.

References

- Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1
- Terms of Reference - Multi-Site Joint Health and Safety Committee
- CDSBEO Healthy Schools and Workplaces Directional Policy
- The Internal Responsibility System (IRS)