



## **Occupational Health and Safety Policy**

### **Policy Overview**

This policy captures the commitment to, and responsibility for, ensuring the health and safety of employees of the Halifax Regional Centre for Education (HRCE).

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#### **1.0 Legislative Context**

The Occupational Health and Safety Policy aligns and complies with the Nova Scotia *Occupational Health and Safety Act and Regulations*.

#### **2.0 Principles**

- 2.1 The HRCE is committed to providing a healthy and safe work environment for all employees.
- 2.2 The HRCE is committed to preventing occupational illness and injury in all schools and offices.
- 2.3 The HRCE is committed to providing regular health and safety training.
- 2.4 The HRCE believes that all employees are responsible and accountable to work safely at all times, to identify and report hazards and incidents, and to take all reasonable measures in the circumstances to protect and promote health and safety.

### **3.0 Responsibilities**

- 3.1 The Regional Executive Director is responsible to ensure that:
  - 3.1.1 Effective procedures and practices are implemented in all schools and offices;
  - 3.1.2 Ensure that all employees have access to the *HRCE Health and Safety Manual* and the *Nova Scotia Occupational Health and Safety Act and Regulations*;
  - 3.1.3 Directors, principals and all others with supervisory responsibilities receive training and implement this policy;
  - 3.1.4 Directors, principals and all others with supervisory responsibilities consult and cooperate with the workplace Joint Occupational Health and Safety Committee (JOHSC), employees, and others as appropriate to protect and promote a healthy and safe working environment;
  - 3.1.5 Provide employees with the necessary tools and equipment plus any personal protective equipment or devices that are necessary, in conjunction with reasonable hazard mitigation.
- 3.2 Directors, principals and all others with supervisory responsibilities are responsible to ensure that:
  - 3.2.1 Employees are aware of and comply with this policy and related procedures as defined in the *HRCE Health and Safety Manual* and *Occupational Health & Safety Act and Regulations*;
  - 3.2.2 Employees implement and adhere to safe work practices and receive training to protect and promote a healthy and safe workplace.
  - 3.2.3 Equipment within their responsibility is maintained and stored in a safe manner, and issues with the safe operation of equipment are addressed promptly to promote and ensure a safe and healthy work environment;
  - 3.2.4 Regular hazard identification practices are adhered to and hazards addressed promptly to protect and promote a safe and healthy work environment;
  - 3.2.5 Incident reporting forms are completed, submitted and reviewed as required for preventive purposes and awareness;

3.2.6 Consult and cooperate with the workplace Joint Occupational Health and Safety Committee (JOHSC), employees, and others to protect and promote a healthy and safe work environment.

3.3 Employees are responsible to:

3.3.1 Be aware of and comply with this policy and related procedures as defined in the HRCE *Health and Safety Manual* and *Occupational Health & Safety Act and Regulations*;

3.3.2 Consult and cooperate with the workplace Joint Occupational Health and Safety Committee (JOHSC), employees, and others as appropriate to protect and promote a healthy and safe work environment.

3.3.3 Report to the Principal or Supervisor, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace;

3.3.4 Use correct tools and equipment to safely perform their responsibilities and keep tools and equipment in good condition;

3.3.5 Use safety equipment, clothing, devices and materials for personal protection where a potential or known hazard has been identified and where it is not possible to remove the hazard.

#### **4.0 Authorization**

4.1 The Regional Executive Director is authorized to develop and issue procedures in support of this policy, which shall be the HRCE *Health & Safety Manual 2023*.

#### **5.0 Policy Review**

5.1 This policy will be reviewed and approved by the Regional Executive Director annually.