

WORKPLACE SAFETY AND HEALTH

As a responsible educator and employer, the Seven Oaks School Division is committed to doing everything possible to prevent injuries and maintain all facilities as safe and healthy places of employment and learning. All facilities will be designed and operated in compliance with provincial occupational health and safety regulations.

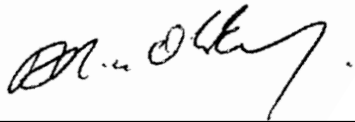
The Seven Oaks School Division acknowledges and shall endeavour to satisfy its responsibility to provide current information on potential adverse health effects and apply appropriate safe work procedures for each activity.

It is the responsibility of all employees and students to make health and safety part of every activity. They are required to follow the policies and regulations of the school division, which were established in conjunction with provincial and local health, and safety regulations.

The Division has established a Workplace Safety and Health Program and Steering Committee, with management and employee representatives with the following objectives:

- To assist workers and the employer to identify, record, examine, evaluate and resolve safety and health concerns in the workplace.
- To develop practical procedures and conditions to help achieve the highest possible degree of safety and health in the workplace.
- To promote education and training programs to develop detailed knowledge of safety and health concerns and responsibilities in each individual in the workplace.
- To maintain our workplace safety and health program to ensure the goals of this policy.
- To assist every person in the Seven Oaks School Division to integrate good workplace safety and health practices into their daily activities.
- To ensure employees support the workplace safety and health program.
- To ensure Managers take responsibility for enhancing safety and health consciousness.
- To Assist Supervisors to ensure their employees are trained in safe and healthy work procedures to obtain optimal output without accident and injury.
- To ensure employee accountability for the implementation of this program.

Additional information on the Division's workplace safety and health programs and procedures is outlined in the Workplace Safety and Health Steering Committee's Code of Practice. Copies of the Code of Practice are available in all buildings.



Brian O'Leary
Superintendent
Seven Oaks School Division

HAZARD IDENTIFICATION AND CONTROL PLAN

The Seven Oaks School Division's plan to identify existing hazards and potential dangers to workers and others including the measures used to reduce or eliminate or control these dangers as well as the procedures to be followed in an emergency.

POLICY STATEMENT

The Seven Oaks School Division shall:

- Identify all existing and potential risks that may cause injuries or illnesses.
- Take all reasonable steps to reduce, eliminate or control identified and potential risk to workers.
- Take health and safety into consideration in purchasing decisions, and select the least hazardous products where reasonably practical.
- Plan for responding to emergency situations.
- Monitor the workplace for known and potential hazards and emergencies.
- Provide concern forms for employees, managers and others to report hazards.
- Require workers, supervisors and others to report hazards.
- Assess the risk of those hazards actually hurting workers.
- Implement effective controls where required.
- Ensure supervisors are accountable for taking effective corrective action.

RESPONSIBILITIES

Seven Oaks School Division:

- Identify, assess and control hazards and potential dangers.
- Develop written safe work procedures.
- Inform workers.
- Train workers with regards to required control measures to keep themselves and others safe at work.
- Ensure that an emergency response plan is developed for tasks.
- Maintain a MSDS system.

Supervisors:

- Identify all existing and potential hazards and risks to workers or others in their work areas.
- Assist in implementing measures to reduce or control identified risks.
- Include hazard identification, reporting, control strategies as part of new worker orientation.
- Ensure worker compliance with safe work procedure.
- Report hazards and concerns to management.
- Follow divisional procedures in an emergency.
- Include employees' and unions' help in regards to hazard identification.
- Inspect tools, equipment regularly.

Workers:

- Comply with safe work procedures.
- Inform their supervisor of hazards and potential dangers encountered in their workplace.
- Work with supervisors to resolve hazardous situations.
- Inspect tools, equipment before use.

Workplace Safety and Health Committees:

- Assist the employer and supervisors to identify, assess and control hazards and potential dangers.
- Monitor the effectiveness of implemented controls.
- Assist with training programs for workers regarding hazards.
- Conduct regular inspections.
- Encourage workers to discuss their concerns.
- Review accident/incident, concern forms in an effort to resolve, reduce, eliminate hazards.

Safety Coordinator:

- Assist in developing inventory lists for all departments.
- Maintain files of all inventory lists and make changes and additions that are brought forward.
- Review MSDS sheets with workplace committees, managers, supervisors, employees to identify hazards.
- Consult committees in preparing and updating hazardous lists.

STATEMENT OF WORKPLACE SAFETY AND HEALTH RESPONSIBILITIES

The Superintendent or designate shall be responsible for the administration of this policy.

Superintendents, Department Directors, School Administrators and Building Managers shall be responsible for the implementation and ongoing administration of this policy in their department, school or building.

Seven Oaks School Division shall:

- (a) Provide a safe and healthy workplace.
- (b) Take necessary precautions to ensure the safety, health and welfare of workers.
- (c) Provide and maintain a safe workplace, equipment, tools and systems.
- (d) Ensure all workers and supervisors are aware of hazards in the workplace as well as the precautions necessary for their protection.
- (e) Provide workers with competent supervision.
- (f) Provide the necessary training to protect workers' safety and health before they begin a new job.
- (g) Take necessary precautions to ensure that other persons are not exposed to safety or health risks due to the activities of the workplace.
- (h) Consult and cooperate with the workplace safety and health committee or representative.
- (i) Cooperate with other people on workplace safety and health matters.
- (j) Set up effective Workplace Safety and Health committees ensuring that workers have the means to participate effectively in safety and health discussions.
- (k) Ensure medical/first aid facilities are provided as needed.
- (l) Ensure workers have information, training, certification, supervision and experience to perform their job safely.
- (m) Manage the safety and health performance of their managers and supervisors.
- (n) Ensure that managers and supervisors are trained, supported and held accountable for fulfilling their workplace safety and health requirements.
- (o) Allocate enough resources (money, time, equipment, and people including competent managers and supervisors) to implement the program.
- (p) Ensure that legal safety and health requirements are met.
- (q) Establish and maintain an effective safety and health program and obtain input from the safety and health committee.
- (r) The Superintendent or designate shall distribute the Workplace Safety and Health Policy to all Senior Administrative Staff, School Administrators and Directors. The Workplace Safety and Health Policy will be posted in locations where it is accessible and visible to all employees, students and visitors.

The Workplace Safety and Health Policy will be provided to all employee groups. The Workplace Safety and Health Policy will be included in all appropriate orientation sessions, training opportunities and programs.

Department Directors, School Administrators and Building Managers shall:

- (a) Ensure the development and implementation of safety rules and procedures consistent with the work practices of the worksite and the regulations in effect for the Province of Manitoba.
- (b) Ensure regular inspections of their area or building are performed and take action to improve unsafe conditions.
- (c) Ensure that all employees are trained in and follow safety procedures and safe work practices.
- (d) Ensure that the workplace and all necessary equipment, systems and tools are safe and without risks to safety or health of employees working at the worksite, students and/or visitors.
- (e) Ensure workers comply with safety and health procedures and use safety equipment clothing devices.
- (f) Take necessary precautions to protect the safety and health of workers under their supervision.
- (g) Advise workers of health and safety hazards in their work areas.
- (h) Cooperate with other people on workplace safety and health matters.
- (i) Ensure staff are informed of accident and incident reporting procedures, post copies of accident/incident procedures and report forms on the Workplace Safety and Health Boards.

Supervisors shall:

- (a) Ensure regular inspection of their area or building is performed and take action to improve unsafe conditions.
- (b) Ensure that all known hazards and safety concerns are brought to the attention of Department Directors, School Administrators and Building Managers.
- (c) Cooperate with other people on workplace safety and health matters.
- (d) Advise workers of all known or reasonably foreseeable risk to safety and health in the area where the worker is involved in work.
- (e) Ensure that workers use all devices and wear all clothing and PPE designed or provided by the Seven Oaks School Division.
- (f) Ensure that workers under their supervision work in the manner and in accordance with the procedures and measures required by the Act and regulations.
- (g) Take all precautions necessary to protect the safety and health of workers under their supervision.

Employees shall:

- (a) Adhere to all safety rules and procedures associated with the performance of their duties and take an active part in practicing safe work habits.
- (b) Immediately report any accident or injury or unsafe condition to their supervisor.
- (c) Properly use and care for personal safety equipment provided by the Division.
- (d) Participate in mandatory safety and health training.
- (e) Participate in mandatory safety and health testing (i.e. hearing testing).
- (f) Use safety equipment, machine guards, and safety devices.

- (g) Follow safe work procedures.
- (h) Understand and follow legislation and workplace safety and health requirements.

The Assistant Director of Operations

- (a) Undertake regular inspections of Division facilities and recommend actions to eliminate unsafe conditions in compliance with Safety and Health Regulations.
- (b) Support Department Directors, School Administrators and Building Managers in the implementation of the Workplace Safety and Health Policy.
- (c) Coordinate the implementation of Workplace Safety and Health Awareness and training programs.
- (d) Assist in the preparation, maintenance and submission of data pertaining to accidents, accident prevention, results of examinations and tests.
- (e) Investigate and maintain records in connection with the receipt and disposition of concerns and complaints.
- (f) Cooperate with other people on workplace safety and health matters.
- (g) Assist employees in carrying out their safety and health responsibilities.
- (h) Conduct research on special problems.
- (i) Provide advice about safety and health at management meetings.
- (j) Support safety and health systems and programs throughout the workplace.

Students shall:

- (a) Adhere to all safety rules and procedures as conveyed to you by teachers and administrators.
- (b) Use proper Personal Protective equipment where applicable.
- (c) Report unsafe conditions.
- (d) Report injuries to your teacher or administrator.

Suppliers shall:

- (a) Ensure products and materials, tools and equipment supplied to our workplaces are safe when used according to instructions provided.
- (b) Supply current MSDS sheets when requested.
- (c) Provide information on Health & Safety matters when asked.

Contractors, Owners and Self-employed persons shall:

- (a) Agree to and sign all Seven Oaks School Division Safety Requirements (Contractor Safety Plan, etc.).
- (b) Provide to employees any required PPE and ensure its use.
- (c) Take necessary precautions to ensure that activities and hazards within their control do not create a safety or health risk.
- (d) Cooperate with other people on workplace safety and health matters.

Prime Contractors shall:

- (a) Coordinate, organize, and oversee the work on the project to ensure the safety and health of workers and others who may be affected by activities on the project (this includes coordinating the safety and health programs of employees working on the project).
- (b) Setting up an effective system to ensure everyone working on the project fulfills their legal safety and health responsibilities.
- (c) Cooperate with other people on workplace safety and health matters.
- (d) Hold weekly tailgate meetings, submitting minutes to owner.
- (e) Agree to and sign all Seven Oaks School Division Safety Requirements (Contractors Safety Plan, etc.).
- (f) Provide first aid and supplies as required by the workers.

WORKPLACE SAFETY AND HEALTH COMMITTEE

Central Workplace Safety and Health Steering Committee:

- (a) The Division shall maintain a Workplace Safety and Health Steering Committee comprised of representatives of the administration and representatives of employee groups.
- (b) The Superintendent shall appoint administrative representatives to the committee.
- (c) Employee groups, as required under the Workplace Safety and Health Act, shall appoint their representatives to the committee.
- (d) The committee, operating within the guidelines of the Workplace Safety and Health Act, shall develop procedures to review and recommend policy, to review accident reports and safety and health concerns and to recommend and develop programs to address areas of concern.

School/Building Committees

- (a) The Division shall ensure all schools have in place a Workplace Safety and Health Committee comprised of representatives of the administration and representatives of employee groups.
- (b) The school administrator shall represent administration on the school committee.
- (c) Employee groups within the school, as required under the Workplace Safety and Health Act, shall appoint their representative to the committee.

Workplace Safety and Health Representatives

- (a) Employee groups within the school, as required under the Workplace Safety and Health Act, shall appoint their representative.

ACCOUNTABILITY

Seven Oaks Schools Division and Contractors/Self Employed Persons working on Division property shall be accountable for complying with the Policy and procedures established by the Division.

PROGRAM AND PROCEDURE MANUAL

The Administration shall develop a Safety and Health Program Procedures manual that all staff shall be required to follow.

DISCIPLINE

Failure to comply with this policy may subject an employee to disciplinary action up to and including dismissal and non-employees to other actions as may be deemed by the Division.

REVIEW

Formal policy reviews will be conducted no less than every three (3) years or sooner if the policy requires revision.

DEALING WITH EMERGENCIES

Seven Oaks School Division has a Workplace Emergency Response Committee. The committee is composed of representatives from all work groups. An Emergency Response Team has been formed from committee members. The Superintendent is the senior person that oversees the committee.

An Emergency Response Desk Guide has been printed and is distributed to all employees. Two books are given to employees, one for at work and one for reference when not at work. The guide is reviewed by the committee and updated as required (last update April 2009).

The Emergency Response Desk Guide has indexed sections that identify emergencies that may take place within our schools or on field trips. Critical phone numbers as well as divisional supports and 24 hour crisis lines are listed at the front of the book.

RESPONSIBILITY

Superintendent

Accountable for overseeing the Emergency Response Committee and Response Team and keeping plans effective.

Emergency Response Committee

Provides input, develops emergency response guide, reviews emergency situations, monitors the plans effectiveness, documents the plans and maintains files.

Committee Members

Bring forward concerns from their work groups, assist in emergency plan development.

EMERGENCY RESPONSE SUMMARY

When an incident or emergency occurs within our school division the Superintendent, Manager, Principal or Designate who has first learned of the incident or emergency shall follow the written instruction provided in the Emergency Response Guide.

The Emergency Response Team will be notified and provide the support or resource as required for the situation. The Superintendent will be kept informed of activities by the Principal or Manager involved in the incident or emergency.

RIGHT TO REFUSE DANGEROUS WORK PROCEDURES TO FOLLOW & INVESTIGATION OF WORK REFUSAL

Under the Manitoba Workplace Safety and Health Act 43(1) employees can refuse to do work when he or she has reasonable grounds to believe that the work is dangerous to themselves or others.

The Act reads:

Right to refuse dangerous work

43(1) Subject to this section, a worker may refuse to work or do particular work at a workplace if he or she believes on reasonable grounds that the work constitutes a danger to his or her safety or health or the safety or health of another worker or another person.

The Seven Oaks School Division does not want employees or any other person in our buildings or on our grounds doing work that may be dangerous to themselves or others. Supervisors are responsible to ensure that dangerous work does not take place. Should an employee or individual have reasonable grounds to believe that they have been assigned dangerous work they should contact their supervisor and follow our **Dangerous Work Refusal Procedure**.

Proper investigation and documentation of work refusals are crucial to resolving the refusal and correcting any circumstances that led to the refusal.

- Sufficient steps must be taken to satisfy the worker that the condition of work is safe and healthy or;
- The Workplace Safety and Health Committee has investigated the matter and advised the worker otherwise.

When a right to refuse has been reported, the supervisor must fill out our Work Refusal Report and distribute it to its distribution list.

WORKING ALONE POLICY

Working alone and working in isolation in certain circumstances or environments may be unsafe and requires special arrangements to minimize risks of injury. Employees and supervisors are required to make every effort to assess hazards, to take steps to avoid unnecessary risk, and to make available methods by which misfortune can be managed to minimize damage or injury. This policy is in consideration of Manitoba Regulation 217/2006 and applies to all Division employees.

DEFINITIONS

Working alone means the performance of any work function by a worker who:

- a) is the only worker for that employer at a workplace at any time; and
- b) is not directly supervised by the employer, or another person designated as a supervisory by the employer, at any time.

The fact that the employee may be in contact with people from another employer or the general public does not eliminate the concept that the employee is working alone and, therefore, assessments and requirements applicable to the risks of the work will still apply.

Working in isolation means working in circumstances where assistance is not readily available in the event of an injury, ill health or emergency.

Workplace means any site, building, office, workshop, laboratory, mobile vehicle, or any other premises or location, whether indoors or outdoors, in which work is conducted.

RISKS

This policy was developed to deal with risks identified for workers who are required by the nature of their job to work alone, not in the presence of a co-worker or supervisor.

Risks May Include:

1. Sudden and severe illness and injury to workers on the job site inside buildings or on school grounds.
2. Exposure to threats of violence or violent acts perpetrated by the public who may be in schools for legitimate school functions or permits or unauthorized intruders who are able to gain access to school buildings.

Methods to Minimize Risk

1. The establishment of an effective communication system that consists of:
 - a) Radio communication.
 - b) Telephone or cellular phone communication.
 - c) Any other means that provides effective communication given the risks involved.
2. Any of the following:
 - a) A system of regular contact by the employer with the worker working alone or working in isolation.
 - b) Limitations on or prohibitions of specified activities.
 - c) The establishment of training requirements.
3. Where applicable, the provision of emergency supplies for use in traveling or working under conditions of extreme cold or other inclement weather conditions.
4. Employees who feel their safety is in immediate danger should pull the nearest fire alarm and if possible proceed to the school entrance where the fire alarm panel is located. Employees should familiarize themselves with this location. This is an extreme measure and should only be taken if immediate assistance is required, the employee is in severe distress and they believe they cannot wait for assistance from their supervisor or co-workers or make a call on their own to 911.
5. Staff who are in a building with co-workers should ensure that they check on each other every few hours during their shift (at breaks).
6. Staff should keep a prearranged routine so that their family members or friends are aware of times they expect to arrive and can take appropriate action in case the employee has had some difficulty leaving his/her place of work. These home contacts should be provided with the phone numbers of supervisors.
7. A personal first aid kit should be available to employees who work alone or in isolation.
8. Supervisors and employees shall identify the risks arising from the conditions and circumstances of the employee working alone or working in isolation.
9. Safe Work Procedures should be developed and implemented to eliminate or reduce the identified risks to workers working alone or in isolation.

RESPECTFUL WORKPLACE POLICY

The Seven Oaks School Division believes in providing a respectful workplace and safeguarding the dignity of all its employees. As such, it opposes harassment in any form, discrimination, disrespectful behaviour and workplace violence. The Division will ensure, as much as possible, that no staff member is subjected to harassment or violence in its facilities. It is the responsibility of all persons to work together to treat each other with respect and dignity.

1. Definitions

Harassment

There are two types of harassment covered by the Workplace Safety and Health legislation, they are:

1. Any inappropriate conduct, comment, display, action or gesture by a person that is made on the basis of:
 - a. Race, creed, religion, colour.
 - b. Sex, sexual orientation, gender-determined characteristics.
 - c. Marital status, family status, source of income.
 - d. Political belief, political association, political activity.
 - e. Disability, physical size or weight.
 - f. Age, nationality, ancestry or place of origin.
2. Behaviour that is sometimes referred to as “bullying”. This may involve:
 - a. Severe, repeated conduct that adversely affects a worker’s psychological or physical well-being if it could reasonably cause a worker to be humiliated or intimidated.
 - b. A single occurrence, if it is shown to have a lasting, harmful effect on an employee.

Forms of harassment:

- Verbal or written abuse or threats.
- Insulting, derogatory (mean, critical, embarrassing) comments, jokes or gestures.
- Personal ridicule (put down or teasing) or malicious (mean) gossip.
- Malicious or uncalled-for interference with another’s work.
- Refusal to work or co-operate with others.
- Interfering with or vandalizing (damaging) personal property.
- Unwelcome remarks or jokes related to a person's ancestry, race, religion, age, sex, sexual orientation, physical characteristics, marital or family status or disability, socio economic status.

- Unwelcome sexual remarks or requests (including persistent unwanted contact after the end of a consensual relationship).
- Displays of sexually explicit, sexist, racist or other derogatory material.
- Written or verbal abuse or threats.
- Unwelcome physical contact.
- Condescending behaviour or bullying.

Violence: Any abusive or aggressive incident (physical, sexual or verbal) that threatens to or results in injury to any person or damage to property. This can include verbal or written threats of harm, practical jokes that could result in injury, and vandalism of personal property.

Complainant: A person who believes he/she has been subject to harassment or violence as defined in this policy.

Respondent: The person or persons against whom a complaint under this policy has been made.

Workplace harassment and/or violence can take place inside or outside of the physical workplace, for example, in a situation that is connected to work or where an individual is contacted at home.

Appropriate supervision including performance appraisals and appropriate discipline does not constitute a violation of this policy.

2. Responsibilities

The Seven Oaks School Division will ensure that all employees are aware of this policy and the procedures available to deal with cases of harassment and/or violent behaviour.

The Superintendents' Team shall inform employee groups for which they have responsibility that harassment and/or violence as described in this policy is not acceptable and will not be tolerated.

School Principals and Directors shall inform staff that harassment and/or violence is not acceptable and will not be tolerated. School Principals and/or Directors will at all times set a good example in creating and maintaining a respectful workplace and will deal with allegations of a violation of this policy quickly, confidentially, and in accordance with this policy and regulation GAEA-R. Principals and/or Directors shall immediately notify the Superintendent to whom they report in the event of a complaint pursuant to this policy.

All members of staff are encouraged to intervene in those situations where harassment and/or violence is observed or overheard, or where knowledge of a violation of this policy is shared with them.

3. Complaint Procedure

Formal and informal allegations of a violation of this policy will be investigated and resolved according to established procedures which are contained in Policy GAEA-R.

Corrective action will be taken by the Division when it has determined that a violation of this policy has occurred.

A staff member has the right either instead of or in addition to this procedure to file a complaint with the Manitoba Human Rights Commission. This Respectful Workplace Policy is not intended to discourage or prevent a complainant from exercising any other legal rights they may have.

4. Confidentiality

The identity of a complainant or a respondent and the circumstances relating to a complaint will not be disclosed unless disclosure is necessary to investigate the complaint and/or to take corrective action or as required by law.

It should be recognized that where parties choose to initiate proceedings or make comments outside of this internal procedure confidentiality cannot be guaranteed by the Division.

Appendix A

A determination of what is or what is not harassment will depend on the facts of each and every case. The following examples may be of assistance in considering whether conduct in a workplace is appropriate or not.

Examples

Personal Harassment by a Co-worker

Jane is an assistant to the manager in an administration office. During her 11-year career, she has been acknowledged for how well she does her job (efficient, professional and friendly). A few months ago, Susan started working in the office. Susan gets along well with the manager, but she seems to want to make things hard for Jane. Susan often says mean things about Jane's work. Susan has sent e-mails to other staff criticizing Jane as a person and a worker. Susan also hides files and doesn't give Jane important information she needs to do her job. This makes Jane look unorganized in front of the manager and other staff. Susan seems to enjoy seeing Jane embarrassed and uncomfortable.

Jane recently spoke to her manager about Susan's conduct towards her. The manager said Jane and Susan must work things out by themselves. Susan will not cooperate and Jane is becoming more uncomfortable and unhappy at work. Jane feels that the stress of her work environment is affecting her health.

Personal Harassment by a Manager

Jill is a computer technician who works at a small computer repair company. On one of her first projects, a customer was upset with her work. Jill's boss, Garry yelled at her in front of the customer and said he might fire her. Since then, Garry has been really hard on Jill. He hovers over her while she works, yelling at her for being too slow or doing her work wrong. He never gives Jill help or advice on how to improve her work.

Garry doesn't do this to any other staff and they have started avoiding Jill and won't help her. When Garry told Jill that she made a mistake on a computer she rebuilt, he would not tell her what she did wrong. Jill spent all evening going over the computer, even asking a friend for help, but could not find any mistakes. She was afraid to come to work the next day, thinking that Garry would yell at her or fire her.

Reasonable Conduct is not Harassment

Reasonable, day-to-day actions by a manager or supervisor that help manage, guide or direct workers or the workplace is not harassment. Appropriate employee performance reviews, counseling or discipline by a supervisor or manager is not harassment.

Example**Reasonable Conduct by a Manager**

Joe is a mechanic in an auto body and repair shop. A new manager, Tom, started working in the shop. Joe does not like some of the changes Tom is making, including following the rules about the hours of work. Joe is often late for work, but his old manager did not seem to mind. Tom says Joe must begin work on time. Tom first talked with Joe to find out why he was late. Joe thinks the reason he's often late is none of Tom's business.

Tom put up a memo to tell all employees that they must be on time for work. Joe was mad about the memo. The next time Joe was late, Tom asked Joe to meet him to talk about it. Joe got mad and walked out of Tom's office. When Tom asked Joe to do something later that day, Joe refused. Tom is thinking about suspending Joe for a day without pay.

FREEDOM FROM WORKPLACE VIOLENCE

The Seven Oaks School Division is committed to providing safe and secure workplaces for all staff. It is everyone's responsibility for the creation of a safe working environment that is free from violence. The Division will ensure, so far as it reasonably practicable, that no member of the Seven Oaks Community is subject to violence. Actions are taken to identify possible sources of violence and to implement a violence prevention program to minimize the risk of violence.

Violence is defined as the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

A workplace is defined as any place where individuals perform work or work-related duties or functions for the Seven Oaks School Division including, but not limited to:

- The Board Office
- Ben Zaidman Educational Resource Centre
- Service Centre
- Schools
- School Busses
- Work related events and/or
- Other locations where work-related activities take place and where workers or others covered under this Policy perform work related functions.

Canada's Criminal Code prohibits violence. You have a right to live and work without being subjected to violence. This policy outlines what to do if you are subjected to threats or violence at work or if you, as an administrator or an employee, become aware of a violent situation.

Employee Responsibilities

- Employees are responsible for working together in a professional manner and to resolve issues in a non-violent manner.
- Employees are to bring issues to their school administrator or supervisor if they cannot be mutually resolved.
- Employees must report incidents of violence to their school administrator or supervisor.
- Employees must cooperate in the investigation of a violent incident.
- Anyone who gives evidence or information in an investigation or is involved in the process, must keep this information confidential except when it is necessary to deal effectively with the issue.

School Division Responsibilities

The Division, its administrators and supervisors, are responsible for creating a safe working environment that is free from violence. Anyone aware of violence in our workplace must bring it to the attention of administration so the issue can be addressed immediately.

- Where it is determined that there has been a violent incident the Division will take corrective action.
- The name of the complainant or the circumstances of the complaint will not be disclosed to anyone, except where the disclosure is:
 - Necessary to investigate the complaint.
 - Required to take corrective action.
 - Required by law.
- Any information that is disclosed (as above) will be the minimum required for the purpose.
- When communicating information to address a risk of violence staff must comply with the Personal Health Information Act (PHIA) and the Freedom of Information and the Protection of Privacy Act (FIPPA).
 - Under FIPPA the Division may disclose personal information where necessary to protect the mental or physical health or the safety of any individual or group of individuals.
 - Under PHIA the division may disclose personal health information without the consent of the individual the information is about if the division reasonably believes that the disclosure is necessary to prevent or lessen a serious or immediate threat to:
 - The health or safety of an individual; or
 - Public health or public safety.
 - Example – Student at a school with a risk of violence:
 - FIPPA applies.
 - The division may disclose some information to staff (teachers, EA's, etc.) that are unaware of a risk of violence.
 - The division may release situation specific information and precautions (example: The student becomes aggressive, kicks and bites when it is time to come in from recess. Give a two minute warning before the bell rings.).
 - Do not disclose a student's diagnosis.
- The Division will ensure all employees are aware of the risks of violence in the workplace and are properly trained and equipped to protect themselves.

Where might violence occur?

The Division recognizes that employees working with students with identified behavioural issues may be at risk of violence.

Steps to Eliminate or Reduce the Risk of Violence

The Division continually assesses the risk for workplace violence.

Where staff works with students with behavioural issues, behaviour plans have been developed and staff are trained on these plans.

The Division has a Divisional Emergency Response Committee that has developed an Emergency Response Desk Guide. The Guide details procedures to follow if an intruder enters the building and the procedures to follow for a school lock down. Schools practice lockdown procedures throughout the year.

This Policy will be reviewed with all staff at orientation.

Where employees work alone the working alone procedures will be reviewed with those employees. Employees must follow these procedures and administrators/supervisors must ensure that the plan is followed.

The procedure for summoning immediate assistance if violence occurs or is likely to occur is to use the intercom or pull the fire alarm.

Incident Reporting and Record Keeping

1. Any worker of the Division who feels they have been subjected to violence contrary to this policy must report the incident to their administrator/supervisor.
2. The administrator/supervisor must notify the Manitoba Workplace Safety and Health Branch if the violent incident meets the definition of a “serious incident” which are defined as:
 - a. The death of a worker.
 - b. Where a worker suffers:
 - i. An injury resulting from electrical contact,
 - ii. Unconsciousness as the result of a concussion,
 - iii. A fracture of their skull, spine, pelvis, arm, leg, hand or foot,
 - iv. Amputation of an arm, leg, hand, foot finger or toe,
 - v. Third degree burns,
 - vi. Permanent or temporary loss of sight,
 - vii. A cut or laceration that requires medical treatment at a hospital,
 - viii. Asphyxiation or poisoning.

- c. That involves:
 - i. The collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
 - ii. An explosion, fire or flood,
 - iii. An uncontrolled spill or escape of a hazardous substance, or
 - iv. The failure of an atmosphere-supplying respirator.
3. The employee and the administrator/supervisor must complete a Violent Incident Report form. The form must be completed for all incidents, whether the incident involves a threat or act of violence.
4. The administrator/supervisor will provide the original of the Violent Incident Report form to the Superintendent or designate as soon as possible.
5. All incidents must be investigated.

Incident Investigation

When an incident of violence occurs or could reasonably be expected to occur, the Division will take the following steps:

1. Serious Incidents
 - a. The Division must ensure that each of the following is investigated as soon as reasonably practicable after it occurs:
 - a. a serious incident;
 - b. an accident or other dangerous occurrence
 - i. that injures a person, and results in the person requiring medical treatment, or
 - ii. that had the potential to cause a serious incident.

An investigation also includes any incident where an employee seeks medical treatment.

Only a “serious incident” as defined in Part 2.6 of the Manitoba Workplace Safety and Health Regulations needs to be reported to the Manitoba Workplace Safety and Health Branch. These incidents, along with those violent incidents which do not meet the definition of a “serious incident” must all be investigated by the Workplace Safety and Health Committee Co-Chairs or their alternates.

- b. The administrator/supervisor will immediately notify the Workplace Safety and Health Branch (notifying the WSH Branch is only necessary if the incident meets the definition of a “serious incident”) and the co-chairs of the Workplace Safety and Health Steering Committee.
- c. The site of the serious violent incident must be secured.
- d. The Workplace Safety and Health Steering Committee co-chairs, the administrator/supervisor and any other persons required will complete an investigation into the incident using the Violent Incident Investigation Summary Report form.

- e. All information available and relevant to the violent incident will be provided to the investigation team.
 - f. The investigation results will be summarized by the employer co-chair of the Workplace Safety and Health Steering Committee in consultation with the steering committee with copies of the report given to the administrator/supervisor, employee co-chair, Superintendent and Workplace Safety and Health Steering Committee.
 - g. Any recommendations that may result from the investigation will be reviewed by the Workplace Safety and Health Steering Committee and the Superintendent.
 - h. Any decision to implement any recommendations will be the decision of the Superintendent in consultation with the Workplace Safety and Health Steering Committee in consultation with the Superintendent and will be recorded in the minutes.
2. Non-Serious Incidents
- a. The administrator/supervisor and any other persons required will complete an investigation into the incident using the Violent Incident Investigation Summary form.
 - b. All information available and relevant to the violent incident will be provided to the investigation team.
 - c. The administrator/supervisor will determine any corrective action required.
 - d. The investigation results will be summarized by the administrator/supervisor with the original report given to the Superintendents' Department for distribution to the School's Workplace Safety and Health Site Committee and Workplace Safety and Health Steering Committee.
 - e. Any recommendations that may result from the investigation will be reviewed by the Workplace Safety and Health Steering Committee and the Superintendent.
 - f. Any decision to implement any recommendations will be the decision of the Superintendent in consultation with the Workplace Safety and Health Steering Committee in consultation with the Superintendent and will be recorded in the minutes.

Assistance to Workers Subjected to Violence

Employees who have been victims of violence may be:

- Encouraged to seek medical help from their healthcare providers or referrals for post-incident counselling, if required.
- Given the opportunity to be examined by a doctor and transported to a medical facility, if required.

The division has an Employee Assistance Plan that provides counselling and debriefing services for employees and their families.

The Violent Incident may require the employee (support staff) to file a report of injury with the Workers' Compensation Board.

Annual Report

Each investigation report will be included in the annual workplace violence report. The annual report on violence will be provided to the Superintendent and the Workplace Safety and Health Steering Committee no later than June 1 of each year.

This policy is not intended to discourage or prevent the complainant from exercising any other legal rights.

FIRE PREVENTION AND SAFETY

Exits and Passageways

1. All stairways, landings and passageways must be kept free of anything that would block or narrow the exits.
2. All doorways of classrooms must be kept entirely clear. There must be a clear space at each door and all seats that interfere with free and rapid movement must be removed. Aisles and passageways must be clear at all times.
3. All fire doors must not be fastened open.
4. All exit doors must be kept clear of snow.
5. In schools where lectures or other entertainments are provided for the general public, the exit doors must not be locked at any time while the audience is within the building. Immediately before any such assemblies the exit doors must be tested and cleared of snow or other obstruction.

Auditoriums, Gymnasiums, and General-Purpose Rooms

1. Plans of all assembly halls will be furnished by the principal showing the required layout of the seating arrangements and the necessary aisles that must be maintained.
2. Movable chairs must not be used to increase the seating capacity of auditoriums beyond that approved.
3. In so far as possible, all scenery, drapes and decorations, used in places of assembly shall be maintained in a flame-proof condition.

Storage and General "Housekeeping"

1. Doors of shops, science rooms, and any other rooms containing supplies or equipment likely to present a hazard, must be locked when these rooms are not in use. Pupils should not be permitted access to such rooms unless a teacher is on duty.
2. Floors, work benches, tables and other equipment must be kept clear of accumulations of sawdust, shavings, and litter of all kinds.

3. Attics and open cellars must not be used for the storage of furniture, books, lumber, or any other materials.
4. Pupils' individual desks must be kept clear of wastepaper at all times.
5. Loose sheets of paper must not be hung on classroom doors.

Flammable Materials

1. Combustible material must not be stored under or near gas meters, electrical meters or switch boards.
2. All flammable liquids must be kept in approved fire-proof automatic self-closing metal containers.
3. Matches must not be stored in schools. In science rooms where it is necessary to ignite gases, candles, etc., it is advisable to use friction lighters instead of matches.
4. Rubber hose must not be used for gas connections except on laboratory tables.
5. Gas mains to laboratories must be shut off when not in use.
6. All members of the custodial staff must become familiar with the procedure to be followed when it is necessary to turn off the outside gas service.

Electrical Equipment

1. No electrical appliances of any kind may be attached to light sockets.
2. Electrical equipment which is not the property of the School Board must not be used without permission from the Director of Operations.
3. Electric hot-plates must not be placed upon a wood-top table or near combustible material, unless protected by metal with asbestos, or other incombustible materials.
4. Fuses larger than 15 ampere capacity must not be used without permission from the Director of Operations.

FIRE ALARMS AND FIRE DRILLS

To ensure the safety of pupils and staff in case of fire, three things are essential.

1. Fire alarm and fire escape systems are in good working order, with full knowledge by the staff of how to use them.
2. A definite procedure to be followed in case of fire.
3. Adequate drills to ensure prompt and certain action when alarm is given.

Procedure to be Followed in Case of Fire

1. Immediately after the discovery of a fire, the school alarm must be sounded. Fire alarms must be reported on telephone number "911".
2. All persons (except as noted under number 4 below) shall evacuate the buildings in accordance with the established fire drill procedure.
3. In the event of an actual fire the operating staff shall assist the fire department in turning off the heating plants and associated equipment if necessary. All exhaust fans are to be left operating to assist in clearing smoke from the building. The teaching staff in the shops and laboratories shall shut off all motors, machinery and gas valves in their charge when the fire alarm bells sound.
4. Employees not engaged in directing the evaluation of the building shall use fire extinguishers if the fire is incipient or small, provided this can be done without endangering the person using them or others.

Fire Drills

Fire drills have as their purpose the development of system, discipline, and control in an emergency.

1. Once a fire drill procedure has been established at the beginning of each year, drills should always come unexpectedly. The fire-alarm must always be obeyed. Reasonably prompt emptying of the school is important but running should not be permitted.
2. In schools where any pupils or teachers remain during the noon recess, the principal must make provision for appropriate procedure in case of fire or fire-

alarm.

3. No person may be excused from taking part in fire-drills. This regulation applies to caretakers and workmen as well as to pupils and teachers.
4. Any ring of the fire-gong is a fire-alarm and must be obeyed.
5. No person taking part in fire-drill in a school shall be permitted to take with him any article of clothing or other possession not on his person at the time of the fire alarm.
6. The teacher shall arrange that the classroom door is closed after the last pupil has made his exit.
7. On emerging from the school during a fire-drill, pupils are to be lined up in classes with their teachers on the school grounds at some distance from the building. Before the recall signal is given each teacher shall check the class of which he is at the time in charge to make sure that no pupil is left in the building.
8. When a fire alarm is given, any child who has left his class for any reason, whether he is in the school or on the playground, shall go directly to meet his class on the grounds.
9. Instructions 5, 6 and 7, noted under "Fire Alarms and Fire Escapes" apply to all fire drills.
10. Fire drills shall be held at least ten times in each school year and where practicable in the opinion of the Principal at least once in each month. Form SO10 (Fire Drill Report) is to be sent to the Board Office at the end of each month.
11. In schools so equipped, fire escapes are to be used in fire drills.
12. From time to time, a drill shall be conducted as if a normal exit were blocked.

Fire Alarms and Fire Escapes

1. All members of the teaching and custodial staff must be familiar with the exact location of fire alarm stations in their respective schools and must know how to turn in an alarm in case of fire and how to proceed subsequently.
2. The fire alarm system must not be used for any purpose other than fire drills or alarm in case of fire. The fire alarm system must be tested by the custodian monthly.

3. The caretaker must examine fire escapes and exits each morning before school assembles and see that all doors open freely and that all platforms and stairs are cleared of ice, snow and other obstructions.
4. The principal shall, at the beginning of the school term, make provision for some other member of his staff to control fire drill in case of his or her absence and to assume all other duties of the principal in case of fire. Such person in a school should be familiar with the general regulations regarding fire and the supplementary regulations for the school in which he or she is acting.
5. Special attention should be given to beginning pupils, to pupils suffering from physical and mental handicaps, and to pupils enrolled in visiting classes.
6. Some person or persons should be delegated to see that every room including cloakrooms, washrooms and basements, is emptied.

Instruction to Staff and Pupils

1. Instructions for each school, after approval by the Director of Operations, shall be issued by the principal.
2. These instructions and signs showing dismissal procedures, shall be posted near the exit doors of all rooms used by pupils for study or instruction.