

Health and Safety Baseline Training 2023 V3

1.1 Health and Safety Baseline Training



Notes:

Welcome to the Greater Essex County District School Board's Health and Safety Baseline Training Program.

1.2 What is Health and Safety Baseline Training?

What is Health and Safety Baseline Training?

- A simple overview of the Internal Responsibility System, health and safety duties, rights, prohibitions, and how health and safety works at the GECCDSB
- A legal requirement under the *Occupational Health and Safety Act* (OHSA) for all Workers and Supervisors



Notes:

What is the Health and Safety Baseline Training?

The Health and Safety Baseline Training is a simple overview of the Internal Responsibility System (or IRS), the health and safety duties of the Employer, Supervisor and Worker, the health and safety rights of Workers, health and safety prohibitions, and how health and safety works at the Greater Essex County District School Board.

Health and Safety Baseline Training is a legal requirement under the *Occupational Health and Safety Act* for all Workers and Supervisors.

1.3 What is Internal Responsibility System (IRS)?

What is Internal Responsibility System (IRS)?

- Mandated by OHSA
- Everyone has a role to play in keeping the workplace safe and healthy
- All Workers are required to report concerns directly to their Supervisor
- The Supervisor is then responsible to address those concerns raised by Workers
- The Employer is responsible for ensuring IRS is established, promoted and functions successfully



Notes:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong internal responsibility system (IRS) in the workplace.

Simply put, IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy.

All Workers are required to report any and all concerns directly to their Supervisor. In turn, the Supervisor is then responsible to address those concerns raised by Workers. This helps ensure the best communications practices for a Supervisor to address Worker concerns. The Employer is responsible for ensuring that IRS is established, promoted and functions successfully.

1.4 Health and Safety Duties



Notes:

Let's take a closer look at health and safety duties under the *Occupational Health and Safety Act*, starting with the Employer.

The Employer means a person who employs one or more Workers for the services of one or more Workers. The Employer has the greatest responsibilities with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a Worker.

Supervisor means a person who has charge of a workplace or authority over a Worker. Supervisors are responsible for making Workers fully aware of the hazards that may be encountered on the job or in the workplace; ensuring that they work safely, responding to any of the hazards brought to their attention, including taking every precaution reasonable in the circumstances for the protection of a Worker.

Worker means a person who performs work or supplies services for monetary compensation, a secondary school student who performs work or supplies service for no

monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled, or a person who performs work or supplies services for no monetary compensation under a program approved by a college or applied arts and technology, university, private career college or other post-secondary institution. Workers responsibilities include: reporting hazards in the workplace, working safely and following safe work practices, using the required personal protective equipment for the job at hand, and participating in health and safety programs established for the workplace.

1.5 Employer Duties

Health and Safety Duties: Employer

- 1 Fulfil their Employer duties on behalf of the Board under the OHS Act for all Workers and workplaces
- 2 Promote and maintain IRS
- 3 Establish and maintain active Occupational Joint Health and Safety Committees at every workplace
- 4 Ensure that all Workers and Supervisors report any accident and injury immediately and directly to their Supervisor
- 5 Ensure the Ministry of Labour and Site Occupational Joint Health and Safety Committee are notified when a person is killed or critically injured or there is an occupational illness
- 6 Ensure that all Workers report health and safety hazards directly to their Supervisor

Notes:

The Employer (Director) must:

- Fulfil their Employer duties on behalf of the Board under the *Occupational Health and Safety Act* for all Workers and workplaces
- Promote and maintain IRS
- Establish and maintain active Occupational Joint Health and Safety Committees at every workplace
- Ensure that all Workers and Supervisors report any accident and injury immediately and directly to their Supervisor
- Ensure the Ministry of Labour and Site Occupational Joint Health and Safety Committee are notified when a person is killed or critically injured or there is an occupational illness
- Ensure that all Workers report health and safety hazards directly to their Supervisor

1.6 Employer Duties

Health and Safety Duties: Employer

- 7 Appoint a “competent person” as a Supervisor, which is a requirement under the OHSA
- 8 Advise all Workers of known or potential hazards with their jobs and workplace and suitable prevention measures
- 9 Provide information, training and supervision to all Workers to protect their health and safety
- 10 Establish and promote the associated Health and Safety Management Programs including: Workplace Violence Prevention, Workplace Harassment/Workplace Sexual Harassment, WHMIS, and the Designated Substances Management Program
- 11 Ensure that all applicable OHSA and associated regulations are posted and current
- 12 Take every reasonable precaution within the circumstances to protect the health and safety of a Worker

The Employer (Director) must:

- Appoint a “competent person” as a Supervisor, which is a requirement under the *Occupational Health and Safety Act*
- Advise all Workers of known or potential hazards with their jobs or workplace and suitable prevention measures
- Provide information, training and supervision to all Workers to protect their health and safety
- Establish and promote the associated Health and Safety Management Programs including: Workplace Violence Prevention, Workplace Harassment/Workplace Sexual Harassment, Workplace Hazardous Materials Information System or WHMIS, and the Designated Substances Management Program.
- Ensure that all applicable *Occupational Health and Safety Act* and associated regulations are posted and current; and
- Take every reasonable precaution within the circumstances to protect the health and safety of a Worker.

1.7 What is a competent person?

A “competent person” is defined as a person who is qualified by knowledge, training and/or experience, is familiar with the Occupational Health and Safety Act and the applicable regulations, and has knowledge of potential or actual hazards in the workplace

Notes:

Under the Occupational Health and Safety Act, a Supervisor is appointed by the Employer and must be a competent person.

A “competent person” is defined as a person who:


- is qualified by knowledge, training and/or experience
- is familiar with the Occupational Health and Safety Act and the applicable regulations; and has knowledge of potential or actual hazards in the workplace.

1.8 H&S Duties: Supervisor

Health and Safety Duties: Supervisor

Introduction

Click on each number to learn more about the Supervisor's duties



Notes:

A Supervisor has almost the same duties as the Employer, although at a different level. Click on each number to learn more about each of the Supervisor's duties.

Supervisors must:

1. Conduct the day-to-day health and safety management of the workplace
2. Fulfil the Employer, Supervisor and Worker duties on behalf of the Board under the OHSA for all Workers and workplaces
3. Promote and maintain the Internal Responsibility System
4. Maintain and be an active member of the Occupational Joint Health and Safety Committee
5. Inform Workers of known or potential hazards of their job or at the workplace
6. Inform Workers of the necessary steps to prevent an injury

7. Ensure that all health and safety hazards are reported directly to their Supervisor and assist in addressing and resolving
8. Provide all applicable personal protective equipment as prescribed and help ensure that such equipment and materials are being maintained and replaced.
9. Ensure that all lifting devices as defined under the *Occupational Health and Safety Act* are inspected and maintained
10. Ensure that Workers are operating in a safe manner and with the protective devices, measures and procedures provided to them
11. Promote and follow all applicable Health and Safety Policies, Regulations, Administrative Procedures, Management Programs, Procedures, Protocols, etc.
12. Ensure that Workers are wearing personal protective equipment as prescribed and properly utilizing protective devices, equipment and materials as prescribed
13. Ensure that all legislatively required postings are present on your site's Health and Safety Bulletin Board and that they are maintained/kept current.
14. Make sure that monthly workplace health and safety inspections are conducted
15. Ensure that the Occupational Joint Health and Safety Committee meets quarterly and maintains records of those meetings
16. Confirm that the Occupational Joint Health and Safety Committee is consulted on applicable policies, programs, procedures, protocols, training and other items as may be applicable.
17. Help ensure that Workers immediately report any accidents and injuries directly to their Supervisor, whether it is a near miss, first aid, medical, lost time, critical or occupational illness.
18. Help ensure that any Worker accident and injury reporting is documented utilizing the Board's Online Incident Reporting System "OIR" within 24-48 hours.
19. Ensure any Worker accident and injury form is submitted within 48 hours to the GECDSB's HR Department Wellness Officer.
20. Confirm the Ministry of Labour and site Occupational Joint Health and Safety Committee are notified when a person is killed, critically injured or suffers an occupational illness
21. Take every precaution reasonable in the circumstances for the protection of a Worker

1.9 H&S Duties: Workers

Health and Safety Duties: Workers

Introduction

Click on each number to learn more about the Worker's duties

1 2 3 4 5 6 7 8 9 10

Notes:

Workers also have duties under the *Occupational Health and Safety Act*. Click on each number to learn more about the Worker's duties.

Workers (including Co-op Students) must:

1. Comply with the *Occupational Health and Safety Act* and its Regulations
2. Comply with Board policies, procedures and management programs
3. Use all equipment, materials and protective devices as provided by the Employer

4. Actively conduct their day-to-day health and safety duties at the workplace

5. Participate and protect their health and safety by taking information and instruction from the Supervisor

6. Be familiar with the hazards and prevention measures associated with their job and within their workplace

7. Wear all applicable personal protective equipment as prescribed and provided by the Employer. Ensure that such equipment and materials are properly being utilized, maintained and replaced.

8. Advise the Supervisor directly of any known or perceived hazards at the workplace that they have observed

9. Immediately report any accidents and injuries directly to the Supervisor, whether it is a near miss, first aid, medical, lost time, critical or occupational illness.

10. Immediately report any non-worker accident and injury directly to the Supervisor. This includes a student, a visitor or an outside contractor at their workplace.

1.10 Health and Safety Rights

Health and Safety Rights

Right to Know Right to Participate Right to Refuse Unsafe Work

Introduction

As a Board Employee, you have three basic rights:

- The right to know about hazards in their work and get information to protect their health and safety on the job
- The right to participate in identifying and solving health and safety problems as a member of a joint health and safety committee
- The right to refuse unsafe or dangerous work or that of any other worker in the workplace

Notes:

The Occupational Health and Safety Act (OHSA) gives workers three important rights:

- The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
- The right to participate in identifying and solving workplace health and safety problems as a worker member of a joint health and safety committee.
- The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Let's look at each right in more detail.

1.11 Right to Know

Health and Safety Rights

- Right to Know
- Right to Participate
- Right to Refuse Unsafe Work

Right to Know

- The hazards of their jobs and how to prevent them
- The hazards of their workplace and how to prevent them

Notes:

The Right to Know

Every Board Employee has the right to know the hazards of their jobs and how to prevent them and the hazards of their workplace and how to prevent them.

1.12 Right to Participate

Health and Safety Rights

Right to Know Right to Participate Right to Refuse Unsafe Work

Right to Participate

Examples include:

- Attending health and safety training
- Following the Internal Responsibility System (IRS)
- Reporting hazards to your Supervisor
- Being aware of actual or potential hazards of your job and your workplace

Notes:

Right to Participate

All Board Employees have the right to participate in health and safety by:

- Attending health and safety training
- Following the Internal Responsibility System (IRS)
- Reporting hazards to your Supervisor
- Being aware of actual or potential hazards of your job and your workplace

1.13 Right to Participate

Health and Safety Rights

Right to Know **Right to Participate** Right to Refuse Unsafe Work

Right to Participate

- Warning co-workers, students, or visitors of potential hazards
- Applying through the joint union selection process to be a Worker member of the Occupational Joint Health and Safety Committee

Notes:

Right to Participate

All Board Employees have the right to participate in health and safety by:

- Warning co-workers, students, or visitors etc. where hazards are (i.e. caution signs).
- Applying through the joint union selection process to be a worker member of the Occupational Joint Health and Safety Committee (OJH&SC) at your site.

1.14 Right to Refuse Unsafe Work

Health and Safety Rights

Right to Know Right to Participate **Right to Refuse Unsafe Work**

Right to Refuse Unsafe Work

A Worker may exercise their right to refuse unsafe work when:

- Equipment, machine, device or thing the Worker is using is likely to endanger them/another Worker
- The physical condition of the workplace is likely to endanger them
- Workplace violence likely to endanger them
- Equipment or workplace is in contravention with OHSA or its regulations and likely to endanger them/another
- Danger must be imminent, not hypothetical

Right to Refuse Unsafe Work

A Worker may exercise their right to refuse unsafe work where they have reason to believe that:

- Any equipment, machine, device or thing the Worker is to use or operate is likely to endanger them or another Worker.
- The physical condition of the workplace or the part thereof in which they work or is to work is likely to endanger themselves.
- Workplace violence is likely to endanger themselves.
- Any equipment, machine, device or thing they are to use or operate or the physical condition of the workplace or the part thereof in which they work or is to work is in contravention of the OHSA or its regulations, and such contravention is likely to endanger them or another Worker.
- The danger must be imminent, not hypothetical.

1.15 Right to Refuse Unsafe Work

Health and Safety Rights

Right to Know Right to Participate **Right to Refuse Unsafe Work**

Limitations

- When the circumstance is inherent in the Worker's work or is a normal condition of employment
- When the refusal to work would directly endanger the life, health or safety of another person
- There are limited applications to Teachers as defined in the Education act because of the duty of care
- Work refusal can only be exercised by a Worker while at work

All Board Employees have the right to refuse unsafe work.

There are some limitations to exercising the right to refuse unsafe work such as:

- When the circumstance described herein is inherent in the worker's work or is a normal condition of the worker's employment.
- When the worker's refusal to work would directly endanger the life, health or safety of another person.
- This has a limited application to Teachers as defined in the Education Act because of the duty of care.
- A work refusal can only be exercised by a Worker while at work.

1.16 Reporting Refusal to Work



Notes:

When a Worker exercises their right to refuse unsafe work, the Worker shall immediately report the circumstances of the work refusal to their Supervisor.

The Supervisor shall then immediately:

- Notify and make available a member of the site OJH&SC worker member
- Notify the Board's Health and Safety Officer. The Board's Health and Safety Officer will afford assistance to the Supervisor and OJH&SC worker member in the conducting of the required investigation.
- Take measures (as may be applicable) to temporarily make the situation safe in order to best facilitate the investigation.
- Move the worker exercising their right to a safe place that is near as reasonably possible to their work station.
- Keep the worker at this location for the duration of the investigation.

- Duty to Advise Other Workers: The Supervisor can temporarily assign another Worker to do the work being refused provided it is done in the presence of the person doing the work refusal and the OJH&SC Worker member and the reason for their refusal is provided. The temporarily assigned Worker can agree to do the work understanding the circumstances if they feel safe to do so, or they can join in on the ongoing work refusal.

1.17 Investigation Right to Refuse

Health and Safety Rights

Right to Know Right to Participate Right to Refuse Unsafe Work

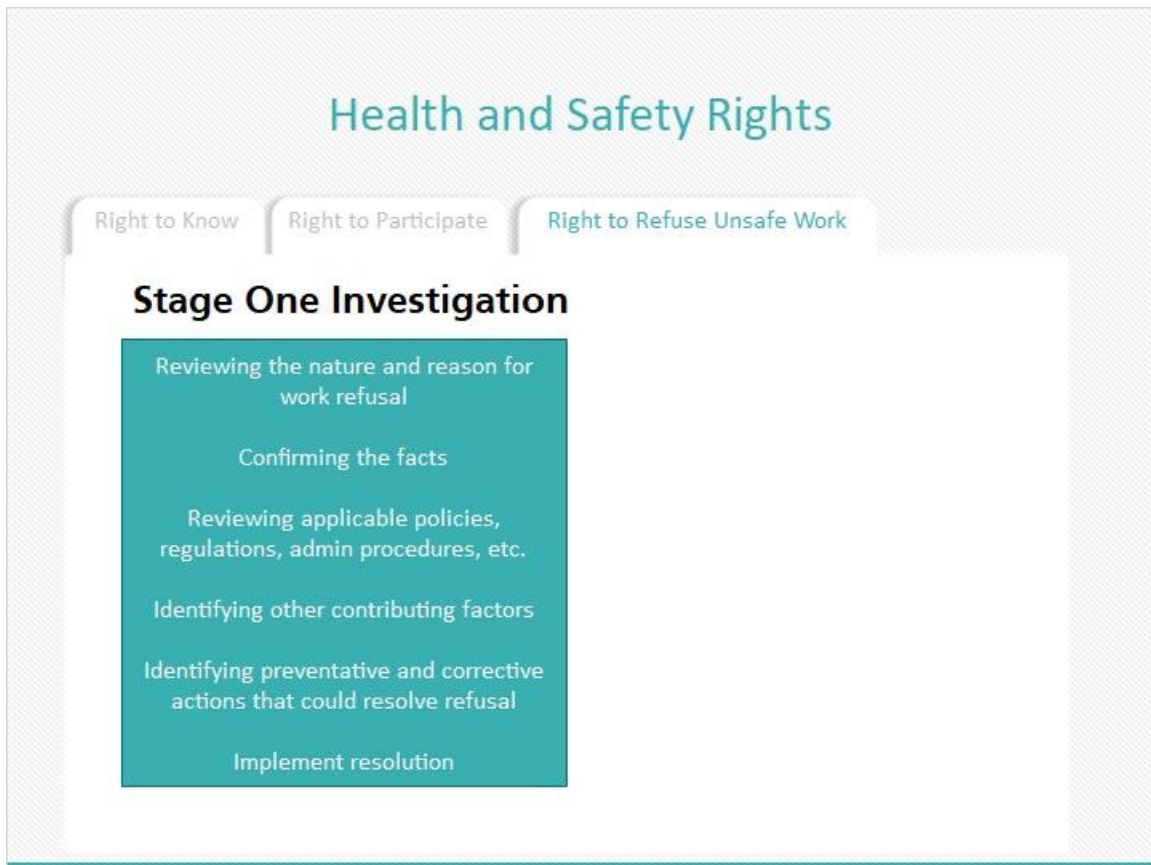
Investigation "Right to Refuse"

The Supervisor shall immediately conduct an investigation in conjunction with an OJH&SC Worker member, the Worker exercising their right and the Board's Health and Safety Officer

Notes:

The Supervisor shall immediately investigate in conjunction with an OJH&SC Worker member, the Worker exercising their right and the Board's Health & Safety Officer.

1.18 Stage One Investigation



Notes:

A Stage One Investigation should include but is not limited to:

- Reviewing the nature and reason for the work refusal
 - Getting and flushing out all the factual details
 - Reviewing any associated Board policies, regulations, administrative procedures, management programs, other applicable documents, processes, etc.
 - Identifying any other contributing factors
 - Identifying preventative and corrective actions that could resolve the work refusal.
- Writing up the resolution and sign off if agreed upon by the parties involved.

- Implementing the resolution

If a resolution is reached, implemented, documented and signed off with all parties in agreement, then the work refusal has been successfully concluded and the parties can go back to work. If a Stage One work refusal has been successful with an agreed upon

resolution, then there is no need to go to a Stage Two.

The OSHA definition of a “dangerous circumstance” can also be helpful. A “dangerous circumstance” as defined by OSHA means a provision of the OSHA or regulations is being contravened, the contravention poses a danger or hazard to a worker, and the danger of hazard is such that any delay in controlling it may seriously endanger a worker.

1.19 Stage Two Investigation



Notes:

In the unlikely event of a Stage One work refusal not being successfully resolved, then the work refusal moves into Stage Two.

The Board's Health & Safety Officer will contact the Ministry of Labour, Immigration, Training and Skills Development on behalf of the Employer to investigate.

All parties including the Supervisor, Occupational Joint Health and Safety Committee Worker member, Worker exercising their right and the Board's Health & Safety Officer shall remain in place and available to participate in the Ministry's investigation.

The Ministry will utilize the Stage One investigation and decide whether the work is likely to endanger the worker or another person. Their findings and report will conclude the Stage Two work refusal.

1.20 Prohibitions

Prohibitions

Employers and Supervisors are prohibited from:

- Dismissing or threatening to dismiss a Worker
- Disciplining or suspending or threatening to discipline or suspend a Worker
- Imposing any penalty upon a Worker
- Intimidating or coercing a Worker

Notes:

Just as there are duties and rights under the *Occupational Health and Safety Act*, there are also prohibitions.

Assuming the Worker has acted in compliance with the *Occupational Health and Safety Act*, Employers and Supervisors are prohibited from:

- Dismissing or threatening to dismiss a Worker
- Disciplining or suspending or threatening to discipline or suspend a Worker
- Imposing any penalty upon a Worker; or
- Intimidating or coercing a Worker

1.21 Prohibitions

Prohibitions

Workers are prohibited from:

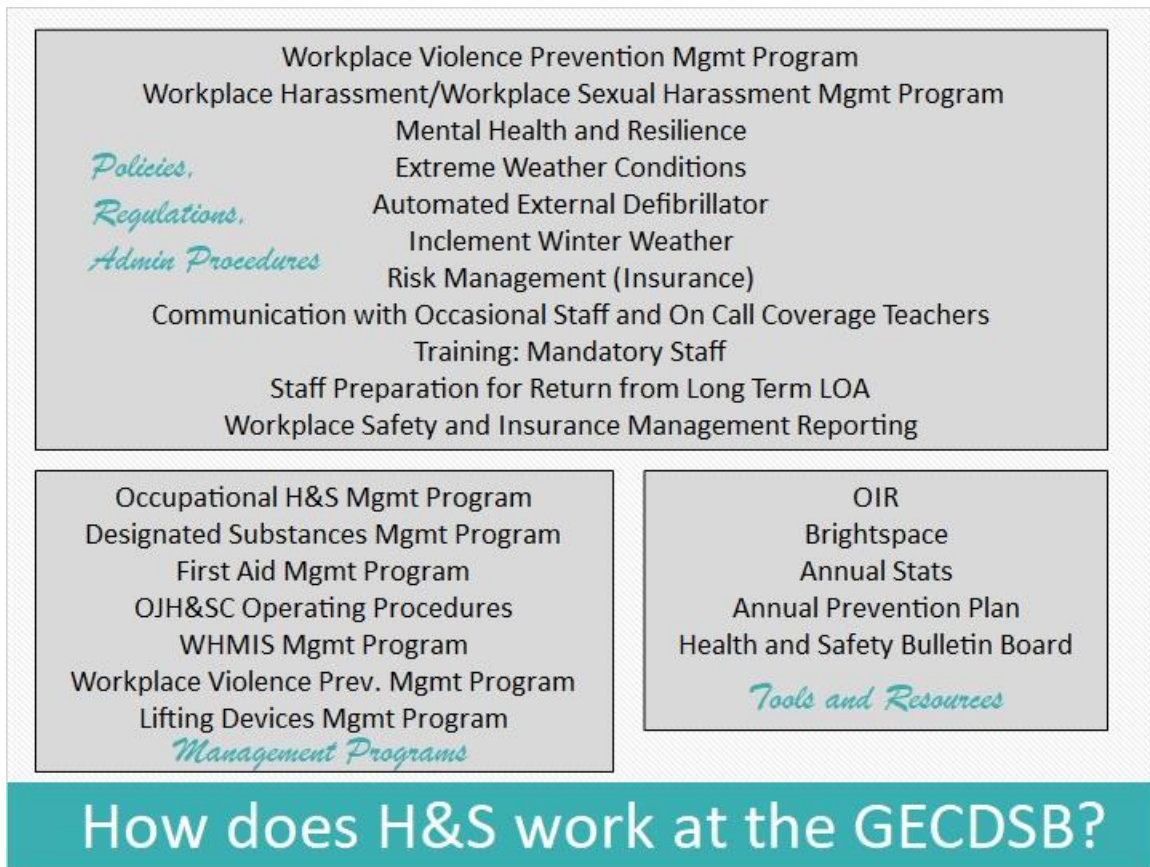
- Removing or disabling any protective device without adequate temporary replacement
- Using or operating any equipment, machinery, device or work in a manner that may endanger the Worker or any other Worker
- Engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Knowingly interfering or obstructing the health and safety investigation of an accident, injury, industrial hygiene testing, etc.

Notes:

Under the *Occupational Health and Safety Act*, Workers are prohibited from:

- Removing or disabling any protective device without adequate temporary replacement
- Using or operating any equipment, machinery, device or work in a manner that may endanger the Worker or any other Worker
- Engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct; and
- Knowingly interfering or obstructing the health and safety investigation of an accident, injury, industrial hygiene testing, etc.

1.22 How does H&S work at the GECDSD?



Notes:

How does Health and Safety work at the GECDSD?

The GECDSD has a comprehensive Health and Safety Management System that includes related health and safety policies, regulations and administrative procedures, health and safety management programs, tools and resources.

1.23 Health and Safety Resources

MyGEC
What are you looking for? Helpful Links

MY EMPLOYMENT EMPLOYEE RESOURCES **HEALTH AND SAFETY** JOB OPPORTUNITIES

Home / Health and Safety

Health and Safety

Access the GECDsB's health and safety binders below.

- Health and Safety Binder [Learn more](#)
- WHMIS Management Program [Learn more](#)
- Designated Substances [Learn more](#)
- Emergency Resource Manual [Learn more](#)
- Occupational Joint H&S Committee [Learn more](#)
- COVID-19 Safety Tips and Resources [Learn more](#)

Contains the Board's Workplace Violence Prevention Management Program and Workplace Harassment/Workplace Sexual Harassment Prevention Management Program.

Health and Safety Resources

Notes:

For more information on the Health and Safety Management system please reference the Health and Safety binders on MyGEC.

1.24 Partners in Health and Safety



Notes:

Our Union partners, Occupational Joint Health and Safety Committees and external partners play a vital role in our Health and Safety Management Program.

1.25 Enforcing Health and Safety

Enforcing Health and Safety



Internal
The Employer and Supervisor enforce the OHSA, Board Health and Safety Policy and the Health and Safety Management Program

External
The Ministry of Labour ensures compliance of OHSA and applicable regulations

Inspectors conduct site visits (requested, safety blitzes or unannounced)

Enforced by orders up to and including stop work, tickets, charges, fines

Health and safety is enforced by the Greater Essex County District School Board both internally and externally.

The Employer and Supervisor enforce the *Occupational Health and Safety Act*, the Health and Safety Policy and the Health and Safety Management Program on behalf of the Greater Essex County District School Board.

The Ministry of Labour (through its inspectors) ensures compliance of the *Occupational Health and Safety Act* and applicable regulations.

These inspectors review how the *Occupational Health and Safety Act* is being followed during workplace visits.

The enforcement to comply with the *Occupational Health and Safety Act* is issued by the inspector through:

- Orders up to and including Stop Work
- Tickets
- Charges; or
- Fines

1.26 Conclusion



Notes:

Congratulations! You have now completed the Health and Safety Baseline Training.

Remember to submit your Completion Declaration on Brightspace to log your training.