



Riverside School Board – Policy
Resolution B174-20070522

Policy on Health and Safety on School Board Premises

Policy Name:	Policy on Health and Safety
Policy Number:	BXXX-XXXXXXXXX replacing policy number B174-20070522
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Preamble

Riverside School Board is subject to provincial laws respecting health and safety in the workplace such as the “Act Respecting Occupational health and Safety” and its corresponding regulations.

Riverside School Board seeks to provide a healthy and safe environment for ~~that permits~~ students, and staff and visitors ~~to achieve personal success. Everyone~~ Staff must be aware of and understand the emergency measures in place and their personal responsibility in case of an emergency and of the role that they play in ensuring everyone’s health and safety.

The cornerstone is that local issues are handled at the local level inasmuch as possible and only go to the Board-level only in other cases.

~~Riverside School Board recognizes that to attain this objective, it must make the best use of its available financial, material and human resources in order to engage in planning activities relative to both health and safety and emergency situations in its buildings.~~

~~In this context, the School Board is adopting the current policy, which shares the roles and responsibilities in this regard amongst the various parties involved.~~

Principles

- a) ~~Safety is everyone's responsibility. All occupants must be aware of and understand the emergency measures in place and their personal responsibility in case of an emergency such as a fire, an intruder alert or any other situation.~~
- b) ~~Emergency procedures are established taking into account real and potential risks, the probability of occurrence, the number of people potentially at risk, and the potential loss factors of the emergency.~~
- c) ~~Emergency procedures must be prepared in advance to protect students, staff, visitors, property and the environment.~~

Obligations

a) The Board will:

- Put in place the required health and safety committees;
- Establish the following board-level health and safety committees namely:
 - Elementary
 - High School
 - REACH
 - ACCESS
 - Administrative Centre
- Establish a local health and safety committee in each of its locations;
- Ensure that both the board-level as well as the local health and safety committees meet a minimum of three times per school year;
- Ensure that the Occupational Health and Safety (OHS) representatives are hired;
- Make sure that each of its locations are inspected at least ~~twice~~ **three** per school year by the OHS representative and the Principal/ Centre Director if **they are** available, for schools and centres, and by the OHS and the Secretary General for the administrative centre;
- Ensure that all buildings are inspected by the Material Resources Department as per the schedule imposed by the Ministry of Education (MEQ);
- Institute a tracking system for the inspection process to be used by OHS representatives;
- Devise a prevention plan and update it annually;
- Devise, communicate and implement an emergency measures plan for each of its locations.

b) The schools/centres will:

- Establish its local Health and Safety Committee;
- Ensure that the committee meets at least three times per school year;
- Adopt an Emergency Measures Plan and review it annually;
- Ensure that the Plan is communicated to its staff;
- Hold regular drills to ensure that the Plan is understood;
- Collaborate with the Occupational Health and Safety Representative during their inspections.

c) The schools/centres staff will:

- Always ensure the safety of students and especially during emergencies;

- Be familiar with the emergency procedures.

Objectives

~~Riverside School Board targets each facility to put in place and maintain a yearly health and safety program including an emergency response program. Minimally, such a program must include:~~

- ~~a) establishing a local Health and Safety Committee per building;~~
- ~~b) conducting a biannual risk assessment;~~
- ~~c) identifying potential emergencies;~~
- ~~d) developing a comprehensive emergency preparedness and response program;~~
- ~~e) developing a post incident recovery plan;~~
- ~~f) designing and conducting emergency drills and exercises;~~
- ~~g) documenting and following up on incidents;~~
- ~~h) providing a report to the designated board level authority following any event resulting in the application of an emergency procedure;~~
- ~~i) providing a biannual report of C.S.S.T. log entries;~~
- ~~j) providing a school year end report to the designated board level authority evaluating the effectiveness of the emergency measures program.~~

Definitions

Emergency:

~~There are three types of emergencies:~~

- ~~• natural emergencies including floods, earthquakes, tornadoes, wind storms, snow storms, etc.;~~
- ~~• technological emergencies including fire, explosion, building collapse, radiation, toxic substance spill, loss of power, water, communication, etc.;~~
- ~~• human emergencies including intruder alert, civil demonstration, aggression, etc.~~

Emergency Situation:

~~An emergency situation is any situation or occurrence of a serious nature, developing suddenly and unexpectedly, which demands immediate action.~~

Emergency Plan:

~~An emergency plan is an integrated set of policies and procedures that allow one to prepare for, respond to and recover from emergency situations.~~

Emergency Procedure:

~~An emergency procedure is a set of steps designed to control the event and minimize the consequences. It must be specific to the type of incident, and flexible to allow for a changing scenario. It must identify the critical resources needed to face the situation, and provide the information required to deal with the situation at hand.~~

Prevention:

~~Prevention is a set of steps to ensure that the risk of occurrence of emergencies is either eliminated or minimized. It includes: risk assessment to control, reduce or eliminate hazards; employee training and education; regular inspections of the workplace; and approved maintenance practices.~~

Recovery:

~~Recovery is the process that allows the organization to recover and return to normal operation with as little disruption as possible.~~

Assignment of Responsibilities

Board Administration

~~Riverside School Board administration must:~~

- ~~a) Develop a policy statement that provides a framework for developing a safe and healthy environment on school board property.~~
- ~~b) Establish and maintain a board level Health and Safety Committee.~~
- ~~c) Establish general emergency procedures.~~
- ~~d) Maintain school buildings, furniture and equipment.~~
- ~~e) Assign responsibilities to school/center administration.~~
- ~~f) Monitor application of the policy, and provide recommendations where warranted.~~
- ~~g) Investigate, through the board level Health and Safety Committee, incidents of unsafe conditions and violence.~~
- ~~h) Develop corrective action plans in response to situations that have arisen throughout the year.~~
- ~~i) Furnish MELS with required information about schools in its jurisdiction as required.~~

School/Center Administration

~~The school/center administration must:~~

- ~~a) Plan and ensure the management of operations in case of an emergency situation on its grounds or in its building.~~
- ~~b) Adapt emergency procedures to the local reality of their individual building.~~
- ~~c) Take the necessary preventive measures to minimize or eliminate dangerous situations.~~
- ~~d) In collaboration with the local fire and police department and other municipal organizations, establish the necessary lines of communication.~~
- ~~e) Apply all policies in place pertaining to health, safety and emergency measures.~~
- ~~f) establish and maintain a local Health and Safety Committee~~
- ~~g) Establish a list of names and telephone numbers of persons to be contacted in an emergency.~~
- ~~h) Ensure that the Emergency Procedures binder is up to date, and that the staff is familiar with its contents.~~
- ~~i) Ensure that staff members have all the pertinent information relating to evacuation and emergency measures, including any change to the policy or the procedures.~~

- ~~j) Implement emergency procedures and ensure that staff and students understand and follow them.~~
- ~~k) Plan biannual inspections, one at the beginning of the school year and the other in the winter months, relating to risk assessment and emergency measures.~~
- ~~l) Ensure that the required inspections be made according to the rules and regulations in effect.~~
- ~~m) Ensure that an adequate communication system is in place in order to control the process of the evacuation plan.~~
- ~~n) Collaborate with emergency services for evacuation and lockdown drills and modify, if necessary, the established procedures.~~
- ~~o) Inform the appropriate Board administrator about the application of this policy with respect to all health and safety related incidents.~~
- ~~p) Complete a school year-end report regarding the two inspections. It must be submitted to the designated school board level authority.~~

School Staff

Members of school staff must:

- ~~a) Ensure representation on local Health and Safety Committee.~~
- ~~b) Assist in planning, organizing, and executing emergency drills.~~
- ~~c) Provide adequate supervision of the students in collaboration with school administration.~~
- ~~d) Inform students about safe practices and emergency procedures.~~
- ~~e) Supervise students in an emergency situation.~~
- ~~f) Know and apply current safety practices while conducting classes, science labs and extracurricular activities.~~

List of Emergency Procedures

As part of its responsibility in this regard, the School Board has provided emergency procedures for the following situations. The Emergency Procedures binder is available in each building:

- ~~a) unauthorized individual(s);~~
- ~~b) threat/violence (lockdown);~~
- ~~c) structural damage—earthquake weather alert;~~
- ~~d) medical emergencies (including Epipen procedures);~~
- ~~e) bomb threat/suspicious parcel;~~
- ~~f) internal release of hazardous substances;~~
- ~~g) external release of hazardous substances;~~
- ~~h) shelter in place;~~
- ~~i) evacuation/fire;~~
- ~~j) natural phenomena.~~

The school board may, when deemed beneficial, modify current procedures or develop new ones to be added to the list.