

Policy Name:	Policy on Health and Safety
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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 students, staff and visitors. 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.

Obligations

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

Each Committee will be co-chaired by the President of Riverside Teachers’ Association (RTU) and the Secretary General and will be composed of an equal number of members from the Unions and of Board Management.

- 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.

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- Make sure that each of its locations is inspected at least three times per school year by the OHS Representative and the Principal/ Centre Director if they are available, for schools and centres, and by the OHS Representative 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.

a) 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.

b) The schools/centres staff will:

- Always ensure the safety of students and especially during emergencies.
- Be familiar with the emergency procedures.