

**POLICY ON OCCUPATIONAL
HEALTH AND SAFETY**

Department responsible : General Administration	Approved by : _____ Director general
Effective date : June 16, 2006	Amended : December 11, 2008
References : Resolution no. 2005/06-46; 2008/2009-15	

1. PREMISES

- 1.1 [purpose](#) The protection of health and safety, as well as the physical integrity of its employees, are foremost among the Kativik Ilisarniliriniq's concerns. This Policy sets certain rules in order to ensure a work environment that protects the physical and psychological integrity of the Board's employees. It is also intended to specify the responsibilities of all stakeholders in occupational health and safety.

2. LOCAL HEALTH AND SAFETY COMMITTEES

- 2.1 [purpose](#) The Board firmly believes that the implementation of Local Health and Safety Committees is an excellent way to prevent and eliminate potential risks of work-related accidents and occupational illnesses.
- 2.2 [Local Committee](#) At least one Local Health and Safety Committee is created in each of the following cases :
- a) for the youth and Adult sector in each community;
 - b) for the Vocational Training Centre in Inukjuak;
 - c) for the office in Kuujjuaq;
 - d) for the head office in Montreal.
- 2.3 [composition](#) Each Local Health and Safety Committee is composed of at least two (2) members of the employer side and two (2) members of the Union side, but the number of representatives can be higher to ensure a representation from all workplaces.



- 2.4 [meetings](#) Each Local Health and Safety Committee meets at least three [frequency](#) times per school year.

3. ROLES ET RESPONSABILITIES

In the application of this Policy, the following persons or entities have namely the following roles and responsibilities:

- 3.1 [Director General](#)
- a) facilitates the implementation of liaison channels between the Board, the Labour Relations Committees, the facilities and any other organisation connected with health and safety;
 - b) decides what action to take, in an emergency situation, to protect the health, safety and physical and psychological integrity of the employees and users;
 - c) makes any necessary recommendation to the Council of Commissioners or to the Executive Committee, or submits reports where warranted by circumstances.
- 3.2 [Local Health and Safety Committees](#)
- a) exchange and distribute information on issues related to health and safety;
 - b) make recommendations concerning staff training on a local level in the area of occupational health and safety;
 - c) propose and implement actions aimed at reducing work accidents and work- related illnesses;
 - d) propose and implement means for reducing costs related to occupational health and safety and work-related illnesses;
 - e) make recommendations in the following areas:
 - i. processing complaints
 - ii. prevention programs on health and safety
 - iii. risks related to work environment and tasks to be performed by employees
 - iv. risks related to contaminants and hazardous materials.
- 3.3 [Department of Human Resources](#)
- a) acts as a representative in files involving the CNESST;
 - b) ensures that the different departments follow legislation with respect to occupational health and safety and coordinates all of the activities related to their application;
 - c) submits annual salary statements to the CNESST;
 - d) follows up with the CNESST regarding dues paid by the Board;
 - e) communicates with the CNESST regarding financial issues;
 - f) provides interveners with the necessary tools to facilitate proper management of the Occupational Health and Safety file;
 - g) acts as a liaison in the three Labour Relations Committees and the Management Committee concerning the OH & S file;



- h) receives, exchanges and distributes information on health and safety issues and prevention measures;
- i) recommends training and information programs relating to occupational health and safety;
- j) looks into types of accidents and recommends actions where appropriate;
- k) receives statistics on work accidents and work-related illnesses and proposes actions aimed at reducing them;
- l) receives complaints as yet unsettled locally or with the department concerned and makes the appropriate recommendations;
- m) makes recommendations in order to prevent work related accidents or injuries and to protect the physical and psychological integrity of employees.

- 3.4 [Department of Material Resources](#)
- a) sees that materials, equipment and installations are safe and up to applicable health and safety standards;
 - b) sets rules concerning contract employees' obligations regarding health and safety when they work on premises or locations belonging to the School Board;
 - c) provides technical support with regard to identifying hazardous materials used in the Board as well as contaminants that may be released therein;
 - d) forwards information concerning the placement of hazardous materials and waste according to the requirements of the Environment Quality Act, and may offer its expertise for generalizing placement for such hazardous materials and waste identified by the Committees;
 - e) acts as a representative of the Board in the area of service contracts with external companies;
 - f) participates in the discussions relating to OH & S through the Labour Relations Committees and the Management Committee channel.

- 3.5 [Department of Financial Resources](#) Has the following roles and responsibilities:
- a) cooperates with the Administration of the Department of Human Resources regarding financial follow-ups on files pertaining to work accidents and work-related injuries and, in particular, on contributions and statements of covered payroll;
 - b) monitors financial aspects connected to occupational health and safety.

- 3.6 [Department administrations](#) Department administrations ensure that employees under their supervision practice appropriate preventative measures and follow this Policy and the School Board's prevention program.



- 3.7 [School administrators](#)
- a) contribute to the promotion of health and safety and apply relevant legislation;
 - b) assess the risks of injury as well as dangerous situations and bring appropriate corrective measures as soon as possible. Where needed, they refer the matter to the department concerned;
 - c) see to the preventative maintenance of furniture, equipment and tools in their institutions and, if needed, request the cooperation of the Department of Material Resources;
 - d) ensure that materials, equipment and installations are safe and up to applicable standards with respect to health and safety, and that they are maintained in good condition;
 - e) fill out the investigation and analysis report, along with the person concerned, for any accident or incident;
 - f) forward without delay all documents required by the Department of Human Resources so as to follow up on work accidents;
 - g) ensure that first aid attendants are present in the workplace, who can quickly provide first aid and care to the employees and users;
 - h) see that employees use individual protective equipment and safe tools in the performance of their duties;
 - i) ensure that the provisions of the Act respecting the Workplace Hazardous Materials Information System are implemented in their institution;
 - j) ensure that health and safety concepts are integrated as elements of knowledge for students in the appropriate programs;
 - k) supervise the monitoring and verification of fire alarms, extinguishers, emergency directions in cooperation with the department of Material Resources;
 - l) develop, post and annually practice an evacuation plan in case of emergency for the institution(s) under their responsibility;
 - m) decide on actions to take in order to protect the health, safety and physical and psychological integrity of the employees and users.

4. APPLICATION OF THIS POLICY

- 4.1 [previous provisions](#) The present Policy replaces any previous policy of the Board on the same matter.
- 4.2 [adoption directive and procedures](#) The Director General may adopt a Directive and procedures to implement the present Policy, if deemed necessary.

