



Halifax

Regional Centre for Education

OCCUPATIONAL HEALTH AND SAFETY MANUAL

2025 August

(updated to reflect 20250901 legislative changes: psychological injury)

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1. Occupational Health and Safety (OHS) Policy

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the HRCE a responsibility for health and safety, including the creation of an OHS policy that outlines the HRCE's commitment to the health and safety of all individuals in the workplace.

Scope

The HRCE's [Occupational Health and Safety \(OHS\) Policy](#) applies to all workplaces, school community members and also to contractors, suppliers and members of the general public while in or on HRCE owned or leased property, vehicles or buildings.

The NS OHS Act, as of 2025 09 01, updates the definition of "health and safety" and includes both physical and psychological health and safety.

All workplaces in Nova Scotia must have a policy to prevent and respond to both physical and psychological harassment.

Please also refer to [HCRE Respectful Workplaces \(Harassment\) Policy D.010](#).

Procedure

The following is included in the HRCE's OHS Policy:

- The reasons for the HRCE's commitment to health and safety;
- The commitment of the HRCE to co-operate with employees to ensure health and safety; and
- The responsibilities of the HRCE, its principals/supervisors and employees.

The OHS Policy will:

- Be signed and dated by the Superintendent;
- Be reviewed by the Superintendent or designate in consultation with JOHSCs on an annual basis; and
- Be posted on workplace OHS bulletin boards (or made available in other ways such as through signage, computer network) and be referred to during OHS training.

OHS Policy Feedback Form
([Click here for printable form](#))

The HRCE is committed to an annual review of the OHS Policy, in consultation with Workplace JOHSCs.

Please review the [HRCE OHS Policy](#) and complete the form below. Completed forms should be sent to OHS Manager at jswales@HRCE.ca or by fax to 902-464-0135.

Section	Reviewed? (Y/N)	Comments/Feedback
1.0 Legislative Context		
2.0 Principles		
3.0 Responsibilities		
4.0 Authorization		
5.0 Policy Review		

Please provide any additional comments or feedback below:

Thank you for your feedback!
OHS Manager

2. Compliance Assurance and Orders

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns the employer the responsibility for establishing and maintaining a health and safety program. The HRCE is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

“Compliance Assurance” is a measure of an employer’s due diligence, including the level to which an employer and its employees have relevant knowledge of the OHS Act, OHS Policy, and working knowledge of the applicable components of the OHS Manual.

The employer must be able to demonstrate, and assure compliance with, external occupational health and safety laws and conformance with internal policies and manuals.

All employees should understand the requirements of OHS Act, OHS Policy and OHS Manual to a degree suitable to the responsibility of the employee, and the employee’s ability to act on safety matters within the organization.

Responsibilities

Responsibilities of all employees regarding OHS are contained in the [HRCE OHS Policy](#). Further responsibilities are specified within various components of the OHS Manual and/or individual job descriptions.

Procedures

In order to ensure compliance assurance, as referenced above, the following (which form part of the OHS Manual) must be implemented:

1. First Aid Certification [\[See section of Manual 14\]](#)

Workplaces must have a certified first aid attendant as per the First Aid Regulations to the OHS Act.

2. Training [\[See section of Manual 5 and 6\]](#)

The level of OHS knowledge must be demonstrable through safe work practices and/or be included in training applicable to the employee’s role.

Specific training should be tailored and provided to employees in positions where hazards have been identified and/or regulatory permits are required (i.e., confined space, lock-out tag-out, hot work). In addition to training, employees working in trades must have valid and applicable licenses or permits.

Training records must be maintained by the employer.

Generally, training should include information on the:

- Internal Responsibility System (IRS) and how it is intended to function;
- employee's right to information;
- employee's right to participate;
- employee's right to refuse unsafe work;
- employer's OHS responsibilities;
- employee's OHS responsibilities;
- role of a JOHSC, the individuals who comprise the Committee at the workplace and how to contact them;
- penalties under the OHS Act and the Administrative Penalties Regulations to the OHS Act;
- HRCE OHS Policy and where to find it;
- safe work practices and any permit procedures that are applicable, given the work performed;
- specific sections of OHS regulations that apply to the employee or task(s);
- process(es) for hazard assessment and workplace inspections, including cooperative identification of hazards;
- process for incident reporting; and
- workplace violence prevention plan and procedures for workplace violence prevention.

3. Safe Work Practices / Job Procedures [[See section of Manual 13](#)]

A hazard assessment should be conducted for each position within an organization and the identified significant hazards mitigated by various methods, such as administrative controls, engineering controls, Safe Work Practices (SWP) or specific Job Procedures. When necessary, the use of Personal Protective Equipment (PPE) may be a method to mitigate significant hazards.

Where appropriate, SWP's should be developed by knowledgeable and experienced front-line principals/supervisors, in consultation with employees. Prior to implementation of the SWP, employees should be informed of identified hazards and instructed on the applicable SWPs. This should be documented. SWP training may also be conducted (and followed up) by the use of ongoing frequent "Toolbox" talks [[See section of Manual 18](#)] or "5 Minute Safety" talks.

4. Hazard Assessment [\[See section of Manual 11\]](#)

The identification of hazards at a workplace and the assessing of those hazards is a step in compliance assurance. Workplaces must be inspected for hazards, the hazards assessed and actions taken to mitigate potential risks.

5. Incident Reporting and Investigation [\[See section of Manual 9\]](#)

Incidents involving injury (including “near miss” incidents) must be reported immediately and investigated with the intent to identify preventive measures and mitigate the likelihood of similar incidents. The severity or potential severity of an incident determines the level of investigation required.

All incidents and “near misses” should be statistically reviewed/analyzed on a determined frequency (quarterly, annually).

6. Workplace Violence Reporting and Prevention [\[See section of Manual 23\]](#)

The employer must have a Workplace Violence Prevention Plan (WVPP) and this plan should be tailored annually to each site by the administration and JOHSC of the site.

The HRCE has developed and implemented a reporting form as the mechanism to report incidents of workplace violence, which is a vital part of workplace violence prevention. The WVPP and reporting procedure must be communicated at least annually with all employees.

7. Harassment in the Workplace (Harassment / psychological injury)

Effective 2025 September 01, an employer must have a written policy and related procedures.

8. Internal Reviews [\[See relevant section of Manual 17\]](#)

9. Other Reviews

External monitoring of a safety management system is not a requirement, however there are benefits to a third party review.

10. Reporting [\[See section of Manual 17\]](#)

The HRCE determines protocols and the frequency of OHS management system reports. These reports serve to monitor program effectiveness and to inform senior management and others. Additional reporting of relevant OHS issues to senior management and governing board members contributes to compliance assurance.

Evaluating the Effectiveness of the OHS Program

In order to maintain and improve the effectiveness of the OHS Program within the HRCE, the JOHSC of each workplace will have the responsibility for assessing the performance of the Program in consultation with the on-site principal/supervisor who, in most cases, will be the principal. The following steps must be followed annually:

1. JOHSC Self-Assessment;
2. JOHSC Workplace Audit – to determine whether the worksite complies with the requirements of the OHS Act and regulations; and
3. JOHSC Database – maintenance of a record retention database, binder or electronic file folder, by the JOHSC Chair to ensure training requirements are met and that membership and responsibilities of the JOHSC are recorded and maintained for a five year period.

Compliance Orders

Compliance Orders may be written by an officer from the OHS Division of the Department of Labour and Advanced Education following a Workplace Inspection Report (WIR) for violations of the OHS Act and Regulations.

The response to a Compliance Order is a Compliance Notice, which must be forwarded to the Department of Labour and Advanced Education OHS Division within the specified time, in writing, describing the extent to which the employer/employee against whom the order was made has complied with each item identified in the Compliance Order (CO).

Procedure when a Compliance Order is issued to a School/Site

1. When a WIR and/or CO is received by the school/site principal/supervisor, they must notify and provide a copy of the CO to the OHS Manager within 24 hours of receiving the CO. The school/site principal/supervisor must confirm receipt of the CO with the OHS Manager.
2. The school/site principal/supervisor will post a copy of the CO(s) on the OHS Bulletin Board and it shall remain posted until each item identified in the CO has been complied with. *The WIR is not to be posted, but is to be shared with JOHSC.
3. A plan and timeline for corrective action(s) to address the item(s) identified in the CO(s) will be developed by consultation among the school/site principal/supervisor, Operations Services Department and OHS Manager.
4. The Director, Human Resource Services, or designate, will submit a Compliance Notice (see form) or equivalent written notice to the Department of Labour and Advanced Education OHS Officer who issued the COs. The Compliance Notice(s) will include the corrective action(s) taken to date and/or the plan and timeline for corrective action(s), as appropriate. The

Compliance Notice(s) will also be sent to the OHS Manager and school/site principal/supervisor, who will each maintain a copy.

5. The school/site principal/supervisor will distribute the Compliance Notice to the workplace JOHSC members and ensure it is posted on the OHS Bulletin Board.

Compliance Notice Form**Labour and Advanced Education**

Form # 401

[Compliance Notice](#)

This form is used to submit a Compliance Notice (in response to an order) to the Occupational Health and Safety Division.

- Failure to comply with the order(s) can result in a fine of \$812.41 under the *Summary Proceedings Act* or prosecution under the *Occupational Health and Safety Act*.
- Failure to provide this Compliance Notice can result in a \$462.41 fine under the *Summary Proceedings Act*.

Procedure to Submit a Compliance Notice

- You are entitled to request clarification and are asked to direct all correspondence and questions to the Officer named on the order(s).
- The Compliance Notice shall be in written form, describe the ways in which you have complied with each item identified in the order(s), and shall be submitted by letter, memo, fax or email within the time specified on the order(s). This form has been provided as a template and is an example of a form that is acceptable to the Executive Director.
- You are required by law to post a copy of the Compliance Notice in a prominent place.
- You are also required by law to give a copy of the Compliance Notice to the Joint Occupational Health and Safety Committee (JOHSC) or Health and Safety Representative, if they exist in the workplace.
- Once completed, the Compliance Notice may be returned to the office which your order(s) originated:

Δ Halifax

NS Labour and Advanced Education
OHS Division
5151 Terminal Road, 7th Floor
PO Box 697
Halifax, NS B3J 2T8
Fax: (902) 424-5640

Δ Boylston

NS Labour and Advanced Education
OHS Division
RR#2
Boylston, NS B0H 1G0
Fax: (902) 533-2307

Δ Bridgewater

NS Labour and Advanced Education
OHS Division
60 Logan
Road
Bridgewater, NS B4V 3J8
Fax: (902) 527-5480

Δ Kentville

NS Labour and Advanced Education
OHS Division
10 Webster
Street Suite 202
Kentville, NS B4N 1J5
Fax: (902) 679-5166

Δ Port Hawkesbury

NS Labour and Advanced Education
OHS Division
218 MacSween Street, Suite 12
Port Hawkesbury, NS B9A 2J9
Fax: (902) 625-4044

Δ New Glasgow

NS Labour and Advanced Education
OHS Division
187 Terra Cotta Drive
New Glasgow, NS B2H 6B6
Fax: (902) 755-3158

Δ Sydney

NS Labour and Advanced Education
OHS Division
Provincial Building
360 Price Street
Sydney, NS B1P
5L1 Fax: (902) 563-3475

Δ Truro

NS Labour and Advanced Education
OHS Division
36 Inglis Street
PO Box 824
Truro, NS B2N 5G6
Fax: (902) 893-0282

Δ Yarmouth

NS Labour and Advanced Education
OHS Division
13 First
Street
Yarmouth, NS B5A 1S9
Fax: (902) 742-7796

**Compliance Notice Form****Labour and Advanced Education**

Form # 401

Note: In keeping with the privacy provisions of the *Nova Scotia Freedom of Information and Protection of Privacy Act*, the Department of Labour and Advanced Education will only use personal information for the purpose for which the information was obtained or complied, or, for a use comparable with that purpose.

Section A: Contact Information <i>(please print)</i>			
Contact Name:		Reference #:	
Address:			
Town/City:		Postal Code:	
Telephone #:		Fax #:	
Email Address: <i>(if one available)</i>			
Section B: Compliance Detail <i>(please print)</i>			
Compliance To order:	<i>The ways in which the order has been complied with are as follows:</i>		
<div># _____</div>			
Compliance To order:	<i>The ways in which the order has been complied with are as follows:</i>		
<div># _____</div>			
Compliance To order:	<i>The ways in which the order has been complied with are as follows:</i>		
<div># _____</div>			

Signature_____
Position/Title_____
Date

3. Detailed Responsibilities

Preamble

All principals/supervisors and employees share responsibility for health and safety in our schools and workplaces.

The Department of Labour requires that all employers are responsible for the health, safety and well-being of their employees. Strict requirements are placed on employers and principals/supervisors to ensure that all work is done by employees who are supervised, trained and instructed in the safe performance of their duties.

The functional aspects of the OHS Manual are based on the internal responsibility system whereby the employer and employees share a primary responsibility for the health and safety of persons at the workplace, to the extent of each party's authority and ability to do so.

Scope and Purpose

This section will detail specific responsibilities for health and safety. It is important that all parties understand their own responsibilities. Responsibilities are also included in the OHS Policy.

Responsibilities

1. HRCE will approve policies and administrative procedures related to OHS in the workplace.
2. The Superintendent will review the OHS Policy annually, considering feedback from workplace JOHSCs.
3. Directors are responsible for departmental specific procedures.
4. Principals/supervisors will work with employees to identify hazardous conditions that require a safe work practice/procedure or other means of eliminating or controlling the hazard.
5. HRCE will identify and coordinate the delivery of appropriate OHS training (some that is required by regulation, and other that is workplace specific) to employees regularly.
6. Principals/supervisors may develop and coordinate regular Tool Box Talks to discuss OHS related items and controls to eliminate or minimize hazards.
7. Principals/supervisors will ensure that equipment, machines and other job-related items are properly maintained and a clear communication system developed if equipment is not functioning properly.

8. Principals/supervisors will ensure that workplace hazard assessments are completed twice annually (at minimum), and prior to specific tasks being completed that may be hazardous.
9. Annual incident report statistics will be reviewed by senior management and the Governing Board on a regular basis to identify areas of concern and/or review means that have been/should be taken to eliminate and/or reduce workplace incidents.
10. The OHS Manager will communicate information related to significant safety hazards or violations in the workplace.
11. All JOHSC's will be comprised of at least one management representative, who will work collaboratively with employee representatives to resolve OHS concerns.
12. Principals/supervisors will communicate OHS concerns and follow-up actions to the JOHSC's.
13. JOHSC's are consulted in review of, including recommending any changes to, the OHS policy on an annual basis.
14. Principals/supervisors should include a component of safe work performance in regular performance evaluations.

OHS Manager

The OHS Manager is responsible to:

1. Coordinate continual development of the HRCE OHS Policy and Manual in accordance with the requirements for an OHS program, as per the OHS Act and its regulations.
2. Identify and develop OHS program training and provide advice to employees so that they can effectively implement the program to prevent injuries and to create an occupationally safe and healthy environment for school community members.
3. Respond to OHS requests from school administration and from workplace JOHSC's.
4. Administer and as necessary facilitate required training for various employee groups and participate in serious incident and other workplace investigations.
5. Report to senior management on OHS issues and incident trends with recommendations for improvement and prevention.

3.1 Internal Responsibility System

Preamble

The internal responsibility system is the underlying philosophy of the OHS legislation. Its foundation is that everyone in the workplace – both employers and employees – is responsible for his or her own health and safety and for the health and safety of others in the workplace.

Definition

The internal responsibility system (IRS) is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job. A person does this both as an individual and in co-operation with others.

Process

In the school system, responsibilities are assigned to the Superintendent, principals/supervisors, the OHS Manager, employees and JOHSCs.

Critical to the effectiveness of the IRS is the workplace JOHSC. The workplace JOHSC functions include acting as a forum for discussion of OHS issues and making recommendations to management.

The employer is responsible for determining the steps to ensure the health and safety of all employees. The employer ensures that the entire system of direct and personal responsibility for health and safety within the organization is established, promoted, monitored and improved over time.

The internal responsibility system does the following:

- Establishes responsibility sharing systems
- Promotes a culture of safety
- Promotes best practice
- Helps develop self-reliance
- Ensures compliance

A successful IRS will result in risk being continually reduced with progressively longer intervals between accidents or work-related illnesses. The IRS is a dynamic system, one that continues to change and evolve, and efforts must be made to continually improve the way the IRS works.

3.2 Due Diligence

Preamble

Due diligence is important as a legal defence for a person or an organization charged under the OHS Act. If charged, a defendant may be found not guilty if it can be proven that due diligence was exercised.

Definition

Due diligence is the level of judgement, care, prudence, determination, and activity that would reasonably be expected to be done under particular conditions. Applied to OHS, due diligence means that employers shall take all reasonable precautions, under the particular circumstances, to prevent injuries or accidents in the workplace.

Procedure

Criteria for establishing due diligence:

- The employer must have in place written OHS policies, practices and procedures. These would demonstrate that the employer carried out workplace safety audits, identified hazardous practices and hazardous conditions and made necessary changes to correct these conditions, and provided employees with information to enable them to work safely.
- The employer must provide the appropriate training and education to the employees so that they understand and carry out their work according to the established policies, practices, and procedures.
- The employer must train principals/supervisors to ensure they are competent persons, as defined in legislation.
- The employer must monitor the workplace and ensure that employees are following the policies, practices and procedures. Written documentation of progressive discipline for breaches of safety rules is considered due diligence.
- Employees also have responsibilities; they have a duty to take reasonable care to ensure the safety of themselves and their co-workers, including following safe work practices and complying with regulations.
- The employer should have an accident investigation and reporting system in place. Employees should be encouraged to report “near misses” and these should be investigated also.

- The employer must document, in writing, the steps that have been taken to deal with OHS issues that can be used as a defence to charges in case an accident occurs despite an employer's due diligence efforts.

4. Management Communications and Commitment

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace a responsibility for health and safety, including management responsibility for communication and commitment to a health and safe work environment. Consistent communication from management on safety and specific work environments will reinforce the safety culture within the organization. The Halifax Regional School Board (HRCE) is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

Ensuring clear communication will provide a consistent level of management oversight and commitment to the HRCE safety program.

Responsibilities

1. Any person has the right to report serious OHS offences directly and anonymously (if preferred) to the HRCE OHS Manager or the OHS Division of the Department of Labour and Advanced Education at any time.
2. Any person reporting an OHS incident, concern or request must follow the [OHS Reporting Process](#).
3. Those to whom OHS incidents, concerns or requests are reported, per the OHS Reporting Process, must act diligently to address the incident, concern or request. The action taken should be communicated and documented.
4. The OHS Manager will communicate information related to significant safety hazards or violations in the workplace.
5. Principals/supervisors will communicate OHS concerns and follow-up actions to the JOHSC.

4.1 [OHS Reporting Process](#)

Please follow the reporting procedure below if there is an OHS incident, concern, or request:

Step 1 – Report to principal/supervisor

If not satisfied:

Step 2 – Report to Workplace JOHSC Member

If not satisfied:

Step 3 – Report in writing to OHS Manager using the JOHSC [Request for Action](#) Form

Please send form to:

OHS Manager
Fax 902-464-0135
Phone 902-464-2000

If a satisfactory written response is not received within 21 days:

Step 4 – Report to the Department of Labour & Advanced Education, OHS Division

24 hr Emergency #1-800-952-2687 (1-800-LABOUR)

Any person has the right to report serious OHS offences directly and anonymously (if preferred) to the HRCE OHS Manager or the OHS Division of the Department of Labour and Advanced Education at any time.

Reporting in Step 1, 2 and 4 may be verbal. Ensuring the report is received and documented is recommended. The OHS Act requires Step 3 be written.

5. Principal/Supervisor Training

Preamble

The HRCE will ensure there is an adequate OHS management system in place to train management and supervisory employees in OHS.

Scope and Purpose

Adequate principal/supervisor training should ensure that principals/supervisors are adequately aware of:

- the HRCE OHS Policy and it's procedures namely the HRCE OHS Manual;
- Principal/supervisor responsibilities under OHS law, the HRCE OHS Policy and Manual;
- OHS law in general;
- the importance of safe work procedures; and
- any hazards that are of such importance to merit awareness by principals/supervisors.

There should be adequate records of training to allow each of the above points to be determined through documentation.

Responsibilities

Senior Management:

- Be trained in their duties and responsibilities under the OHS Act and all regulations pursuant to the Act;
- Ensure that every member of the JOHSC is given the time, instruction and training to ensure proficiency within the first year of appointment to the JOHSC;
- Ensure that training is provided to all employees who work with hazardous materials and procedures;
- Maintain the necessary funding and support for training and education; and
- Regularly evaluate the effectiveness of the training.

Principals/Supervisors

Principals/supervisors will be trained in their duties and responsibilities under the OHS Act and regulations pursuant to the Act, and will:

- Determine areas of training required by their employees;
- Monitor training and education needs;
- Work with the OHS Manager to ensure the training is conducted;
- Ensure that records of education, training, and certification are maintained; and
- Evaluate the effectiveness of training and ensure proficiency of training for employees as required.

OHS Manager

The OHS Manager will:

- Maintain a current knowledge of the OHS Act, regulations pursuant to the Act and other legislation and regulations that may have an impact on the health and safety of the workplace;
- Develop and schedule training to meet the needs of management, JOHSC's and employees;
- Work with senior management and the principal/supervisor to ensure training delivery and the knowledge acquired by persons who participated in the training; and
- Assist the principal/supervisor to ensure proficiency of the training provided through monitoring and evaluation of course material, the effectiveness of the delivery and the knowledge acquired by persons who participated in the training.

5.1 Joint Occupational Health and Safety Committee (JOHSC)

Preamble

HRCE will ensure that management and employee members of the Joint Occupational Health and Safety Committee (JOHSC) are trained to fulfil their functions under the OHS Act. Training will be provided to ensure that management and employees are knowledgeable and able to promote a healthy and safe workplace. HRCE will ensure the proficiency of the training and evaluate its effectiveness.

Purpose

The OHS Act requires JOHSCs are formed and function so that employees and the employer work cooperatively to protect the health and safety of employees in the workplace. In order to make informed recommendations to the employer, members must be adequately trained to enable them to provide this leadership and direction.

General Information

Areas of training for all members should include but not be limited to:

- JOHSC training
- Applicable Legislation and Regulations
- Hazard assessment
- Incident investigation

Individual members may have further training in:

- First Aid
- Basic WHMIS 2015 awareness

Responsibilities

HRCE Senior Management

In order to ensure compliance with the OHS Act, HRCE senior management will:

- Be trained in their duties and responsibilities under the OHS Act and all regulations pursuant to the Act.
- Ensure that every member of the JOHSC is given the time, instruction and training to ensure proficiency within the first year of appointment to the JOHSC.
- Ensure that training is provided to all employees who work with hazardous materials and procedures.
- Maintain the necessary funding and support for training and education.

- Regularly evaluate the effectiveness of the training.

Principals/Supervisors

Principals/supervisors will be trained in their duties and responsibilities under the OHS Act and regulations pursuant to the OHS Act, and will:

- Determine areas of training required by their employees
- Monitor training and education needs
- Work with the OHS Manager to ensure the training is conducted
- Ensure that records of education, training, and certification are maintained
- Evaluate the effectiveness of training and ensure proficiency of training for employees as required

OHS Manager

The OHS Manager will:

- Maintain a current knowledge of the OHS Act, regulations pursuant to the Act and other legislation and regulations that may have an impact on the health and safety of the workplace.
- Develop and schedule training to meet the needs of management, JOHSCs and employees.
- Assist principals/supervisors in ensuring proficiency of the training provided through monitoring and evaluation of course material, the effectiveness of the delivery and the knowledge acquired by persons who participated in the training.

JOHSC Members

All new members of the JOHSC shall, within the first year of their appointment to the committee, receive instruction in:

- The OHS Act and general content of the regulations
- The internal responsibility system
- The HRCE OHS policy and program
- The functions of the committee including participation in hazard identification, inspections, investigations, complaints, work refusals, the evaluation of policies, programs and training
- The operation of the JOHSC including terms of reference/rules of procedure, communication, recommendations, minute and record maintenance

JOHSC members will receive additional training as necessary to assist them in fulfilling their responsibilities under the Act and to keep them up-to-date on all new legislation, regulations, products and procedures.

JOHSC members will, wherever possible, assist the principals/supervisors in maintaining a healthy and safe workplace by participating in safety awareness, incident prevention and monitoring and evaluating training requirements and effectiveness.

6. OHS Training – On-the-Job

Preamble

The OHS Act states that an employer shall provide all relevant training necessary to the health and safety of employees.

Scope and Purpose

The purpose is to provide a standardized procedure for the training of all HRCE employees to identify relevant training requirements based on workplace and job hazards. The procedure will provide a mechanism for tailoring training requirements that will contribute directly to individual employees' health and safety.

Definitions

Legislated/Mandatory Training: is training that is deemed to be compulsory by an authoritative body (i.e. Department of Labour, Department of Education).

Required Training: is training that is not specifically legislated, but identified as required by the HRCE.

Hazard Specific Training: is training that is necessary in circumstances when hazards and risk levels present a need for specialized training (ie, intervention techniques for an individual student).

Optional Training: is training that is not legislated or required, but still thought to be of benefit to the safety and performance of employees.

Not Applicable (NA) Training: is training that has been deemed to be unnecessary for specific groups.

Responsibility

1. HRCE shall ensure that all employees have the necessary training to perform their duties in a safe and healthy manner.

2. Senior management, in consultation with the OHS Manager, shall ensure that training needs are identified, appropriate training is provided to all employees and records of all training are maintained.
3. Principals/supervisors shall ensure that all employees are properly trained and apply training for the hazards identified and tasks assigned.
4. Employees shall participate in all identified training and shall apply this training to work safely.
5. JOHSCs in the workplace can play an integral role in recommending training needs and evaluating training programs.

Procedure

1. Senior management, in consultation with the OHS Manager, will determine the overall employee training needs, by using the Employee Training Table [*currently being revised*]. The Employee Training Table shall be maintained by the OHS Manager.
2. The Employee Training Table will be used to develop a training plan for all applicable employees.
3. Training shall be provided to employees requiring new or refresher training.
4. Training records must be kept current. This includes any specific legislated record requirements (ie, certificates or cards).
5. Where appropriate, attendance at training shall be recorded on the [OHS Training Attendance Sheet](#).
6. Principals/supervisors will inform their supervisor and/or the OHS Manager of any changes that have taken place that require changes to the Training Table or training requirements of their employees.

OHS Training Attendance Sheet

([Click here for printable form](#))

*Print multiple copies to ensure space for all attendees to sign, if necessary.

Course Title:	Presenter:		
Date:	Time:	Location:	

Name <i>Print Clearly</i>	Position	School/Workplace	Signature

Presenter (Print):	Signature:	Date:
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6.1 Training Table

Under review is a master training table intended to cover OHS related training for all employee groups.

For First Aid training see [14.2 First Aid Services and Training](#).

6.2 [Workplace Hazardous Materials Information System \(WHMIS\) Program](#)

Please refer to <https://novascotia.ca/lae/healthandsafety/docs/safety-notice-0000013-en.pdf> bulletin and the included links.

6.2.1 WHMIS at Work

Under development.

6.2.2 WHMIS Frequently Asked Questions

Please refer to [NS WHMIS](#)

7. OHS Training – Orientation

Preamble

HRCE is committed to providing a healthy and safe working and learning environment for all employees and students. The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace a responsibility for health and safety - including participation in a training program for health and safety in the workplace. This training should begin with an orientation process for new or transferred employees.

Scope and Purpose

It is important to have a consistent orientation process for new and transferred HRCE employees to meet legislated and workplace-specific requirements, as well as identify relevant training requirements based on workplace and job hazards. This will assist HRCE in creating a safe and supportive learning and working environment for students, employees, volunteers, visitors and contractors.

Responsibility

1. HRCE shall ensure that new employees receive an OHS orientation necessary to perform their duties in a safe and healthy manner.
2. Human Resource Services shall ensure that OHS orientation needs are identified, appropriate general OHS orientation is provided to all employees and records of this orientation are maintained.
3. Principals/supervisors shall ensure that all employees received orientation and apply knowledge for the assigned job and workplace.
4. Employees shall participate in orientation and shall apply this knowledge in their work environment.

Procedure

A new Employee OHS orientation includes:

1. Human Resource Services upon hire provide a copy of or link to legislated requirements including information on:
 - a. Internal Responsibility System
 - b. The Three Basic Rights
 - c. Responsibilities under the OHS Act, including reporting hazardous occurrences
 - d. Review of HRCE's OHS Policy

- e. [Sign Off Sheet – OHS HR](#) by employee to Human Resource Services
2. Principal / Supervisor upon placement to worksite/school provide site and job specific information including:
- a. Review of relevant policies and procedures including, Workplace Violence Prevention Plan, and relevant safe work practices and site specific safety rules
 - b. Information regarding JOHSC members, the OHS Bulletin Board, location of first aid supplies and list of First Aid attendants.
 - c. How to perform the work safely, including the proper use of machinery, equipment and personal protective equipment.
 - d. Information on job-specific hazards and applicable safety measures and controls (refer to Element 6.0 OHS Training – On-the-Job).
 - e. Site specific emergency plans and procedures.
 - f. [Worksite / School OHS Orientation Sign Off Sheet](#)
3. Training in Fire Safety Planning is to be carried out for each employee at each workplace at least annually.

Worksite / School OHS Orientation Sign Off Sheet

Orientation of all new employees of HRCE shall include site relevant safety information. Upon arrival at the worksite/school, the principal/supervisor is responsible to ensure the employee receive site specific OHS, workplace violence prevention, job procedure and emergency planning information. When completed, the signed form should be returned to the principal/supervisor for retention.

Employee's Name: _____
(Please Print)

Date Completed: _____

Job Title: _____

Date Hired: _____

School/Workplace: _____

1. Physical Layout of Facilities (Exits, Area of Refuge, Muster points); _____
2. Location of JOHSC Bulletin Boards/First Aid Services; _____
3. Awareness of the site specific Workplace Violence Prevention Plan; _____
4. Review safe work procedures/practices where applicable; _____
5. Provision, location and use of personal protective equipment; _____
6. Review Scent and Allergy Awareness (where applicable). _____

Online materials each employee should be guided to:

HRCE OHS Policy (HRCE website) _____
HRCE OHS Manual (HRCE Document Depot) _____
Rights & Responsibility booklet (if requested) _____

I have instructed the above employee in the above site specific safety orientation.

Supervisor's Signature

Date

Employee's Signature

Date

Human Resource Services Occupational Health & Safety Orientation Sign Off Sheet

[\(Click here for printable form\)](#)

This replaces the OHS Orientation Quiz and must be completed and signed as follows:

For newly hired employees to the HRCE: Upon hire, via the New Hire Orientation on myHRCE. Signed copy retained by Human Resource Services on the employee file.

By signing below, I confirm that:

- I have reviewed the HRCE Occupational Health and Safety Policy (available on the website at hrce.ca).
- I am aware of the Nova Scotia *Occupational Health and Safety Act* and that it is available online.
- I understand that the HRCE OHS Manual contains responsibilities, expectations and resources regarding occupational health and safety at the HRCE, and that it is available via Document Depot on myHRCE.
- I understand that the Internal Responsibility System is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of their job. A person does this both as an individual and in co-operation with others.
- I understand that the Three Rights under the Occupational Health and Safety Act are the right to **know**, **participate** and **refuse** unsafe work.
- I am aware that the list of JOHSC (Joint Occupational Health and Safety Committee) members and contacts is on the OHS Bulletin Board, and will ensure that I inquire and/or make myself aware of the location of the OHS Bulletin Board at my school/site.
- I have reviewed the **OHS reporting process**, outlined in the HRCE OHS Manual, available on Document Depot via myHRCE.
- I understand that I am expected to report all incidents related to injury and/or hazards, including near misses, in a timely manner, at my school/site.
- I have completed, or will soon complete, appropriate training (ex: WHMIS, First Aid) where required in my job.
- I will inquire and/or make myself aware of the location of washrooms, exits, and first aid equipment at my school/site.
- I have signed, dated and returned this sheet to Human Resource Services and understand that this document must be completed and signed by me in order to be hired with the HRCE.

Employee Name: _____

(Please Print)

Date Completed: _____

Employee Signature: _____

7.1 Your Rights, Responsibilities and the OHS Act

Please [click here](#) to view *Your Rights, Responsibilities and the OHS Act*.

8. Worker Participation/JOHSC/OHS Representative

Preamble

The OHS Act, specifies that each worksite where there are 20 or more employees must have a JOHSC. If the worksite has five to 19 employees, a Safety Representative must be selected.

HRCE requires all schools to have a JOHSC.

Establishment of the JOHSC

Each school, worksite or division within HRCE will establish and maintain a JOHSC. The principal/supervisor will ensure that, at least annually, a committee is selected in accordance with the committee's terms of reference.

Selection of Members

Members of JOHSCs are, ideally, to be selected by their peers. A Union may select a particular person to represent their members on the JOHSC. Alternates should also be nominated and are to attend if primary member is not available.

Terms of Reference and Rules of Procedure

Each JOHSC will develop and maintain their own Terms of Reference (Rules of Procedure). A template is available and should be used as the basis for the terms of reference.

Meeting Frequency

Unless stated otherwise in the JOHSC's Terms of Reference, JOHSCs shall meet monthly. In most schools and worksites, the JOHSC has set a different schedule indicating that the JOHSC does not meet in July and August. Other changes to the schedule are permitted provided they are stated in the Terms of Reference document. HRCE Schools and worksites should strive to meet a minimum of six (6) times per year (three times from Sept to mid Dec and three times from Jan to end June).

Employer Representative

As indicated in the OHS Act and JOHSC Terms of Reference, each JOHSC shall have at least one principal or vice principal/supervisor as a regular member. Normally, it is that member who will communicate issues from the JOHSC to senior management, as required.

In addition to this, the OHS Act indicates that employers must respond to written recommendations from a JOHSC within 21 days. Committees wishing to do so should send their written recommendations to the OHS Manager by means of the Request for Action form. JOHSC

members are free to contact principals/supervisors, the OHS Manager, or their union representatives directly for advice and assistance at any time.

JOHSC Involvement in OHS Issues

The following are items where JOHSC may normally cooperate and consult:

- Identification and assessment of hazards, including workplace violence prevention;
- Compliance auditing;
- Investigating complaints;
- Participating in inspections, inquiries and investigations;
- Advising on personal protective equipment;
- Providing annual feedback regarding HRCE's OHS policy;
- Providing feedback regarding OHS program documentation;
- Making recommendations for the improvement of health and safety in the workplace;
- Maintaining records and minutes;
- Maintaining the workplace OHS bulletin board; and
- The Work Refusal process.

JOHSC Training

HRCE will provide training for JOHSC members to ensure they are aware of their role and the functions of the committee. A comprehensive JHSC member awareness training module is housed on the HRCE Vector platform and available to all JOHSC members and all staff.

Records Maintenance

Records of JOHSC activities such as school/worksite inspections, assessments, investigations and minutes of meetings shall be maintained for a minimum of five (5) years.

8.1 Requests for Action Process

Purpose

When the principal/supervisor and/or the JOHSC are unable to resolve situations related to OHS concerns through regular channels (i.e. consultation, cooperation, and Work Orders) the following procedures are set out in the OHS Act:

Procedure

- The chair or co-chairs of the JOHSC complete a [Request for Action form](#) to request to resolve the situation.
- One or both JOHSC co-chairs date and sign the form and submit it to the OHS Manager by mail, fax or e-mail.

OHS Manager, Human Resources
Halifax Regional School Board
33 Spectacle Lake Dr, HRM NS B3B 1X7
Fax: 902-464-0135

- Upon receipt of the Request for Action form, the OHS Manager will begin the process to resolve the situation. Progress will be communicated with the workplace JOHSC and the principal/supervisor who initiated the Request for Action.
- The OHS Manager will consult with the principal/supervisor, Coordinator Operations Services, respective Regional Manager of Operations and others as necessary.
- Following the consultation and any resulting recommendations, and within prescribed timelines (less than 21 days), the OHS Manager will respond, in writing, to the originating workplace indicating the action to be taken to resolve the issue and when it will occur. If no action is contemplated, an explanation will be provided.
- As required, the Coordinator Operations Services (in consultation with the OHS Manager) will direct the investigation, including inspection, testing and remediation.
- Reports of all investigations, testing and remedial action will be forwarded to the originating workplace JOHSC and the OHS Manager.
- All information and reports relating to OHS issues will be posted on the OHS bulletin board at the workplace for a reasonable amount of time and retained in the JOHSC file. Reports will also be retained in the OHS office.

JOHSC Request for Action Form
([Click here for printable form](#))

Submit to: OHS Manager
Halifax Regional Centre for Education
33 Spectacle Lake Drive, Dartmouth, NS, B3B 1X7
Fax: 902-464-0135

Workplace: _____

Date Submitted: _____

Significant OHS concerns which are unresolved at the workplace through regular channels such as consultation, cooperation, and Work Orders, communications with Operations Maintenance Services Regional Manager may be addressed by the use of this form.

Request:

Background Information:

Include work order information, contact dates with Operations regional manager, other means, methods and information to resolve the issue, reduce or eliminate the occupational hazard and other relevant information.

Signed: _____
JOHSC Co-Chair

Date received at OHS Manager office: _____

Response required by (21 days): _____

Response sent: _____

8.2 JOHSC Terms of Reference

HRCE recognizes that a clear commitment to health and safety in all workplaces is fundamental to the success of the OHS Program. The JOHSC is at the heart of the internal responsibility system and requires participation of HRCE principals/supervisors and employees.

(Please Note: JOHSCs are required to complete the Workplace Specific Terms of Reference [Template](#) at the end of this section.)

General Terms of Reference

HRCE requires a JOHSC at every workplace. The committee will consist of a number employees as agreed to by the employer and employees, giving consideration to union representation and job requirements at the workplace.

Where there is more than one building under the administration of a principal/supervisor, it is considered one workplace. For purposes of the JOHSC, a representative may be chosen from each building.

Composition of the JOHSC

1. The employer and the employees will agree on the number of committee members.
2. At least half of the committee will be non-management employees.
3. Employees on the committee will be selected by the employees they represent - giving consideration to representation from the bargaining units as well as job requirements at the workplace.
4. Two committee members will co-chair the committee. One is to be chosen by the members of the committee to represent the employees and the other to represent the employer (i.e. management). The JOHSC may determine that a single chair is sufficient and "elected".
5. An employee who is a member of the committee is entitled to take time away from normal duties, with pay, as necessary to carry out the functions of the committee. Such time is deemed to be work time for which the employee is paid at the applicable rate.
6. Membership on the JOHSC is expected to be for a period of at least two years and can be renewed for up to five years (or longer as determined for each member by the workplace persons represented).

Functions of the Employer

1. HRCE will ensure that every member of the JOHSC is trained in:
 - a. the Internal Responsibility System;
 - b. the OHS Act and general content of the regulations, and the HRCE OHS Policy and program; and
 - c. the role, composition and functions of the JOHSC and its rules and procedures.

2. HRCE will provide information, instruction facilities including meeting rooms, materials, equipment and administrative support that is reasonable under the circumstances to enable the JOHSC to perform its functions.

Functions of the JOHSC

Employees and employer working together through hazard identification and preventive measures to improve workplace health and safety.

The JOHSC shall:

1. Meet monthly unless otherwise determined and recorded by the specific workplace committee in their Terms of Reference / Rules of Procedure. HRCE requires workplace JOHSC to meet not less than six times per school calendar year (i.e. three times in fall, three times in winter/spring).
2. Meet at the convenience of members - ensuring that all members are entitled to take time away from normal duties, with pay, as is necessary to attend committee meetings, to take training prescribed by the regulations and to carry out the employee's function as a member of the committee.
3. Establish its own Rules of Procedure (i.e. method of decision making, quorums, replacement of members, frequency of meetings, etc.) based on the approved JOHSC Terms of Reference. These must be recorded and updated annually. Completion of the Workplace Specific template below facilitates this requirement. The template may be modified by the JOHSC.
4. Identify and address OHS issues in the workplace.
5. Assist employer compliance with the OHS Act by investigating complaints, investigating serious incidents ([Incident Investigation Report](#) procedure and form) and the inspection of the workplace, assessing and mitigating workplace hazards ([Hazard Assessment procedure](#) and form).
6. Receive, investigate and promptly deal with OHS complaints, concerns and work refusals.
7. Receive information from the employer regarding incidents of workplace violence and suggest recommended action(s).
8. Advise on protective equipment, clothing, programs and procedures.
9. Maintain records and minutes. Minutes should be retained for a minimum of five (5) years. Produce an annual summary of the past year's accomplishments and update/table unresolved issues requiring action by the incoming committee.
10. Post the following (see [OHS Bulletin Board Checklist](#)):
 - Copy of the OHS Act;
 - HRCE OHS Policy;
 - HRCE Workplace Violence Prevention Statement;
 - Membership of the JOHSC and their individual means of contact;
 - Minutes of the last meeting;
 - Telephone number of the Department of Labour;
 - Any reports of investigations or tests; and

- Any DOL Compliance notices.
11. Complete the on-line ([JOHSC Membership Database](#) in HRCE SharePoint) list of workplace committee members and the names of the co-chairs *annually before October 15th*.
 12. Promote OHS standards and education programs that enhance a healthy and safe working environment.
 13. Evaluate and/or make written recommendations to the employer on procedures for reporting, recording, investigating and analysis of hazardous acts and conditions, including workplace violence, which have caused or may cause personal injury or illness or property damage.
 14. Make written and signed request, as per the [Request for Action Process](#), to the HRCE OHS Manager to address OHS issues that have not received satisfactory attention within a reasonable time period when submitted through routine channels.
 15. Advise on development, implementation and recommended revisions of HRCE OHS Policy (**Annual review required**) (see [OHS Policy Feedback Form](#)).
 16. Advise on development, implementation and recommended revisions to OHS programs, procedures and other OHS related issues, inclusive of site specific workplace violence prevention plans. See [OHS Program Feedback Form](#).
 17. Assess effectiveness of JOHSC and compliance at the workplace annually. See [JOHSC Self-Assessment Form](#).

Duties of the Co-Chairs (or Chair if so determined by the JOHSC)

The Co-Chairs, on a rotating schedule or as determined by the JOHSC shall:

1. Administer committee meetings and projects (inspections and assessments).
2. Review and bring forward issues, concerns and complaints from the workplace, inclusive to those related to workplace violence (while paying attention to information privacy laws).
3. Communicate with employees regarding OHS information and committee activities.
4. Ensure the minutes of meetings are recorded, posted in a timely manner (and remain posted until minutes of subsequent meeting are posted), distributed if necessary and maintained in an organized manner for at least five years.
5. Correspond with senior management on issues needing resolution.
6. Call additional or emergency meetings (i.e. in case of serious incident or work refusal)

Duties of the Secretary

The committee shall choose from among its members a person who, in addition to other duties, shall serve as secretary.

The secretary shall:

1. Record, prepare, post and distribute the minutes of the meeting.
2. Prepare records of attendance (meeting roll call).
3. Report on correspondence.

The committee may decide to rotate duty of recording of minutes and attendance.

JOHSC members requiring further information about the Rules of Procedure should contact HRCE's OHS Manager and/or refer to the JOHSC PRACTICAL GUIDE booklet entitled [Joint Occupational Health and Safety Committees: A Practical Guide for Single Employer Workplaces.](#)

JOHSC Workplace Specific Terms of Reference Template

[\(Click here for printable form\)](#)

*This form **must** be updated annually and dated for the current school year.*

Name of Workplace	_____
Co-Chair (Employer)	_____
Co-Chair (Employee)	_____
JOHSC Secretary	_____
Member (Employer)	_____
Member (NSTU)	_____
Member (NSGEU)	_____
Member (NSUPE)	_____
Member (CUPE)	_____
Member	_____
Member	_____
Member	_____

% or # for a Quorum _____% _____# of members

(A quorum is necessary for a meeting to be held and for the Work Refusal Process and is determined by the JOHSC Terms of Reference)

Meetings

To be monthly unless otherwise determined and recorded. HRCE requires at least three meetings occur during Fall and three during Winter/Spring.

Frequency or Dates	_____
Day of Week/Month/Cycle	_____
Time	_____
Location	_____
Exceptions	_____

Dated	_____
-------	-------

JOHSC Meeting Agenda

[\(Click here for printable form\)](#)

Location: _____

Date:	Time:	Room:
Attendees: Regrets:		
1. Minutes of Last Meeting <ul style="list-style-type: none"> Corrections Approval 		
2. Business from Last Meeting <ul style="list-style-type: none"> Follow-up on items 		
3. Safety Topic		
	(Safe Work Procedure, Tool Box Talk or safety awareness item)	
4. Regular OHS Reports <ul style="list-style-type: none"> Review of complaints Review of incidents and preventive recommendations Inspection reports Hazard assessments 		
5. Other OHS Related Reports <ul style="list-style-type: none"> Response to Issued Requests for Action / IAQ / etc. 		
6. OHS Training <ul style="list-style-type: none"> WHMIS /First Aid /NCVI / Fall Arrest, etc. 		
7. New Business		
8. Next Meeting(s)		

JOHSC Minutes

([Click here for printable form](#))

Use this template as a guide to create your agenda, trying to cover all items

Workplace: _____ Date: _____

Order of minutes follows order of agenda

Attendees	<i>List Names</i>		<u>Present</u>	<u>Regrets</u>
	Co-Chair _____	Co-Chair _____		
	Member _____	Member _____		
	Member _____	Member _____		
	Member _____	Member _____		
	Member _____	Member _____		
	Guest _____	Guest _____		
1. Minutes of Last Meeting	Review, modify, approve previous minutes.			
2. Business from Last Meeting	Item / Action / Update	Who	When	
3. Safety Topic	Conduct a 5 minute Tool Box Talk (Select Topic, Plan and Practice ahead of meeting)			
4. Hazard Assessment follow-up	Review and update latest Hazard Assessment, close completed items, assign action on outstanding items.			
5. Incidents	Review recent Incident Investigation Reports and Workplace Violence Incident reports. Discuss measures taken.			
6. OHS Reports	Present and discuss reports, results, OHS Division Reports or Compliance Orders or similar documents.			
7. OHS Training	Consider reviewing a JOHSC training component – PowerPoint presentation in Doc Depot.			
8. New Business	Item / Action / Update	Who	When	
9. Next Meeting				

Signed _____ (Co-Chair) Signed _____ (Co-Chair)

Minutes are to be posted ASAP and left posted until subsequent minutes are posted

OHS Program Feedback Form

([Click here for printable form](#))

HRCE receives and reviews comments and suggestions from all workplace JOHSCs throughout the school year.

Workplace JOHSCs are encouraged to forward comments and suggestions regarding the OHS Manual and related procedures, documents and forms.

Please submit your feedback and comments below, scan and attach to an email or fax to OHS Manager: jswales@HRCE.ca 902-464-0135 with subject line "OHS Program Feedback Form".

Please use one form per procedure/form/protocol/practice.

Section	
Page	
Document Title	
Revision date	
Other information	

Please print your suggestions or other observations in the following space:

School / workplace:

Date:

JOHSC Co-Chair name and signature:

JOHSC Membership List
([Click here for printable form](#))

This list MUST be posted on the workplace JOHSC bulletin board

Location: _____

School Year: _____

	Name	Contact Information	Employer / Union
Co-Chairs	_____	_____	_____
	_____	_____	_____
Secretary	_____	_____	_____
Other	_____	_____	_____
Members	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

The membership is to be entered in the online form annually prior to October 15. Once entered via myHRCE Document Depot the list should be saved, printed, and posted.

JOHSC Self-Assessment Form

[\(Click here for printable form\)](#)

This questionnaire should be used to assess the JOHSC and provide the basis for ongoing evaluation.

Generally, the best way to do this is to compare the work of the JOHSC to the functions it is required to carry out.

Question	Yes	No	Other/Comments
Do employees know who the members of the JOHSC are? If so, how?			
Are the duties and authority of members shared with employees? If so, how?			
Do employees make suggestions to members? If so, how often?			
Are matters brought to the attention of the committee dealt with promptly?			
Have committee members received training?			
How many committee recommendations are implemented?			
When a recommendation is not implemented are the full reasons given to the JOHSC?			
Is the complete record of JOHSC recommendations, their implementation, or reasons for non-implementation available to all employees?			
Does feedback from employees suggest that the JOHSC is seen as performing a useful function in providing leadership in safety?			
Does the principal/supervisor support the activities of the JOHSC by providing comprehensive information, facilities, and training?			

Some guiding points that will assist in this evaluation are as follows:

Do employees know who the members of the JOHSC are? If so, how?

A strong indication that the program is operating effectively is that employees know who their committee members are. In order to carry out their duties effectively, Committee member must communicate with employees on OHS matters. Each Committee member should ensure that employees are aware that they are a member of the JOHSC.

Do employees make suggestions to members? If so, how often?

When employees regularly make suggestions to Committee members it indicates that communication channels are open and operating the way they should and that employees have confidence in members. In order to ensure this continues, any employee who raises a OHS matter should be given a prompt response. If this is not possible, an explanation of why there is a delay should follow.

Are matters brought to the attention of the Committee dealt with promptly?

The committee should address issues as soon as possible and explain the reasons for any delay to the employee(s). The time it takes for issues to be resolved should be tracked and evaluated at the end of the year. A long delay in addressing employee concerns, questions, or complaints may indicate a lack of responsiveness on the part of the Committee.

Have committee members received training?

Appropriate and adequate training of Committee members will go a long way in improving the effectiveness of the Committee. Members who are adequately trained will understand the functions of the Committee and be able to carry out their duties more effectively. Committee training should include information and functions regarding:

- Internal Responsibility System
- OHS Act
- General content of the regulations and the role of the Committee in these regulations
- OHS Policy and/or program and procedure for evaluation thereof
- Functions of the Committee and its rules of procedure
- Role of the Committee in inspections, hazard identification, investigations, complaints, work refusals
- Problem solving skills and Communication skills.

How many Committee recommendations are implemented?

A measure directly related to the Committee's credibility and effectiveness is the number of significant recommendations that have been implemented. If this number is small in relation to the number of recommendations made, it may indicate a lack of commitment by the employer to safety, or that recommendations made are unrealistic, or both.

JOHSC Workplace Audit
([Click here for printable form](#))

School/Office _____ Principal/Supervisor _____
 Completed by _____ # of Employees _____
 Location of OHS Bulletin Board _____ Date _____
 Does the information available at the Workplace meet the requirements of the Act?

Question	Y	N	N/A	Comments
OHS Act posted?				
Board OHS Policy posted?				
HRCE OHS Manual accessible (Document Depot)?				
Dept. of Environment & Labour 24 hour phone number posted?				
Does the workplace have a JOHSC?				
Are the names and contact numbers of JOHSC members posted?				
Have current year JOHSC members been added to Document Depot "JOHSC Membership"?				
Are minutes, reports and compliance orders posted?				
Are JOHSC documents retained for five years?				
First Aid Regulations accessible?				
Names or persons with valid Emergency or Standard First Aid Certificates posted?				
Are copies of above certificates available (JOHSC binder or Admin office)?				
First Aid Kit or Kits as necessary, maintained stocked?				
Workplace Violence Prevention Statement posted?				
Workplace Violence Prevention Plan annualized and accessible upon request?				
Inventory of controlled products (Principal's Fire Bag and/or Chem Lab)?				
(Material) Safety Data Sheets, revised within the past three years, accessible for controlled products				

JOHSC Database

Database to be maintained by the workplace JOHSC Chair should include:

- JOHSC Membership
- JOHSC Training
- Employee Training
- Workplace files with incident Investigations
- Workplace hazard assessment reports
- JOHSC minutes
- JOHSC requests for action
- Work refusal documentation
- Department of Labour Compliance Orders and Notices

OHS Bulletin Board Checklist

[\(Click here for printable form\)](#)

This checklist is a simple tool to ensure that your workplace OHS Bulletin Board contains the minimum materials and information as required by the OHS Act.

As principal/supervisor of a workplace, please carry out this simple check of your OHS Bulletin Board. A JOHSC member should be assigned to maintain the board.

Required to be Posted:

- ☐ HRCE OHS Policy (Policy D.002)
- ☐ OHS Act
- ☐ Contact number for the Nova Scotia OHS Division: 1-800-9LABOUR
- ☐ JOHSC: Members list with member contact information
- ☐ JOHSC Minutes of Meeting (last meeting)
- ☐ HRCE Workplace Violence Statement to be posted (not necessarily on the OHS Bulletin board)

If Applicable:

Copies of Department of Labour and Advanced Education

- ☐ Workplace Inspection Report
- ☐ Compliance Orders (until corresponding Compliance Notices have been posted)
- ☐ Compliance Notices (remain up for a reasonable amount of time for all to read)

Advised

- ☐ Where to find and read applicable Regulations – these must be available, not necessarily posted.
- ☐ Reports (recent) on OHS inspections, monitoring or tests
- ☐ Copies of JOHSC Workplace Inspections and/or Workplace Hazard Assessments
- ☐ Where the First Aid box(es) are located, First Aid Regulations, names of certified First Aid responders at the workplace (*a copy of the valid certificates should be available on site*)
- ☐ Where to find the (Material) Safety Data Sheets (SDS)

The Fine Print

- The OHS Bulletin Board is a key element of the Right to Know (Communication of Information). Refer to OHS Act Sections 37, 38 and 39.
- The lack of any of these items may lead to the issuance of a Compliance Order from an Inspector of the Department of Environment and Labour, OHS Division.
- Please also note that JOHSC Meeting Minutes should be maintained in by the committee secretary for a period of 5 (five) years.

Checked By: _____

Date: _____

To be followed up by: _____

Before: _____

9. Incident Reports and Investigations

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace a responsibility for health and safety, including reporting unsafe acts and conditions. Consistent reporting of workplace incidents will help identify trends and assist in the elimination of workplace hazards or in the establishment of necessary control measures. HRCE is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

To provide a procedure for reporting all incidents and near misses involving employees, students, volunteers, visitors and contractors, with the potential to result in injury, occupational illness and/or property damage. The data collected may be used as a quality improvement initiative, an indicator parameter, to track incidents and implement appropriate control measures. This will assist HRCE, in creating a safe and supportive learning environment for students and providing a safe working environment for all employees, volunteers, visitors and contractors.

Definitions

Refer to Incident Investigation procedure.

Responsibility

Refer to **Incident Investigation procedure** [[HRCE SharePoint. Search Box](#)] for specifics.

General:

1. All employees are required to immediately report all incidents and near misses to their immediate principal/supervisor. For incidents involving students or visitors the Student Insurance Form shall be used.
2. The principal/supervisor is responsible for investigating and corrective action follow-up of all incidents.
3. Refer to the Incident Investigation Procedure for an outline of reporting time frames as outlined in the OHS Act, noting that [Serious Incident](#) reporting requirements has been revised as of June 2017.

Procedure

Refer to [Incident Investigation Procedure](#) for specifics.

Information Sharing

All information reported will be tracked and used to identify problem areas and trends that will assist HRCE in enhancing their safety program. Statistics or when specific concerns are identified will be shared via a number of venues, which may include; department advisement, Board and senior management advisement and hazard alerts to be communicated directly to employees.

HRCE Incident Investigation Form

([Click here for printable form](#))

If you are completing this form electronically, please save form to a secure location, then close and reopen before entering information.

Check all that apply: <input type="checkbox"/> Hazardous Situation			<input type="checkbox"/> Incident	<input type="checkbox"/> Serious Injury
<input type="checkbox"/> <u>Workplace Violence Incident</u>			<input type="checkbox"/> *Medical Aid	<input type="checkbox"/> *Lost time
*A WCB Injury Report is required for non-NSTU members who may or will receive medical aid or lose time from work				

To be completed by reporting employee

Last Name:	First Name	Occupation	Yrs. Experience in Occupation
Full Address:			
School/Site		Date of Occurrence	Time of Occurrence
Detailed Location		Date Reported	
Describe what happened and describe injury. Attach a diagram, if helpful. If a <u>workplace violence incident</u> , describe the type of violence.			

Part of Body Injured (Indicate "R", "L", or "B", where applicable)

<input type="checkbox"/> Head	<input type="checkbox"/> Upper back	<input type="checkbox"/> Elbow (R / L)	<input type="checkbox"/> Hip (R / L)	<input type="checkbox"/> Ankle/foot (R / L)
<input type="checkbox"/> Eye (R / L)	<input type="checkbox"/> Lower back	<input type="checkbox"/> Wrist (R / L)	<input type="checkbox"/> Upper leg (R / L)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Neck	<input type="checkbox"/> Upper Arm (R / L)	<input type="checkbox"/> Hand/fingers (R / L)	<input type="checkbox"/> Knee (R / L)	
<input type="checkbox"/> Shoulder (R / L)	<input type="checkbox"/> Lower Arm (R / L)		<input type="checkbox"/> Lower leg (R / L)	

Type of Incident (Check off (✓) statements that best describe the incident)

<input type="checkbox"/> Repetitive Strain	<input type="checkbox"/> Slip/trip/fall
<input type="checkbox"/> Acute Strain (lifting, pulling, carrying)	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Caught in/under/between	<input type="checkbox"/> Employee action
<input type="checkbox"/> Struck, contacted by/with/against	<input type="checkbox"/> Cut/bruise
<input type="checkbox"/> Exposure to	<input type="checkbox"/> Other (explain) _____
<input type="checkbox"/> Meets definition of Workplace Violence	

Describe the nature of on-site first aid, if applicable. If a **workplace violence incident**, describe effects on employee (ie, first aid, police called, emotional harm, superficial physical harm ,etc):

If this is a **workplace violence incident**, indicate the relationship of alleged offender(s) to reporting employee if any:

☐ Co-Worker ☐ Student ☐ Parent ☐ Public ☐ Other: _____

Details:

To be completed by Principal/Supervisor

Witnesses: Attach witness statements if applicable (indicate if staff or visitor)

Name	Telephone
Name	Telephone

Causes: Check all that are applicable

Practices

- ☐ Improper body position/posture
- ☐ Tasks not varied/micro breaks not taken
- ☐ Unnecessary rushing
- ☐ Improper lifting
- ☐ Unsafe loading/placement
- ☐ Using defective, altered or modified equipment
- ☐ Using equipment improperly
- ☐ Not using / improper use of personal protective equipment
- ☐ Not following appropriate procedures or Behavioral Plan
- ☐ Inappropriate conduct
- ☐ Hazardous personal attire
- ☐ Inattention to Task or Surroundings
- ☐ Other (explain): _____

Conditions

- ☐ Congestion or restricted action
- ☐ Poor housekeeping; disorderly workplace
- ☐ Slip/trip hazards
- ☐ Defective furniture, tools, equipment or materials
- ☐ Inadequate or excessive illumination
- ☐ Inadequate ventilation
- ☐ Excessive noise
- ☐ Inadequate or improper protective equipment
- ☐ Irrate client/employee action
- ☐ Adverse weather
- ☐ Other (explain): _____

Prevention/Corrective Action: Check all that are applicable (Mark with "c" if complete and "p" for pending)

- | | |
|--|---|
| <input type="checkbox"/> Training/instruction of person involved | <input type="checkbox"/> Request ergonomic assessment |
| <input type="checkbox"/> Improve work procedures | <input type="checkbox"/> Correction of work area |
| <input type="checkbox"/> Inform staff/managers of safe work procedures | <input type="checkbox"/> Recommend development/improvement in |
| <input type="checkbox"/> Notify student services and appropriate specialists training | <input type="checkbox"/> Improve housekeeping |
| <input type="checkbox"/> Inform staff/managers of hazard and how to protect themselves | <input type="checkbox"/> Reassess work standards |
| <input type="checkbox"/> Improve inspection procedures | <input type="checkbox"/> Tools, equipment, furniture repair |
| <input type="checkbox"/> Improve engineering/design replacement | <input type="checkbox"/> Other (describe): _____ |

Principal/Supervisor Actions (If a workplace violence incident all the below must be actioned)

- ☐ Employee notified of **actions taken to prevent or minimize reoccurrence**, and

Details: _____

- ☐ Employee provided appropriate debriefing, and
- ☐ Employee advised to consult with a health care professional for treatment or counseling, and or EAP, if appropriate, and
- ☐ Workplace OHS Committee notified ONLY of nature of incident and preventative actions taken.

Signatures

Signature (Principal/Supervisor)	Name (print)	Date (dd-mm-yyyy)
Signature (Reporting employee)	Name (print)	Date (dd-mm-yyyy)

*Completed HRCE Incident Reporting Form may be PDF'd/scanned by email to incidents@hrce.ca or by fax to 902-464-0135. **Your Supervisor/Manager should also receive a copy.

Incident Reporting Flowchart

[\(Click here for printable form\)](#)

Completed By	Incident, including workplace violence (Personal injury/property damage/near miss)	Sent To
<p>Section 1: Completed by the Employee</p> <p>Section 2: Completed by the Principal/Supervisor</p> <p>Principal/Supervisor expected to review report with employee</p>	<div><div>HRCE Incident Reporting Form</div><div>Immediate initial investigation of all incidents, including workplace violence</div><div>(Refer to separate <i>Serious Injury Reporting</i> in Document <i>Don't if applicable</i>)</div></div> <div>↓</div>	<p>Abilities Team</p> <p>And one of the following based on employee group:</p> <p>Principal's supervisor if NSTU, CUPE, NSGEU</p> <p>Operations Manager if NSUPE</p> <p>Supervisor if PEG</p>
<p><u>Injury on Duty</u> NSTU/PSAANS</p> <p><u>WCB</u> Principal/Supervisor</p> <p>Principal/Supervisor expected to review report with employee</p>	<p>To be completed only if employee misses time and/or seeks medical</p> <div><div>NSTU/PSAANS</div><div>Non-NSTU</div><div>Injury on Duty</div><div>WCB Form</div></div> <div>↓</div>	<p>Abilities Team</p> <p>Do not send forms to WCB directly. They will be sent from Abilities Team once reviewed</p>
<p>Principal/Supervisor</p>	<div>SIP Form (School Insurance Program)</div>	<p>Online submission to SIP https://sip.ca/teachers-staff</p>

Health and Abilities Team Contact Information

All above documentation should be sent by fax to 902-464-0135 or by email to incidents@hrce.ca

Abilities Team Contacts:

Allie McKay, Human Resources Administrator	(p) 902-464-2000 ext 2219
Julie Richards, Health and Abilities Manager	(p) 902-464-2000 ext 2214
John Swales, OHS Manager	(p) 902-464-2000 ext 2204

Witness Statement
([Click here for printable form](#))

Injured Employee's Name: _____

Date: _____

Investigator: _____

Name of Witness: _____

Phone #: _____

Job Title of Witness: _____

How long employed here: _____

Home Address of Witness: _____

Location of Incident: _____

Address/Building

Area (bathroom, etc.)

Interviewer's Checklist:

- ☐ Put the witness at ease
- ☐ Explain the purpose and importance
- ☐ Explained benefits of investigation
- ☐ Explained reason for checklist
- ☐ Asked leading questions to fill in gaps
- ☐ Discussed his/her preventative ideas
- ☐ Paraphrased replies before documenting
- ☐ Expressed sincere thanks for the witness's cooperation

Describe fully how injury occurred (including events that occurred immediately following the injury):

Describe bodily injury sustained (be specific about body part(s) affected):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Date: _____

Injury on Duty Application Form

([Click here for printable form](#))

Article 26 – Teachers’ Provincial Agreement

Sections 1 & 2 must be completed for claim to be considered

Section 1 (to be completed by the Teacher)

Name: _____	Professional Number _____	Phone Number _____
Usual Work Site _____	Date & Time of Injury _____	
Specific Location of Accident _____ _____ _____	Witness(es) to Injury _____ _____ _____	
Have you lost time from work? Yes ____ No ____ If Yes: Date of 1 st missed day (or part thereof) _____	Date SIP Form was completed: _____	
Brief description of how injury occurred (part of body injured, anything that may have contributed to the injury) _____ _____ _____ _____		
Describe what you were doing at the time. _____ _____		
Teacher: I authorize my health care providers to disclose to my employer all medical information related to my abilities and limitations to perform the duties of my position in respect of this claim.		
_____ Teacher’s Name (signature) Date _____ Home Address _____	_____ Current Assignment	
Principal: _____ I have reviewed the information provided _____ I have reviewed the information and wish to provide additional information: (please attach additional written information) Principal’s Name (signature) _____ Date _____		

Section 2 (to be completed by the Physician)

What is the nature and extent of your patient's functional impairment?

To what extent is this impairment related to the injury that is the subject of this claim?

To what degree is your patient's current functional impairment related to a pre-existing injury, illness or condition?

Do you believe this injury is likely to result in a permanent impairment?

Yes____ No____

Additional Information: _____

Has your patient been referred to a physiotherapist, chiropractor or specialist?

Dates you attended the patient

Visit #1 _____

Visit #2 _____

Visit #3 _____

Visit #4 _____

Visit #5 _____

Physician: The information provided in this document is true and based on my examination of the patient.

Physician's Name (print)

Work Number

Date

Physician's Signature

Clinic Mailing Address

Please submit with Section 1 & 2 completed to:

Abilities Team
Human Resource Services
33 Spectacle Lake Drive
Dartmouth, NS, B3B 1X7
Fax: 464-0135 (confidential)

Serious Injury Reporting
to the NS DLSI Safety Branch OHS Division
([Click here for printable form](#))

Serious Injury Definition Updated June 2017

A serious injury or incident is now defined as one that endangers life or causes permanent injury.

All of the following **must be reported** by the workplace supervisor upon their receipt of information confirming such:

Fatalities—immediately

Serious injury—as soon as possible, within 24 hours

- Unconsciousness
- Third-degree burn
- Fracture of the skull, spine, pelvis, arm, leg, ankle, wrist or a major part of the hand or foot
- Loss of sight in one or both eyes
- Asphyxiation or poisoning
- Loss or amputation of a leg, arm, hand, foot, finger, or toe
- Any injury that requires admission to hospital
- Any injury that endangers life

Serious incident—as soon as possible, within 24 hours

- An accidental explosion
- A major release of a hazardous substance
- A major structural failure or collapse
- A fall from a work area where fall protection of a building or other structure is required by the regulations

The above injuries and illnesses can be reported by email or phone.

Email: ohsdivision@novascotia.ca Phone: 1-800-952-2687

Details to be shared with the OHS Division should be limited to:

Time _____

Date _____

Civic address _____

Employer's name _____

Brief description of the event (extent of injuries etc.) _____

**** Please ensure you inform your School Administration Supervisor and/or Director, Operations as well as [Manager OHS](#) before or at the time of submitting this information to the N.S. Department of Labour, Skills and Immigration, Safety Branch (OHS Division).**

Contributing Factors to Incidents List

[\(Click here for printable form\)](#)

People (management, non-management employees, contract workers, visitors)	
<input type="checkbox"/>	knowledge, experience, skill, understanding, orientation, training
<input type="checkbox"/>	job site analyses
<input type="checkbox"/>	communication
<input type="checkbox"/>	safe work practices and procedures
<input type="checkbox"/>	documentation of hazards
<input type="checkbox"/>	equipment
<input type="checkbox"/>	preventative maintenance
<input type="checkbox"/>	physical capability analysis
<input type="checkbox"/>	workload
<input type="checkbox"/>	workplace inspections
Equipment	
<input type="checkbox"/>	design
<input type="checkbox"/>	manufacturers' specifications
<input type="checkbox"/>	use
<input type="checkbox"/>	preventative maintenance
<input type="checkbox"/>	ergonomics
<input type="checkbox"/>	job safety analysis
<input type="checkbox"/>	safe work practices and procedures
<input type="checkbox"/>	hazard recognition, evaluation and control
<input type="checkbox"/>	documentation
<input type="checkbox"/>	personal protective equipment (PPE)
Materials	
<input type="checkbox"/>	manufacturers' specifications
<input type="checkbox"/>	use
<input type="checkbox"/>	preventative maintenance
<input type="checkbox"/>	ergonomics
<input type="checkbox"/>	job safety analysis
<input type="checkbox"/>	safe work practices and procedures
<input type="checkbox"/>	hazards recognized, evaluated and controlled
<input type="checkbox"/>	documentation
Environment	
<input type="checkbox"/>	lighting
<input type="checkbox"/>	noise
<input type="checkbox"/>	air quality
<input type="checkbox"/>	housekeeping practices
<input type="checkbox"/>	weather conditions
Processes	
<input type="checkbox"/>	type of work
<input type="checkbox"/>	pace of work
<input type="checkbox"/>	work flow
<input type="checkbox"/>	technique
<input type="checkbox"/>	by-products created from processes (fumes, dust, noise etc.)

Sample Fact Finding Questions

The following are some sample open ended questions for you to use or consider. By using words like “describe” or “tell me about”, you can get more open answers.

People

- Describe the experience level of the employee for the task being completed.
- Tell me what training had been taken and when?
- Describe the physical demands of the role.
- How long a period was worked prior to the incident?
- Tell me about the employee’s health status and what (if any) drugs or alcohol had been being taken.

Equipment

- What equipment was being used?
- What tools were being used? Any defects?
- What safe work procedures are in place?
- Describe how the safe work procedure was applied?
- Describe how the equipment working?
- What guarding or barriers were in place?
- What warning system was in place?

Materials

- What materials (or combinations) were involved?
- What substances were involved?
- What are the manufacturer standards?
- Describe how the materials were being used.

Environment

- Describe the weather conditions at the time of the incident.
- Describe what the housekeeping was like at the site.
- Describe the general layout of the incident location.
- Describe the temperature, lighting conditions, etc.
- Describe what gases, dusts, or fumes were present.
- What other conditions might have contributed to the incident?

Process

- Describe the flow of the work being completed such as: the design, organization, pace and type of work.
- What by-products such as: heat, noise, dust, vapours, fumes and scrap materials might have been created by the process.

Open Ended Questions

- Tell me what happened (big picture)
- Describe where were you at the time of the incident
- Tell me what you were doing at the time of the incident
- Tell me what you saw and/or heard at the time of the incident
- Describe the conditions (weather, housekeeping, light, noise, etc.) at the time.
- Describe what the injured employee(s) was doing at the time of the incident.
- In your opinion, what caused the incident?
- Tell me who else was nearby when the incident occurred

The “5W” Questions

The “5W” questions are a method of obtaining information. These questions allow for effective information gathering. The “5W” questions have two purposes:

- A “self-checklist” for the investigative team to ensure that all possibilities have been covered for the incident.
- Can also be used as a prompt for the interviewer to formulate appropriate questions during the interview.

	“5Ws” - Detailed Information to Gather
Who	Who was involved?
	What was he or she doing at the time?
	Was it his or her normal job? Since when?
	Was he or she trained for the job?
	Was anyone else involved directly or indirectly?
	Who reported the incident?
	Who was the incident reported to?
What	What factors led up to the event?
	What was the sequence of events surrounding the incident?
	What equipment was involved, if any?
	What was the equipment being used for at the time?
	Was this a normal use?
	What was the overall condition of the equipment?
	Was this its usual condition?
	Were all safety features operational?
	What materials were involved?
	What were they being used for?
	Was this a proper use for them?
	What was the condition of the workplace or site at the time (i.e. floor, housekeeping, traffic, lighting, distractions, etc.)?
	Is there any Personal Protective Equipment required to perform this job task?
	If yes, was it used at the time of the incident?

	"5Ws" - Detailed Information to Gather
	If yes, was it used correctly as per the safe work processes or manufacturer's instructions?
	What other factors should be considered?
	What known hazards exist?
	If any hazards exist, were the materials being used and/or handled properly?
	What was the environment (i.e. temperature, weather)?
Where	Where was the exact location of the incident? (If off company property, what was the street address or business location?)
	Where did it occur in the flow of operations?
	What was the layout? Diagram?
	Where were the people involved (injured or ill party, witnesses) positioned relative to the occurrence? (i.e. on third step of the staircase or in the north parking lot)
When	When did it occur in the working day? On what day or date?
	Is it the first time for this incident in the workplace?
	If not, when was the first incident and what was the outcome?
	When was it reported?
	Did the employee experience something similar in the past?
	If yes, provide details.
Why	Is there an obvious cause of this incident?
	Why were these circumstances present?
	Why was the required equipment safety review not completed?
	Why was equipment not serviced as per requirement?
	Why were hazards not reported?
	Why were safe work procedures not followed?

Incident Investigation Kit List

1. Dust protected case or container
2. Incident investigation forms
3. Incident investigation reminder cards
4. Quick reference guides
5. Sample investigation questions
6. Camera (disposable or digital) and batteries
7. Flashlight and batteries
8. 'Do Not Enter' tape/Caution tape/Danger tape
9. Clip board
10. Tape measure
11. Ruler
12. Compass
13. Plastic bags
14. Containers for samples
15. Labels
16. Permanent marker
17. Pens
18. Pencils
19. Eraser
20. Notebook
21. Sketch paper
22. Photo log paper
23. Graph paper
24. Identification tags
25. Lockout tags
26. Hand sanitizer
27. Ear plugs
28. Protective glasses
29. Latex glove
30. Safety vest
31. Other Workplace Specific Items:
32. _____

WCB Injury Report

Please refer to the WCB Injury Report.

<http://www.wcb.ns.ca/Portals/wcb/Forms/Injury%20Report%20-%20WCB%20Nova%20Scotia.pdf?ver=2021-06-24-120652-260>

10. Inspections

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace a responsibility for health and safety, including a means of workplace inspections and monitoring.

Scope and Purpose

The purpose of this program is to control losses of human and material resources by identifying and correcting unsafe acts and conditions. This program applies to all areas of the workplace, including, but not limited to, buildings, structures, grounds, tools, equipment, machinery, and work methods and practices, both in classrooms and other areas where employees work in, and will take place at regular intervals to prevent the development of unsafe working conditions.

The board shall maintain a program of hazard inspections at facilities and all workplaces. The assessment process is designed to monitor compliance with company rules, policies, procedures, legislation and this program.

The Board requires that part of the workplace is to be inspected regularly, with the entire workplaces undertaking documented inspection and assessment of hazards twice a year.

Components of Element 11 Hazard Assessments and components of Element 8 JOHSC, amongst other components of the HRCE OHS Manual and program, cover the criteria of this Element 10.

11. Hazard Assessments

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace a responsibility for health and safety, including a means of workplace inspections and monitoring.

Scope and Purpose

The purpose of this program is to control losses of human and material resources by identifying and correcting unsafe acts and conditions. This process applies to all areas of the workplace, including, but not limited to, buildings, structures, grounds, tools, equipment, machinery, and work methods and practices, both in classrooms and other areas where employees work in, and will take place at regular intervals to prevent the development of unsafe working conditions.

The board shall maintain a program of hazard inspection, identification and assessment at facilities and all workplaces. The assessment process is designed to monitor compliance with company rules, policies, procedures, legislation, and this program.

The Board requires that part of the workplace is to be inspected regularly and assessed for hazards, with the entire workplaces undertaking documented inspection and assessment of hazards twice a year.

Schools identified as containing asbestos, a known hazard, will also complete an annual documented asbestos inspection and assessment as detailed in the HRCE Hazard Assessment Process and in Element 21.

Information Sharing

Processes to communicate identified high risk hazards to other sites and employees will be implemented. This may involve regular review of completed hazard inspections by principals/supervisors, OHS employees and Operations Services, and if any items are deemed to require such communication, documents (e.g., Safety Bulletins/Incident Awareness Notices) will be issued by OHS employees via the Principal's weekly memo or other suitable means.

11.1 HRCE Hazard Assessment Process

Purpose

The purpose of this document is to provide a framework to guide in the completion of the HRCE school site *Hazard Assessments*. Hazards Assessments are a requirement of the NS OHS Act.

Scope

A Hazard Assessment for all HRCE buildings and grounds shall be completed not less than two times per year as a minimum requirement. The HRCE Operations Building Management Supervisor (BMS) in conjunction with the HRCE School site Principal or designates and caretaker should complete the inspection. The findings of the Hazard Assessment will be electronically recorded in the HRCE Operations form. All parties will agree upon the criticality rating based on the system included with the report. This report will generate corrective actions that are forwarded to required parties.

Terminologies

OHS – Occupational Health and Safety Act (NS OHS Act)

SAP – electronic system used for generating and tracking work orders

BMS – HRCE Operations - Building Management Supervisor

Building – Includes an indicated % of classrooms (found on form) and all storage and mechanical rooms within the building envelope including with outside access only

Grounds – as defined by the property lines provided by the Building Management Supervisor

N/A – Not Applicable

Roles & Responsibilities

Operations Maintenance Supervisor(s) – review and assign work orders to trades as required for assigned region of responsibility schools

Operations Building Management Supervisor(s) (BMS) – coordinate and perform Hazard Assessments in assigned region of responsibility schools, communicate findings with caretaker for immediate (minor) corrective actions

School Principal(s) or designates – Communicate completed findings to the respective JOHS committee

School Caretaker – participate in the Hazard Assessment process

Procedure

1. The Building Management Supervisor (BMS) shall obtain a copy of the previous Assessment and share with the members of the Hazard Assessment team prior to, or at the time of, scheduling the next Hazard Assessment.
2. The BMS shall schedule the Hazard Assessment with the respective school Principal, or designate, in their assigned region of responsibility at least twice per school year.

3. Use the electronic form found on the BMS shared teams drive with a tablet or a printed copy. If a printed copy is used, enter the form electronically immediately after the completion in conjunction with the participant's agreement.
4. A visual inspection shall be completed for each section identified in the standard Hazard Assessment form. Any deficiency identified should be shared verbally as a group before recording the issue and risk rating for each item. In the event that an item is not present, it may be added in the notes or identified with N/A.
5. Upon completion of the assessment:
 - a. BMS will review and convert the noted hazards and enter notifications
 - b. BMS will advise school admin of any high priority hazards that need immediate attention. All corrective actions should be completed within a three-week time period.
 - c. BMS will provide the document to the Principal, SLC Supervisor, Maintenance Supervisor, Caretaker, Custodial Coordinator and Custodial Manager.
 - d. Inspection form to be saved in Hazard inspection folder
6. The BMS will enter in SAP and assign the priority to the work order notification. The identification of all hazard assessment shall be tagged with year, season and HA i.e.. 2020Fall HA
7. The work order number will be recorded on the assessment spreadsheet and is distributed to the school Principal.
8. The Operations Maintenance Supervisor will review and assign work orders to trades as required for assigned regions.
9. The Operations Maintenance Supervisor will review and confirm completion of the work orders to BMS
10. BMS will schedule to meet with maintenance supervisor on a bi-weekly basis to review status of work orders assigned to trades.
11. BMS will follow up on urgent school-based hazards.
12. Where possible, all corrective actions shall be completed within 30 days or scheduled for evaluation and approval for funding.

Supplementary Information

The Hazard Assessment form is found on the shared Teams Drive accessible to the BMS.

The Hazard Assessment must include the BMS and Principal or designate, although the Caretaker may be deemed optional depending on availability.

The NS OHS Act states the employer shall establish and maintain a **written** OHS program and specifically lays out that a hazard identification system includes:

- (i) Evaluation of the workplace to identify potential hazards.
- (ii) Procedures and schedules for regular inspections.

- (iii) Procedures for ensuring the reporting of hazards and the accountability of persons responsible for the correction of hazards.
- (iv) Identification of the circumstances where hazards must be reported by the employer to the JOHSC and the procedures for doing so.
- (v) A system for workplace occupational health and safety monitoring, prompt follow-up and control of identified hazards.

Asbestos

The Building Management Supervisors (BMS) are to be aware which of the schools within their responsibility are known to contain Asbestos Containing Materials (ACMs) and to have access to respective Asbestos Surveys (~1999) and remediation records since. BMS shall, in schools with asbestos, perform at least one inspection of accessible ACMs annually, record observations, date and sign, and place with the Asbestos Survey as a record.

Caretakers in these schools should have general knowledge of the Asbestos Survey, markings which indicate ACMs and to report any noted damages immediately by calling the HRCE EMERGENCY LINE (day or night).

12. Work Refusal Process

Preamble

The Internal Responsibility System (IRS), is the basis of the OHS Act and assigns everyone in the workplace responsibility for health and safety. This includes resolving situations where employees have reasonable grounds to believe the work they are tasked with is unsafe and that their only option is to exercise their right to refuse unsafe work. All workplace parties are expected to take all reasonable steps to reduce or eliminate situations that may result in an unsafe situation.

HRCE is committed to providing a healthy and safe working and learning environment for all employees and students. Clear and concise communication between employees and principals/supervisors will help to appropriately and quickly resolve hazardous workplace situations.

Scope and Purpose

To provide a standardized procedure for employees and principals/supervisors, when reporting and resolving unsafe conditions that have or may escalate into a work refusal.

Definitions

Department of Labour & Advanced Education Officer: An officer given the authority to inspect, investigate and enforce the OHS Act and applicable regulations.

Discriminatory Action: Action that adversely affects an employee with respect to terms/ conditions of employment or opportunity for employment or promotion. It can include dismissal, layoff, suspension, demotion, coercion, intimidation, imposition of discipline related to a work refusal, reprimand or other penalty (such as reduction in wages, salary or other benefits; or the discontinuation or elimination of the employee's job).

Reasonable Grounds: The employee has an honest belief that the work being asked of them will cause themselves or others harm.

Unanimously: All present JOHSC members agree on the outcome of the investigation and they advise the employee to either return to work or that further action by the employer is required.

See HRCE Work Refusal Procedure and form on following pages.

12.1 Right to Refuse Procedure

Employees have the right to refuse* to carry out an act or work in a condition where they have reasonable grounds to believe that doing so would endanger their health and safety or that of another person. Employees will not be subject to discipline when actions are in compliance with the OHS Act or an order made by the Department of Labour.

** This right to refuse does not apply to a teacher or employee where circumstances are such that the life, health and safety of another person are in imminent danger, until such a time that the other person(s) is removed to a safe place.*

Responsibilities

- *Principals/Supervisors*
 - ▶ Receive refusal communication from the employee and direct the employee to complete the Work Refusal Report;
 - ▶ Investigate reported unsafe conditions and ensure that any unsafe condition is remedied immediately; and
 - ▶ Notify employee, worker representative, and other JOHSC members.
- *Employees*
 - ▶ Immediately report any unsafe conditions to your principal/supervisor, individually, and in person; and
 - ▶ Complete Section 1 of the Work Refusal Report and submit it in person to their principal/supervisor.
- *JOHSC Member(s)*
 - ▶ Participate in inspection of reported acts or conditions, propose recommendations to the employer, discuss and decide if they deem act or conditions safe.

Procedures

Principals/supervisors are responsible for investigating any reported unsafe act or condition and ensure that the situation is remedied immediately. If, in the principal's/supervisor's opinion the refusal report is not valid, he/she will inform the employee who made the report with an explanation for the decision.

If the principal/supervisor investigation does not resolve the matter immediately, then a quorum, or the whole, of the workplace JOHSC will investigate.

1. If the JOHSC quorum unanimously finds the act/work condition to be safe then they will advise the worker to return to work.

2. If the JOHSC quorum does not unanimously find the act/work condition to be safe, or if the JOHSC investigation supports the employees' refusal:
 - a. the employee will notify the Department of Labour immediately, who will investigate the matter and render a decision.
 - b. the principal/supervisor will notify their superior, the Human Resource Manager and the HRCE OHS Manager (if not already involved).

Right to Reassign

The principal/supervisor has the right to temporarily assign the employee refusing work to alternative work. This will be done at no loss in pay to the employee until the matter is resolved and is not considered disciplinary action.

The principal/supervisor also has the right to reassign the work activity that has been refused to be done to another employee as long as:

- a. the second employee has been made aware of the first employees refusal, and the reasons for the refusal, and
- b. understands their OHS Act responsibilities and accepts the factors.

Work Refusal Report

([Click here for printable form](#))

Under Nova Scotia's OHS laws, all employees have the right to refuse work they believe to be unsafe without being subject to discipline. Filling out this report is one of the steps an employee should follow when refusals occur.

SECTION 1: To be completed by Employee

Date:

Time:

Name:

School/Location:

Phone #:

Email:

Physical Location of Work Refusal:

Task Refusing to be performed:

Reason for Refusing – Please be specific about why you think the task endangers your (or someone else's) personal health and/or safety and why the current safety precautions in place are not adequate protection:

Signature:

SECTION 2: To be completed by Supervisor / Employer Representative

Date of Investigation:

Time of Investigation:

Name of Investigator:

Position:

JOHSC Members Participating:

Details of Investigation (Refer to or attach additional documentation):

Employee advised to return to work by JOHSC? ☐ Yes ☐ No (If No, see Part 3)

JOHSC Corrective Action Recommendation (if any):

Worker Satisfied Problem Resolved? ☐ Yes ☐ No (If Yes, refusal ends. If No, see Part 3)

Worker Signature:

Supervisor Signature:

Investigator Signature:

JOHSC Signature:

SECTION 3: To be completed by HR Services

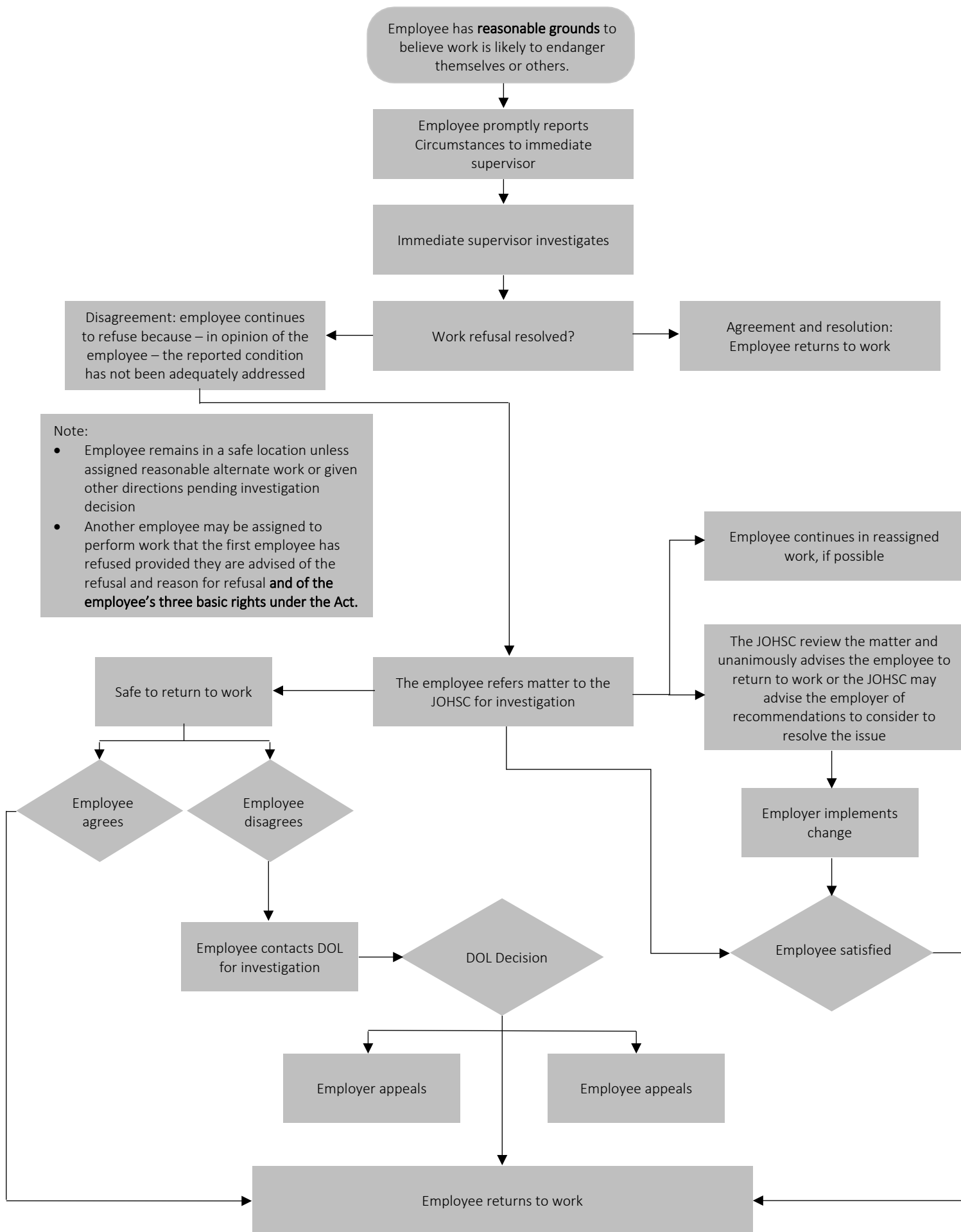
Employee informed of requirement to notify NS OH & S Division: Yes ☐ No ☐

Date Called:

Time Called:

Safety Officer assigned:

Right to Refuse Flow Chart



13. Safe Work Practices and Procedures

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace a responsibility for health and safety. One responsibility is to prepare written work procedures required to implement safe and healthy work practices, including those required by legislation or by orders of an officer, and identification of the types of work for which the procedures are required in the workplace. HRCE is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

This procedure is a guide for the development of Safe Work Procedures and Practices (SWP/P). SWP/P are approaches of looking at a task or activity and providing a descriptive means of the safest way to complete it. It is a process of identifying hazards involved with a job and putting into place administrative control measures to eliminate or reduce the risks. SWP/P provides information for employees in performing tasks or activities and assists in employee training and orientation in the hazards associated with the work to be performed.

Definitions

Safe Work Practices: An administrative control to eliminate or reduce the risk of a hazard. As a practice, they are general safety precautions and approaches, usually applied to the use of tools or equipment.

Safe Work Procedures (also known as Job Procedures): An administrative control to eliminate or reduce the risk of a hazard. As a procedure, it is a required step-by-step means to carry out a task.

13.1 Introduction

A Safe Work Practice (SWP) is a document written to provide guidance in performing many everyday work activities in a safe manner. Various steps and precautions are listed and are normally followed in the given order. A safe work “procedure” differs in that it details specific actions in a specific order to complete an activity.

Incidents, injury and lost time accidents can be prevented and controlled through effective supervision and forethought. SWPs provide this framework.

Every employee is expected (as a condition of employment) to be concerned with personal safety, the safety of other workers and students, and safety of the general public. All employees are charged with the responsibility of cooperating with, and supporting the safety program objectives of the Board. Adherence to SWPs is a part of this responsibility.

It is not intended that the existing SWPs are an exhaustive set of practices and certain work areas will have activities not covered herein. SWPs should be developed and added to this section as new tasks are identified. Improvement of the SWPs, that is, creating a safer practice, is a continual process in which both employee(s) and management (including JOHSC) cooperate and communicate.

Principals/supervisors are responsible for conveying and sharing the relevant Safe Work Practices to all employees under their direct supervision.

13.2 Responsibilities for Safe Work Practices

Employees

All employees of the HRCE have a personal responsibility for their own safety, that of colleagues, and visitors at their workplaces. Employees are responsible for compliance with safety regulations, standards, procedures and safe work practices established by the HRCE. This is essential to prevent injury or damage to persons, equipment and property. Employees are responsible for promptly reporting to their principal/supervisor any hazardous conditions or procedures that affect them, other workers, or the general public.

Employees are encouraged to bring forward to principals/supervisors and workplace JOHSCs suggestions for new SWPs or revisions to improve existing SWPs.

Principals/Supervisors

Principals/supervisors will assume responsibility of ensuring their employees receive training and education in safe work practices to be followed. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Principals/supervisors will act positively to eliminate any potential hazards in their workplaces and will model good safety practice.

Principals/supervisors are encouraged to develop SWPs where deemed necessary and to bring forward to workplace JOHSCs suggestions for new SWPs or revisions to existing SWPs.

JOHSCs

JOHSCs are a forum in which employees and management may develop, review, update or make recommendations for new, and to existing SWPs.

[Refer to Document Depot Safe Work Practices folder for all HRCE SWPs](#)

Safe Work Practices Form

([Click here for printable form](#))

Safe Work Practices (SWP) are written to provide guidance in performing many everyday work activities in a safe manner. Various steps and precautions are listed and are normally followed in the given order*. A safe work procedure differs in that it details specific actions in a specific order to complete an activity.

Principals/supervisors are responsible for ensuring their employees receive training and education in safe work practices. They will consistently enforce safety standards and requirements to the utmost of their ability and authority.

Adherence to Safe Work Practice is a part of all employees' responsibilities.

Principals/supervisors, employees or the JOHSC may write a Safe Work Practice specific to their location or activity. The [form](#) (printable version) below should be used to guide the creation of a Safe Work Practice (SWP).

SWP Title:		
Date Written:		
Names of Authors:		
References:		
Hazards Recognized:		
Specifics of Location:		
Written Safe Work Practice :	•	_____
	•	_____
	•	_____
	•	_____
	•	_____
	•	_____
	•	_____
	•	_____
	•	_____
	•	_____
Authorized by:	Date:	

* If order is important then used numbered steps as opposed to the bulleted steps in the form.

The completed Safe Work Practice must be: 1. communicated to employees it is relevant to; 2. revised and updated if/as per JOHSC recommendation; and 3. copied to the HRCE OHS Manager for approval and inclusion in OHS program manual.

14. Emergency Management Planning and Preparedness

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace a responsibility for health and safety, including management responsibility for communication and commitment to a health and safe work environment. Consistent communication from management on safety and specific work environments will re-enforce the safety culture within the organization. HRCE is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

This scope of this element is to provide guidance, templates and programs to ensure HRCE has, at its places of work (offices and schools), management plans developed and implemented for emergency services such as first aid, fire management planning, school emergency management planning and responses when police involvement is required. Management and employees familiar with developed action and communication plans will assist HRCE in creating a safe learning environment for students and providing a safe working environment for all employees, volunteers, visitors and contractors.

14.1 First Aid – General

The following first aid guidance should be followed:

The [Nova Scotia Workplace Health and Safety Regulations, Part 4 First Aid](#) dictate the type of first aid kits/supplies and number of trained personnel required at each work site.

It is the duty of each person at the worksite to use the first aid supplies and services as needed and without delay and to report all injuries to the employer without delay.

The [first aid attendant record sheet](#) should be completed when supplies are taken out of a first aid kit.

First aid supplies are to be checked by the Employer (may delegate to JOHSC) on a periodic basis and restocked to ensure adequate quantities of items.

Employees assigned or using HRCE vehicles are responsible to ensure that vehicle first aid kits are inspected monthly, kept clean and accessible and restocked as and when necessary.

There may be cases when injured employees who need professional medical attention could be transported to the nearest hospital by a Board vehicle. There may be other cases, however, when injured employees should be transferred by ambulance to the nearest hospital. If there is any doubt about the mode of transportation, an ambulance should be called. For example, the following conditions would indicate ambulance service:

- a. Employee is unconscious or in shock;
- b. Hemorrhaging;
- c. Severe abdominal cramps and/or vomiting;
- d. Any apparent fracture; and
- e. Other symptoms of internal injury.

All bites, because of the possibility of transmission of disease, should receive prompt medical attention by a physician. If someone is bitten by an animal, every attempt should be made to confine the animal without endangering the safety of employees.

Report all injuries, immediately or with minimal delay, to the principal/supervisor, no matter how minor. HRCE Incident Reporting Form, WCB Injury Report form, and (for students and Visitors) SIP Incident Report e-form should be completed by the principal/supervisor of the worksite as required. See [Incident Reporting and Investigation](#).

“Serious Injuries”, such as life endangering, permanent injury, or admission to hospital, must immediately be reported to the Department of Labour and Advanced Education: OHS Division.

*Please refer to [Serious Injury Reporting](#) for examples and definition.

14.2 First Aid Services and Training

Preamble

The HRCE will meet or exceed the requirement and standards of first aid as set out in the [Workplace Health and Safety Regulations, Part 4 First Aid](#). The Occupational First Aid program is part of the HRCE OHS Program and plays an integral part in reducing the frequency and severity of injuries at worksite.

Purpose

To give immediate and appropriate first aid to workplace injured employees and other persons injured in the workplace.

Regulation

Employees who are scheduled to regularly work alone shall be trained in Basic First Aid.

Schools with 50 or less employees working during regular school hours shall have at least one (1) full time staff member trained in (Workplace) Intermediate First Aid Standard First Aid, a 2-day course, or to a higher level. An additional staff member (for redundancy in the case of absence), trained to the same level of certification, is **required** by HRCE.

Schools with more than 50 employees working during regular school hours shall have at least two (2) full time staff member trained in (Workplace) Intermediate First Aid Standard First Aid, a 2-day course, or to a higher level. An additional staff member (for redundancy in the case of absence), trained to the same level of certification, is **required** by HRCE.

Who Will Be Trained?

	Intermediate (Workplace) First Aid (2-day)	Basic First Aid (1-day)
Regulatory		
<ul style="list-style-type: none">Schools <51, train 1+Schools 50<, train 2+	Discretion of Principal (ideally 100% full time employees)	Work Alone Custodian, other employees likely to be working alone at workplace
<ul style="list-style-type: none">Offices		One employee from each department or floor
<ul style="list-style-type: none">Operations		All property services employees
Condition of HRCE Employment		
<ul style="list-style-type: none">EPA Job Description Qualification (2023)		Educational Program Assistants
<ul style="list-style-type: none">EXCEL Procedure Manual		EXCEL staff
<ul style="list-style-type: none">ECE Job Description Qualification (2023)		Early Childhood Educators

DEECD Guidelines		
See Physical Education Safety Guidelines (2021)	“Physical education teachers are encouraged to maintain certification in first aid and CPR, recognizing that other staff members in the school may also be certified depending on their RCE’s requirements. The minimum requirement for this certification is standard first aid with CPR-C.”	
See Science Safety Guidelines (2005)		Science Teachers: “participate in training as provided for an up-to-date first-aid course”
See Teacher Assistant (EPA) Guidelines (2009)		“EPA’s”: specific health-care support training or certification as required
See Safety Protocols for Skilled Trades and Technology Education (2023)	Skilled Trades and Technology Education teachers are strongly encouraged to maintain certification in First Aid and CPR, recognizing that other staff members in the school may also be certified depending on their region/board requirements. The minimum requirement for this certification is Intermediate First Aid with CPR-C.	

Responsibilities

Principals/Supervisors

- Ensure employees are trained and available within their areas of jurisdiction.
- Ensure adequate number of [First Aid kit\(s\)](#) are provided and accessible to employees.
- Ensure that access to a copy of the [Workplace Health and Safety Regulations, Part 4 First Aid](#) is readily available.
- Ensure First Aid kits are properly stocked by means of a recorded monthly inspection.
- Post [Workplace First Aider List](#) near First Aid kits.
- Retain copies of valid first aid certificates of workplace employees. Update annually.
- Follow up with employee regarding treatment and progress.

OHS Manager

- Liaise with principals/supervisors, JOHSCs and Human Resource Services to develop and maintain a consistent and efficient first aid service.

- To provide sufficient opportunities for the certification, or where possible recertification, of required employees (e.g.; certification must be renewed every three (3) years for St John Ambulance First Aid Certification).

Employees

- Report all work-related injuries/illnesses to the principal/supervisor.
- Ensure all first aid treatment for work-related injuries/illnesses are recorded in the treatment record book.
- If maintaining valid first aid training is a requirement of your job description, then you are responsible to monitor expiration dates and accordingly register to attend a first aid training session within three (3) months of the expiration date.

Procedures

Principal/Supervisor/OHS Manager

- Arrange and allow time for First Aid training as required (every three years)
- Meet on a regular basis to discuss issues and concerns
- Report “[Serious Injuries](#)” to Dept Labour, Skills and Immigration, Safety Branch-OHS Division, School Administration Supervisor/Operations Coordinator and HRCE OHS Manager.

Employees with first aid certification

- Treat injuries/illnesses and refer to medical attention as necessary.
- Document in treatment record book
- Inform on status of item quantities in first aid kits
- Be informed on location of first aid kits within the school/building and the location of the AED.

Refer to HRCE OHS Manual [First Aid General](#).

Forms required

- [Workplace First Aider List](#)
- [WCB Injury Report](#) form if required
- [HRCE Incident Investigation Report](#) if required
- [SIP Incident Report](#) form

Workplace First Aider List
([Click here for printable form](#))

Workplace/School: _____

As at Date: _____

First Aid Certified Employees			
Name	Class/Location	Intermediate / Basic / other	Expiry Date

This list is to be updated annually and to be posted near all first aid boxes. Copies of certificates should be kept in a central location at the workplace.

HRCE schools with **50 or less** staff (full time, part time and casual) must have at least one (1) full time staff member trained to Intermediate First Aid (a 2-day course) or a higher level.

HRCE schools with **more than 50** staff (full time, part time and casual) must have at least two (2) full time staff member trained to Intermediate First Aid (a 2-day course) or a higher level.

First Aid Attendant Record Sheet

[\(Click here for printable form\)](#)

Today dd/mm/yy	Time + Date of Accident	Time + Date Reported	Name of Injured	Occupation (Employee / Student / Other)	Description of Accident	Nature of Injury	Treatment(s) Items used from First Aid Kit	First Aid Attendant Initials	Other Action (return to work/school, sent home/hospital etc.)

“Serious Injuries”, such as life endangering, permanent injury, or admission to hospital, must immediately be reported to the Department of Labour and Advanced Education: OHS Division. *Please refer to [Serious Injury Reporting](#) for examples and definition.

First Aid Sign
([Click here for printable sign](#))

FIRST AID



The First Aid Kit is located

NB. REMOVE FIRST AID BOX FROM WALL BEFORE OPENING. REGULAR BANDAIDS ARE _____.

14.3 Fire Safety and Drills

Policy

The Board recognizes the need for a planned program of fire drills to ensure a safe environment for all employees. The specific requirements for school workplaces and for other buildings have been set by the Nova Scotia Fire Marshal.

Procedure

All HRCE workplaces must comply with the [HRCE F.006 Fire Safety Policy](#), and its procedures.

All school workplaces must refer to the Principal's Guide for Fire Safety Planning in Schools and the workplace specific fire plan.

The Fire Safe Plan and binders are developed with considerations for the National Fire Code, Fire Safety Act, Fire Safety Regulations, Office of the Fire Marshal, HRM Fire and the Nova Scotia Occupational Safety General Regulations Part 4 Section 25.

Other HRCE workplaces must refer to and follow, as a minimum, the requirements set out for the owner of the workplace building.

Responsibilities

The Superintendent shall ensure that all workplaces comply with the requirements of the Provincial and Municipal fire safety regulations.

Principals/supervisors are responsible and accountable for Fire Safety Planning, written procedures, assigning duties of employees, training and drills.

14.4 School Emergency Management Plan (EMP)

Procedure

All HRCE workplaces must comply with the Emergency Management for NS Schools Provincial Guidelines and the [School Emergency Management Plan \(EMP\): Provincial Guidelines](#) and related [template](#).

Responsibilities

The Superintendent shall ensure that all workplaces comply with School EMP.

Principals/supervisors are responsible and accountable for assigning duties of employees and training.

14.5 School Police Protocol

Procedure

All HRCE workplaces must comply with the HRCE / provincial School Police Protocol.

Responsibilities

The Superintendent shall ensure that all workplaces comply with School Police Protocol.

Principals/supervisors are responsible and accountable for assigning duties of employees and training.

14.6 Medical Conditions and Life Threatening Allergies

HRCE has policies and procedures on [Medical Conditions-Assigned Health Care Needs of Students](#) and [Life-Threatening Allergies](#).

Responsibilities

The Superintendent shall ensure that all workplaces comply with these policies.

Department Heads, their delegates and principals/supervisors are responsible and accountable for assigning duties of employees and training.

14.7 Environmental Reporting

Wastewater treatment plants/facilities that discharge into a water source (stream, lake, ocean):

Concerns or reporting regarding issues with wastewater or sewage treatment should be called in immediately to the Operations Department Emergency Number 902-453-5110.

The procedure *Contingency Plan Wastewater and Treatment Incidents* includes a form to record reports and steps to be followed.

15. Employer Rules

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns the employer the responsibility for establishing and maintaining an OHS program.

HRCE is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

In essence, the employer must have in place rules which adequately address actions to be taken for identified hazards, recognized safety violations, OHS concerns and the development of procedure or policy.

Responsibilities

Employees at all levels are expected to comply with OHS rules.

Procedures

Broad sweeping rules are contained within the D.002 HRCE OHS Policy

Further rules are specified in various components of the OHS Manual and other HRCE Policy.

Examples of such rules are as follows:

- [D.006 Progressive Discipline for Board Employees](#) Policy
- Right to Refuse
- JOHSC terms of reference
- JOHSC consultation on policy, procedure, personal protective equipment selection
- Rules for reporting OHS concerns including incidents and hazards

16. Contractor OHS

Preamble

Service Providers (Constructors/consultants) and their employees must work safely and within the HRCE Safety Program and the OHS Act, Regulations and Code of Practices.

Any employee who observes a contravention of the Safety Program or OHS Act must take corrective action, including reporting the incident to the principals/supervisors, JOHSC and/or OHS Manager.

Purpose

To describe the safety, health and security requirements to constructors and consultants who work on HRCE premises.

General Information

Safety infractions that are a violation of the OHS Act, Regulations and the Safety Program are a breach of the terms of the contract (standard contract documents require the constructor/consultant to comply with the OHS Act, Regulations, the OHS Act Program and other regulations). Depending on the severity of the associated hazard(s), the HRCE Regional Manager/designate or the HRCE OHS Manager may choose to directly intervene and stop the job and notify the constructors/consultant in writing of the violations, terminate the contract for repeated violations, or take other appropriate action.

Observations of constructor/consultant work procedures, finished products, etc. should be recorded by noting the constructor/consultant name, date, time, location, and briefly noting observations.

Responsibilities

Constructor/Consultant who works on HRCE Premises:

- Constructors/consultants are responsible for ensuring the safety of their workers and to ensure safety measures for the protection of all other building occupants from the works; and
- Constructors/consultants must inspect their worksites in accordance with NS OHS Act and Regulations.

HRCE Manager who hires a Constructor/Consultant shall:

- Meet with the constructor/consultant and explain any hazards particular to HRCE worksites that the constructor/consultant is likely to encounter while performing the work.

- Establish that work must be done safely in accordance with OHS Act and Regulations;
- Verify that:
 - ▶ The constructor/consultant personnel are qualified to conduct the work;
 - ▶ The constructor/consultant personnel have been adequately instructed and trained in how to perform the work safely (this means the personnel have been, or will be, appraised of the hazards of the work and how to overcome these hazards); and
 - ▶ The constructor/consultant has a current WCB registration number, current WCB assessment is paid, and has a good safety record, i.e. no penalties pending against the firm.
- Ask the constructor/consultant if he/she has any questions related to the safety of the work or what is expected during the contract period;
- Must ensure the constructor has WCB coverage for its employees;
- The HRCE will request a clearance certificate from the WCB; and
- The constructor is a member in good standing of Construction Safety Nova Scotia.

Service Provider (Constructor/Consultant) Guidelines

(Click here for printable form)

Health, Safety & Environmental Guidelines & Rules for Service Providers (Constructors and Sub-constructors)

Service Providers (Constructors and sub-constructors) working for the HRCE must comply with the following guidelines and rules.

General Guidelines

- Comply with contractual requirements.
- Constructors are responsible for ensuring that all personnel and sub-constructors under their control read, understand and comply with the OHS Act and Regulations, all applicable Federal, Provincial and Municipal Health, Safety and Environmental Regulations, the Constructor's own Safety Manual and the Project Site Safety Plan as developed by the Constructor for the contracted job.
- Where required to meet provincial regulations, trades people must be properly licensed or licensed. This includes but is not limited to electricians, plumbers, pipe and steamfitters. Proof of certification must be supplied upon request.
- Constructor agreements will ensure that all standard documentation is received by the Board. Items to be included as a part of the standard document:
 - a. Workers Compensation Letter;
 - b. WCB approved issuer of Certificate of Recognition (construction safety); and
 - c. Proof of insurance (as specified in contract).
- All chemical materials and solvents used by the constructor or sub-constructor are subject to HRCE approval before entering the property. A current Safety Data Sheet (SDS) is required for each chemical and should be given to the Operation Services Regional Manager prior to beginning the job.
- Constructors are responsible for the collection and proper disposal (Halifax Regional Municipality by-Laws, provincial and/or Federal) of all solid or liquid waste created during construction and/or renovation.
- Remaining chemicals are to be removed from the property no later than the last day of construction.

Constructor Responsibilities

All constructors must ensure that:

- a. Hazardous work areas are to be posted as such by constructors;
- b. Constructors must ensure that all their safety equipment is in proper working order and that required safety gear (personal protective equipment) meets CSA standards and is in adequate supply;
- c. All constructors must check into the school/work site office before they begin working and explain to the principal/supervisor or the person in charge of the work to be performed;
- d. No vehicle shall leave the driveway/parking areas to travel across school play grounds during regular school hours without the consent of the principal/supervisor or person in charge. The safety of students on the grounds is paramount;
- e. Vehicles shall not be left idling; and
- f. All incidents involving Constructor or sub-Constructor employees or properties will be investigated and documented by the Constructor safety representative. In the event of an injury or damage the Constructor will immediately inform the HRCE contact person and will copy the injury/damage report to the HRCE contact person within 48 hours. The Constructor safety representative shall also inform the Department of Labour & Advanced Education OHS Division immediately of "Serious Injuries".

Site Rules

- Smoking is prohibited on HRCE property.
- All constructors must provide and maintain a safe working environment and prevent hazards to own employees and to others.
- Safety shoes or boots must be worn at all times in designated areas as warranted by procedures.
- Hearing protection must be worn in designated high noise areas.
- Safety glasses or goggles are to be worn at all times when grinding, cutting metals, handling chemicals or concrete work requiring the use of a jack hammer and other activities exposing the eyes to a risk.
- Respirators adequate for the activity (asbestos, mould, cutting concrete, various painting activities etc.) shall be worn.
- Hard hats must be worn where danger exists from falling objects.
- Housekeeping rules must be observed at all times. Refuse, liquids and debris should not be allowed to accumulate.

- Construction materials should be piled neatly and safely in a "designated construction area" under the control of the constructor. This must be a safe distance from walkways and traffic areas. No tools or materials are to be left on steps, walkways, platforms, elevated equipment or pipes.
- Materials are not to be thrown or dropped from scaffolds or other overhead areas.
- Oily rags and waste, oils or solvents are to be disposed of in a metal container with a lid and removed daily.
- Spills of any materials creating hazards are to be cleaned up immediately. Flammable materials must be kept in approved containers with lids.
- Fire lanes and isles to emergency fire-fighting equipment are to be left unobstructed at all times.
- All electrical equipment should be properly grounded and meet CSA standards.
- All ladders, scaffolding, hoisting equipment, fork lift trucks must conform to the applicable engineering safety code of this province. Ladders, construction equipment and power tools should be marked with constructor's identification to prevent mixing with articles belonging to the Board. HRCE will not be responsible for the loss of tools or equipment to the vendor. All constructors' equipment must be removed upon completion of job.
- Ensure all equipment is secured from use at days end and that equipment is supervised while on site.
- Any oil, gas or vapour leak, whether caused or discovered, must be reported at once to the nearest principal/supervisor.
- Where asbestos is present on any HRCE site, the constructor will be notified and will in turn notify any personnel performing work on the site. The constructor or contracted personnel will report any disruption of identified asbestos immediately to the HRCE contact on the site.
- Parking and security arrangements will be made for the employees of all constructors and sub-constructors prior to starting the job.
- Drugs and alcohol in any form are strictly forbidden on HRCE property.
- The constructor or sub-constructor shall assume all responsibility for any injuries to personnel or damage to company property if such an event occurs in violation of the above rules.

- It is the responsibility of the constructor to ensure that all sub-constructors and employees under their direction follow these guidelines.
- The constructor or sub-constructor is responsible for directing / instructing / correcting their own employees.
- HRCE principals/supervisors will identify the work to be done by the constructor. The constructor will manage and direct the work performed.
- Work areas must be isolated (i.e. barricades, negative air, access etc.) as required to ensure protection of the remainder of the building and occupants from dust and/or hazards created through work processes.

In the event that an employee of the constructor or sub-constructor has a Health, Safety or Environmental concern with respect to HRCE premises, such concern should immediately be brought to the attention of the HRCE contact person.

In the event that a constructor or sub-constructor violates any of the above-mentioned guidelines or rules, HRCE reserves the right to investigate and respond accordingly.

The foregoing rules and guidelines are for the protection of both the constructor's employees and those of HRCE. Full cooperation in observing all of the rules and guidelines is required.

The constructor's signature on this document is agreement that the constructor has read the above and will abide by these rules and guidelines for the duration of the contract.

Constructor: _____ Dated: _____

Authorized Representative: _____ Dated: _____

See also relevant sections in HRCE Tender documents.

Asbestos Alert to Constructor

[Reference to Element 20.](#)

17. Statistics, Indicators and Performance Measures

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns the employer the responsibility for establishing and maintaining an OHS program. Management (employer) and JOHSC records, such as training records, meeting minutes, workplace monitoring, inspection and incident investigation records are gathered and maintained with other such records. Employees may have specific OHS responsibilities defined in their respective job descriptions and the employer may have in place a performance appraisal system to evaluate and document such. Records provide the base data for formulating statistics and related analysis.

Scope and Purpose

This procedure guides the establishment for record collection, analysis and the generation of relevant OHS statistics of the employer's workplaces. A compilation of information from all worksites of the employer is required for a comprehensive "picture".

The review of common OHS indicators on a regular basis provides datum on which OHS performance improvements (goals) may be determined and measured.

Performance measures and defined goals are a means to evaluate the effectiveness of OHS individual program elements and/or the overall effectiveness of the employer's OHS management system program. They may also aid in determining if a given employee is meeting their OHS responsibilities and if further coaching, supervision or specific training would be beneficial. Continual improvements in any part of an OHS program can only be demonstrated with the establishment of performance goals, measured against pre-identified statistical measuring points (short term targets to achieve longer term goals).

Definitions

Goal: an organization's defined numerical and time specific desired end point or target, based upon historical OHS indicators cumulated from records. A goal's duration may be measured in months or years. OHS goal setting is a means to track and evaluate recent OHS performance versus that of a previous time period, thus to demonstrate an organization's level of improvement.

Performance measures: a data set, making up a mid-point of a (longer term) goal or other statistical summary of pre-defined OHS indicators.

OHS (safety) indicators: Sets of recorded data which assist in providing insight into the levels of OHS understanding, implementation and performance across workplaces of the employer. For the purposes of this element the indicators to be compiled at central office should be specified.

OHS records: a document, report, form, notes pertaining to workplace OHS. For the purposes of this element the records to be compiled at central office, as opposed to kept at the actual workplace, should be specified. Examples of records include:

- First aid records
- Accident and incident investigation reports
- Employee certification records
- Training records
- Workplace inspection reports
- Workplace monitoring records
- Violence in the Workplace reports
- Safety meeting records
- Hazard reports and corrective actions
- JOHSC minutes
- Vehicle and equipment log books
- Maintenance records
- Audiometric testing.

Responsibilities

Senior Management (Superintendent / Directors / others):

- Safety performance as per job description(s)
- Setting of OHS goal(s), as deemed necessary, with performance measures, based on review of safety indicator statistical analysis and other information.
- Accountable for allocation of resources required to achieve defined OHS goal(s), performance measures and the overall performance of the OHS management system
- Follow up of performance measures at stipulated timeframe

Principals/Supervisors:

- Safety performance as per job description(s)
- Ensure that JOHSC meetings, hazard inspection and assessments, OHS related training records, issuance of appropriate personal protective equipment and incident (workplace violence, injury, near miss, property damage) investigations are completed as per the board's OHS program.
- Share/communicate OHS records at workplace JOHSC meetings

OHS Manager:

- Safety performance as per job description
- Compilation of OHS records and subsequent statistical analysis, i.e. from workplaces and/or as submitted to Workers' Compensation Board as per set indicators and/or performance measures
- Other records and statistics monitoring such as i.e. monitoring the occurrences of planned inspections and meetings, the quantity, the quality based on a review of the records

- Provision of statistical analysis report to senior management, regional JOHS groups, elected board and others as deemed appropriate,
- Selection / recommendation of indicators for tracking

Employees:

- Reporting of workplace hazards, near misses and incidents in a timely manner
- Safety performance as per job description/agreed safety plans
- Attending training
- Participation in tool box talks
- Proper use of personal protective equipment

JOHSCs:

- Cooperation with employer in JOHSC meetings, hazard assessment inspections, workplace and incident (workplace violence, injury, near miss, property damage) investigations
- JOHSC checklists and evaluations
- Review of worksite records, suggestions for corrective and preventive actions, refusal investigations, cooperation in monitoring and follow-up at workplace

Procedure

The monitoring of program effectiveness may be demonstrated by establishing baseline data and measuring from that point forward. The school board in order to meet compliance with the OH&S Act, should develop OHS performance measures based on leading or trailing indicators. Goal(s) with specific timeframe(s), reflecting objective improvement(s) in the performance measures, should be determined, documented and communicated.

Examples of common OHS indicators and measures are given in the table below.

Existing OHS statistics should be used to develop baseline OHS indicators from which OHS goals are selected.

A means of tracking or measuring progress towards performance goal(s), on a specific time frame, is to be documented. A summary should be made available to appropriate levels of management on a similar time frame.

Records Management

The board shall collect determined OHS related data, records and OHS indicator information. This data shall be recorded in an electronic file such as a database or worksheet. The data shall be maintained and accumulated over successive year. Data less than seven years in age shall not be deleted / purged.

Program Evaluation

Goals must be evaluated on a regular basis, be it six months, yearly or perhaps every three years as determined when the goal is set. Longer term goals such as two years or more benefit from mid-point performance measures (targets).

Action by management, inclusive of senior management, is required when evaluating performance to the goals. Underperformance may require specific action and allocation of additional resources or given sufficient explanation a re-setting of the goals. Over performance may require updating the baseline information and development of new performance measures.

Principal/Supervisor/Employee Evaluations

Where a principal/supervisor and/or employee appraisal system is in place it should include OHS related measures, evaluating accountability for participation in safety and prevention. Data may be extracted confidentially from these appraisals that may indicate OHS performance, as appraised by an employee's principal/supervisor, based on the appraisal guide, in relation to job descriptions and employer expectations.

Table: Examples of OHS indicators/performance measures

Leading indicators:

- JOHSC meetings
- Completed inspections
- Hazard assessments
- Training (records) ie tool box talks, JOHSC members, workshops
- Recommendations from JOHSCs
- Performance appraisals (OHS related)
- EMP drills
- Others

Trailing indicators:

- WCB: claims registered
- WCB: time loss claims
- WCB: weeks of benefit wages (TERB)
- WCB: cost per claim
- Incident reports
- Near miss reports
- Teacher Injury on Duty claims
- Audits, OHS site inspection reports
- OHS Division Report of Workplace Inspection, Compliance Orders, Warnings
- Others

OHS indicators may be measured by the total, % complete vs. planned, weighted number based on workplaces, number of employees, hours worked etc. or another predefined measure.

Several years of measuring the exact same data may be necessary to determine baselines, develop and modify goals. It is important that the indicators are well defined and documented, easily measurable and that the indicator is likely to be a constant measure.

Subjective assessment of meeting minutes, hazard assessments and facilitated training is also meaningful and may identify where feedback, further support or coaching would be beneficial.

18. OHS Meetings/Toolbox Talks

Preamble

The OHS Act states that an employer shall provide all relevant training necessary to the health and safety of employees, as this will contribute to a healthy and safe workplace. The HRCE is committed to providing a safety culture for all employees and students, through the use of regular training and readily available operational OHS information, in the form of Toolbox Talks.

Scope and Purpose

This element applies to all employees of the HRCE.

The purpose of a Toolbox Talk is to provide site and task specific training to all HRCE employees. Topics for training are generally based on identified workplace and job hazards. They share the goal of identifying hazards in the workplace and communicating to workers what is done to mitigate those hazards. Toolbox talks demonstrate the commitment of employers and employees to health and safety on the job.

Definitions

Refer to [Toolbox Talk Guidelines](#) document.

Responsibility

1. HRCE shall ensure that all employees have access to relevant safety information on a variety of topics that may increase and promote health and safety in the workplace.
2. Management shall ensure that training needs are identified, appropriate training is provided or accessible to all employees and records of all training are maintained.
3. Principals/supervisors shall ensure that all employees are properly trained and apply training for the hazards identified and tasks assigned.
4. Employees shall participate in all identified training and shall apply this training to work safely. They shall also provide training if appropriate and assist in identifying the need for training.
5. JOHSCs in the workplace can play an integral role in helping to identify training needs and evaluate training programs.

Procedure

Refer to [Toolbox Talk Guidelines](#) document.

Information Sharing

The HRCE will utilize the Incident Investigation Process and the Hazard Identification Process to identify areas of concern regarding health and safety at work. When additional specific concerns

are identified, they be shared via a number of venues, which may include; notification to the principal/supervisor and JOHSC. Developed toolbox talks will be available to all employees through an online system. Those employees who complete required toolbox talks will document their completion and this will be shared with principals/supervisors.

18.1 Toolbox Talk Guidelines

What is a Toolbox Talk?

A Toolbox talk is a hands-on approach to remind employees that health and safety has a vital role in their workplace. They share the goal of identifying hazards in the workplace and communicating to workers what is done to mitigate those hazards. They deal with specific concerns on the job site; they do not replace formal training. They may however address or cover a specific practice or procedure. Through safety talks, you can communicate to employees about OHS requirements for different legislation, regulations, tools, equipment, materials and procedures they need to apply day. The HRCE has a compiled list of Toolbox Talks that have been developed and can be found by all employees at the [following link](#).

Who should lead the Toolbox Talk?

Principals/supervisors commonly lead Toolbox Talks, however any subject matter experts available at the worksite can lead such a discussion. This means that any employee can lead a toolbox talk. This allows all employees to share their knowledge, skills and experience, and allows them to be an integral part of promoting a safety culture within the workplace. Employees may wish to look to experts in the organization i.e. OHS Manager and principals/supervisors. These individuals may have interesting and relevant examples from their daily inspections or routines to share.

How often should Toolbox Talk be held?

This will be site specific, however holding a weekly talk is good practice. If changes occur frequently within the workplace or if a new task/hazard is identified, talks may need to occur accordingly.

How long is a Toolbox Talk?

A toolbox talk needs to be long enough to clearly identify the hazards, the risks, and how these hazards should be controlled. An average time would be about 5 minutes. There should be an opportunity for some discussion, questions from employees and responses. Remember, a toolbox talk is not a substitute for training. Employers must ensure that workers receive training for the jobs they are performing to work safely.

Does everyone need to attend?

Yes, everyone should be required to attend the talk. That way, everybody involved knows what the risks and hazards are in the work that is about to be done and they have the ability to do the job safely. Tracking attendance at the talk ensures that you know that the person you're sending off to do the task has the information they need to work safely.

How are the Toolbox Talks tracked?

Each site should maintain a record of toolbox talks, through either a log or individual forms, to track the topics provided, the dates and the attendees. This allows the HRCE to maintain due diligence when it comes to OHS training.

How is a new Toolbox Talk prepared?

For each discussion or talk, focus on one site specific topic (hazard or job-related task).

- Consider your own experiences, observations, and beliefs
- Think of your area of control, repeated problems, recent accomplishments, and areas for improvements
- Think of the workers, what they want and need, opinions, accomplishments, and areas for improvements
- Keep notes of day-to-day occurrences so you can address them in timely safety talks
- Read safety-related material, bookmark OHS websites, research and save news articles

Summarize your talk in point form

- Know what you're going to say
- Write down key points, facts, and examples

Practice your talk

- Run through your material before you present it to your workers. Over time this will get easier.

Make toolbox talks a scheduled and regular part of the work day and if needed, before starting a particular task. Each site may develop a different schedule or method of delivering toolbox talks, depending on the number of employees and the schedules of the employees.

How are new Toolbox Talks shared with all employees?

Any new or site specific Toolbox Talk that is created, and not already in the list of developed talks, can be forwarded to the OHS Manager who will then ensure that it is made available to all employees, at the previously provided link.

19. Maintenance Policy and Program

Under development.

20. Permits and Special Procedures

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace a responsibility for health and safety, including following special procedures and obtaining necessary work permits. These specialized programs are necessary due to the level of the potential hazard and detail required in the specific work procedure. HRCE is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

To identify programs required in a school board environment where specialized procedures and permits are required to provide a safe work environment. Each program is unique to the hazards and the program design. These procedures and permits will assist HRCE in creating a safe, supportive and socially just learning environment for students and providing a safe working environment for all employees, volunteers, visitors and contractors.

Programs

See below specialized programs that have been created based on the uniqueness of each site or facility for HRCE.

Administrative:

[Workplace Violence Prevention Program](#) (Element 23)

[Emergency Management Plans](#) – refer to Emergency Management Plans (Element 14)

[First Aid](#) (Element 14)

Handling [Compliance Orders](#) (Element 2)

[Physical Education Safety Guidelines](#) – refer to Department of Early Education and Childhood Development

[Science Safety Guidelines](#) – refer to Department of Early Education and Childhood Development

[WHMIS](#) (Custodial Services, Chemistry Teachers, employees using WHMIS controlled products) is Element 6

OHS

[Asbestos Management Plan](#)

Auditory (Hearing) Protection (Element 22)

Respiratory Protection (Element 22)

Universal Precautions (Element 13 – Safe Work Procedures)

[Indoor Environment Quality](#) (IEQ)

Contaminant Containment - Environmental Controls during Work in School Facilities

Operational

Confined Space

Fall Protection/Work at height

Fume Hood Safety Program – see site specific program document

Hot Work

Lock Out/Tag Out

[NS Fire Safety](#) (Element 14)

The Nova Scotia Fire Act has adopted the National Building Code and National Fire Code. Nova Scotia Schools in collaboration with the Office of the Fire Marshal have developed a Provincial Fire Program to meet school requirements under the Nova Scotia Fire Act.

20.1 Asbestos Management - General

Asbestos is present in many HRCE buildings. Most commonly it is found in buildings constructed up to the early 1980's and was used in insulation, fireproofing, pipes, boiler and pipe insulation, cement, plaster, roofing materials, floor tiles, textiles, and ceiling tiles.

There are six types of asbestos – crocidolite, amosite, chrysotile, anthophyllite, tremolite and actinolite, with crocidolite and amosite being considered the most hazardous. Chrysotile is the most common type found in buildings. 0.2 fibres per cubic centimetre (0.2f/cc) is the exposure limit (TLV) for crocidolite, 0.5f/cc for amosite and 2.0f/cc for the other types.

The term “friable” is often used in reference to asbestos. “Friable” refers to material that can be easily crumbled or pulverized by hand pressure and may also be used to describe non friable material that becomes broken or damaged. The more friable asbestos becomes, the greater potential for airborne fibre disease.

The mere presence of asbestos in a building does not mean that the health of building occupants is endangered. Damaged, deteriorated or disturbed asbestos however, may release fibres and create a health risk.

Purpose

Recognizing the potential risk of airborne asbestos fibres, the HRCE supports a management program that protects employees and students from exposure.

HRCE

HRCE will:

1. Participate in an asbestos management program that includes identification, information, maintenance and control of asbestos containing materials.
2. Ensure safe work practices and personal protective equipment are used in maintaining and working with asbestos.
3. Notify employees, contractors and constructors of the presence of asbestos in buildings where they may be working.
4. Provide training as needed to ensure safe work practices.

Asbestos Identification

1. Initial Asbestos Building Materials Surveys were completed in the late 1990's to determine the location and condition of asbestos in HRCE workplace buildings.

2. The Asbestos Building Materials Survey has been used to create an inventory of all buildings containing asbestos and the location of the asbestos within the building.
3. Heating pipe insulation which contains asbestos and which is readily accessible to building occupants has been demarcated with yellow tape.

Operations Services Department

1. Copies of the asbestos inventory surveys that have been forwarded to principals/supervisors are available to Caretakers and the JOHSC's of location of asbestos within their buildings.
2. Communicate with sites regarding asbestos related issues including repairs, changes and removal.
3. Ensure caretaking employees and any newly assigned employees are aware of asbestos containing materials in their worksite (where to locate the workplace specific asbestos report) and who to contact if problems arise. Some asbestos orientation information is available on the [HRCE Dashboard SharePoint](#) within OHS, Human Resource Services, Document Depot.
4. Authorize the work of trades personnel, technology employees, contractors and constructors and advise them of the location of asbestos within the building in which they will be working.
5. Prioritize removal or repair of asbestos containing materials. Where asbestos is damaged or in poor condition, ensure repair, removal or encapsulation as soon as possible.
6. Ensure that all asbestos is disposed of according to Department of Labour and Advanced Education regulations.
7. Coordinate asbestos management and abatement training of Operations Services employees.

Principal/Supervisor

1. Ensure a copy of the asbestos inventory survey and records of annual inspections and repairs remain on site in the workplace administration office and accessible for viewing by all employees.
2. Inform employees, especially JOHSC members and all caretaking employees, new or otherwise, of the existence of the asbestos survey, its' location and that employees may review the survey.
3. Advise employees and Operations Services when a change in the condition of asbestos containing materials has been identified in the worksite. Advise of potential hazards and of any work to be done.

4. If the principal/supervisor arranges for work to be done, notify persons doing the work of the location of the asbestos before beginning work in the building. All such work must be communicated in advance with an Operations Services Regional Manager for their review.
5. If asbestos containing material (ACM) damage is observed, the principal/supervisor of the building must immediately contact the Operations Services Regional Manager.
6. Document and submit an [Incident Investigation Report form](#) if an exposure is suspected.
7. Conduct an annual visual survey recording the condition, or change in condition, of accessible surveyed asbestos materials. Refer to the HRCE [Hazard Assessment](#) procedure (Element 11)

Maintenance and Caretaking Employees

1. Be aware that all worksites which contain Asbestos Cement Material have been surveyed and that a survey report has been provided to the workplace administration office.
2. Caretaking employees shall be familiar with the location and condition of asbestos containing materials within their workplace(s).
3. Maintenance employees shall confirm ACM locations to ensure that planned work to be carried out will not disturb existing ACMs.
4. If required to work with or to work in close proximity to visibly disturbed asbestos, be trained in safe work practices and utilize personal protective equipment.
5. Ensure that all work to be done involving or in close proximity to visibly disturbed asbestos has been authorized by the Operations Services department.
6. Inform the Building Administration (Principal/Supervisor) and Operations Services immediately if damage or disturbance of asbestos occurs or is discovered.
7. Do not damage, paint, or remove asbestos identification tags or labels (i.e. yellow tape).

JOHSC

Members of the JOHSC shall:

1. Be familiar with their workplace Asbestos Survey Report.
2. Cooperate with Building Administration in the annual and recorded visual survey of asbestos cement material conditions.
3. Report immediately any damage or disturbance of asbestos to the Building Administration.

4. Communicate relevant information from the JOHSC to other employees via the JOHSC Bulletin Board.
5. Investigate and report incidents of asbestos damage resulting in exposure to fibres.

Asbestos Alert to Constructor

[\(Click here for printable form\)](#)

Asbestos is located on the site of _____(enter site name). It has been audited and a report of all asbestos containing material is available.

Yellow tape: indicates the material contains asbestos.

NB: As not all asbestos containing material are identified by yellow tape it is important to review the Asbestos Report for the specific location in adequate detail.

No work can be performed on (labelled) asbestos containing structures unless the following criteria have been met:

1. All asbestos contractors must provide proof of certification.
2. The area is prepared in advance to prevent the distribution of asbestos into the general site ventilation.
3. Adequate local containment measures have been implemented.
4. All affected employees have been notified of the work in advance and have been provided with personal protective equipment specific to the prevention of asbestos exposure.
5. All respiratory protection meets the standards defined by the Asbestos Code of Practice regulations.
6. Disposal is done in a manner that complies with the relevant environmental regulations.

Signature of Constructor Representative

Date

Signature of HRCE Representative

Date

Asbestos Removal Report
([Click here for printable form](#))

Important: Information for principal/supervisor and JOHSC. Please attach this information to the asbestos audit survey report already at your site. (Copy sent to OHS Manager)

School Site: _____ Date: _____

_____ Fax #: _____

Date of removal: _____

Location in building: _____

Type and Amount of Materials removed: _____

Remediation Contractor: _____

Clearance Sample Results: _____

Signed (Operations Services Regional Manager): _____

[] school copy

[] OHS copy

[] School Facilities copy

20.2 Asbestos Control Program (ACP) Maintenance Manual

Please click here for the [Asbestos Control Program \(ACP\) Maintenance Manual](#).

20.3 Asbestos in the Workplace: A Guide to Removal of Friable Asbestos Containing Material

Please click here for the Asbestos in the Workplace: [A Guide to Removal of Friable Asbestos Containing Material](#).

20.4 Designated Hot Work (Schools: Program Dept, Teachers + Students)

Some select schools within HRCE have shops, or sections of shops which have met certain criteria and have been inspected and approved by the Office of the Fire Marshall as “Approved Hot Work Designated Area”.

Please click here to access the [Hot Work Procedure for NS Public Schools](#), [Appendix A- Hot Work Permit](#) and [Appendix B – Hot Work Checklist](#).

Indoor Environment Quality (IEQ)

Protocol Package

Important Factors for the success of managing IEQ issues:

- Work as a team
- Consistently maintain communication until completion
- Be aware of the process

To support these factors this package includes:

1. The HRCE Indoor Environment Quality (IEQ) Protocol
2. A checklist: IEQ Problem Solving Checklist
3. An IEQ Protocol Diary (to be used in conjunction with the checklist)
4. A flow chart: IEQ Protocol Flow Chart

Managing the Indoor Environment Quality (IEQ) Protocol
([Click here for printable form](#))

To be used when an IEQ concern/complaint is registered

School: _____

Date of reported concern: _____

Complainant(s): _____

NOTE: The principal/supervisor is responsible to ensure the process is started by completing steps 1 to 6 below. However, if the complaint is not resolved, then the *IEQ Protocol Team* section (step 7 next page) needs to be completed in order to proceed with the rest of the checklist.

Date	Protocol Action	Completed? Y or N
	<ol style="list-style-type: none">1. Confer with complainant(s) to clarify concerns<ul style="list-style-type: none">• Refer to IEQ Protocol Diary• Record observations/conclusions (from sight, sound, smell, etc.)• Note who else is similarly affected2. Investigate complaint with school-based custodial employees:<ul style="list-style-type: none">• Look for all possible causes.• Correct situation, if possible.3. Submit appropriate maintenance Work Order requests through school-based custodial employees to correct concern, if applicable. (Print and attach copies or record here each of the WO #s and date submitted)4. Consult with the workplace JOHSC5. Is a medical referral required from the complainant(s)? (Check with the HRCE "Abilities Team")6. If investigation and correction of the concern/complaint is complete at this point, then skip to #12. If not then form IEQ Protocol Team at step 7 (next page).	

IEQ Protocol Team (step 7)

Principal/Supervisor: _____
JOHSC Member: _____
Operations Services Regional Manager: _____
Others (Internal or External to the Board): _____

Position: _____
Position: _____
Team member responsible for recording: _____
Date IEQ Protocol Team was initiated: _____
Date for completion of this concern: _____

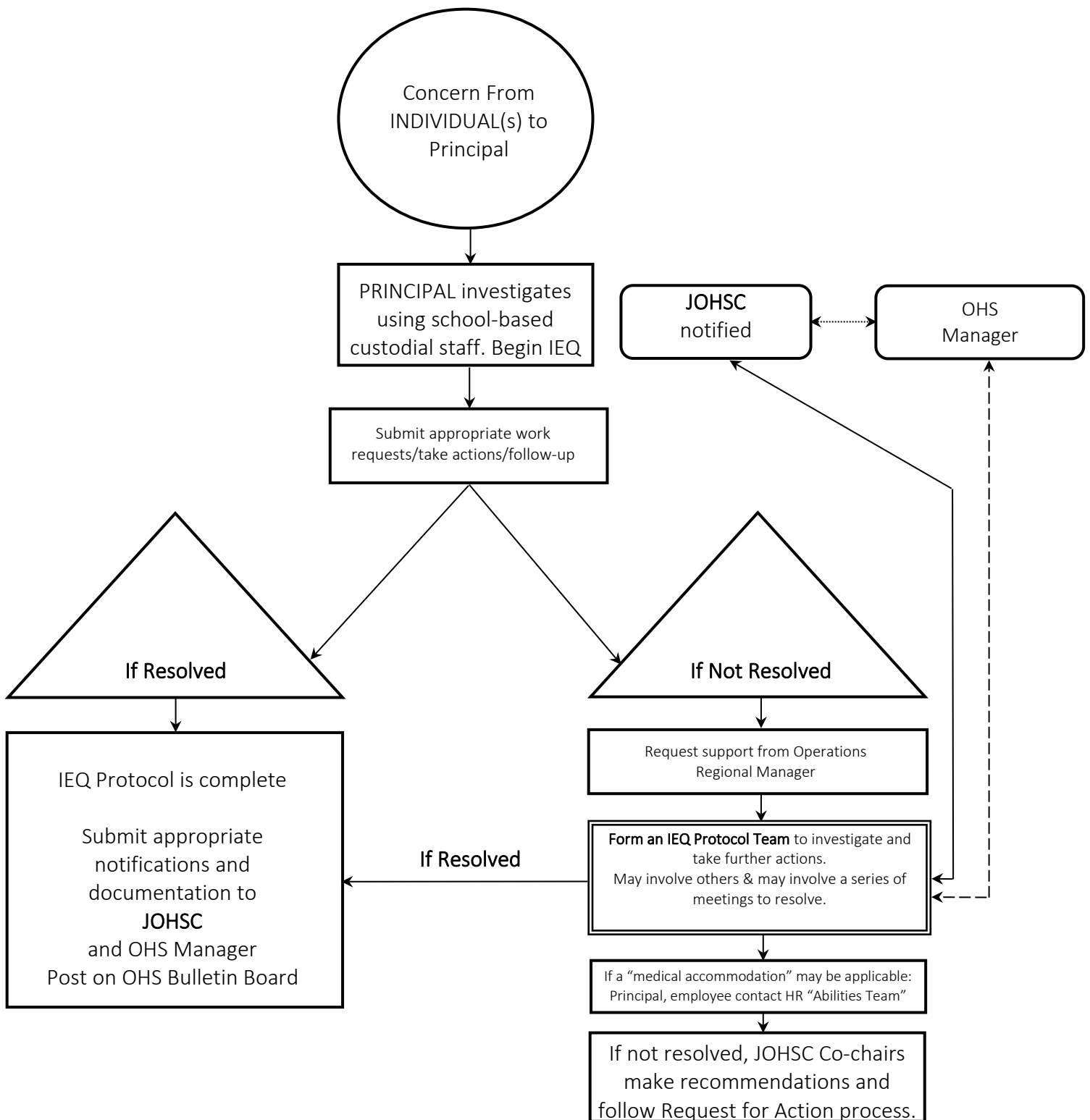
Date	Protocol Action	Completed? Y or N
	<p>7. If the complaint has not been successfully corrected using school-based resources then the appropriate Operations Services Regional Manager should be requested to assist. Note below, if applicable.</p> <p>Record Operations Regional Manager contacted: _____</p> <p>Record School Administration Supervisor contacted: _____</p> <p>Record others contacted _____ _____ _____</p> <p>(Note: Record their comments in the Protocol Diary)</p> <p>8. Once the request in #7 is confirmed, an IEQ Protocol Team is developed. Record names of IEQ Team in appropriate spaces at the beginning of this checklist.</p> <p>9. Assign responsibility for recording activities of the IEQ Protocol Team on this checklist and for maintaining records in the Protocol Diary.</p> <p>10. Set date for first IEQ Protocol Team meeting.</p> <ul style="list-style-type: none">• ensure that the OHS Manager is informed that an IEQ Protocol Team has been formed	

Date	Protocol Action	Completed? Y or N
	<p>11. IEQ Protocol Team Meeting(s)</p> <p>Typically, the following should be addressed at each team meeting:</p> <ul style="list-style-type: none"> • Review what action has been taken around this/these concern(s) and the results (record) • Record current observations as recorded on the IEQ Protocol Diary. • Interview persons who may have additional information regarding symptoms, timing, etc. • Verify custodial procedures, if applicable • Use the IEQ Problem Solving Checklist to guide next investigative steps • Discuss impact of potential actions • Consider others that may need to be contacted to assist in the investigation and/or assessment • Discuss the possible need for communication with: <ul style="list-style-type: none"> ▪ Complainant ▪ Employees ▪ Students ▪ JOHSC ▪ Parents/Community ▪ Board Office ▪ Other • Ensure documentation is provided to JOHSC and is properly posted on the OHS bulletin board • Record next plan of action and responsibilities • Attach copies of any work orders or requests <p>12. Is investigation of the concern completed?</p> <p><i>If yes</i>, then remedial action has been taken to correct the complaint. All documentation should be forwarded to the JOHSC and the OHS Manager. The IEQ Protocol Team, if applicable, is no longer required to meet. Record date of completion below.</p> <p><i>If no</i>, then further activities to remediate the complaint will continue. The IEQ Protocol Team will continue to meet and record activities in the IEQ Protocol Diary. During each IEQ Team meeting, the questions and considerations outlined in #11 above should be used.</p> <p>Date Completed: _____</p>	

Date	Protocol Action	Completed? Y or N

Make additional copies of this page as needed.

Indoor Environment Quality (IEQ) Protocol Flow Chart



Indoor Environment Quality (IEQ) Protocol Diary

[\(Click here for printable form\)](#)

School: _____

Date of concern: _____

Complainant(s): _____

- The diary is used to record details of signs/symptoms, room location, date/day/time and relevant observations reported by occupant(s) with concern.
- The diary is also used to keep a record of meetings, activities, information, comments and paperwork associated with the IEQ investigation.
- The information recorded should correspond with the appropriate Protocol Action # on the *Managing the IEQ Protocol* checklist.
- Other documents pertaining to the investigation (e.g. Work Orders, trades or contractor recommendations, results of testing) should be recorded below and attached.

Date	Comments (noting Responsibility, Decisions, Attachments)

Date	Comments (noting Responsibility, Decisions, Attachments)

Make additional copies of this page as needed.

20.6 Integrated Pest Management

Preamble

It is the intention of the Board to control pests in the school environment, but the Board recognizes that the use of pesticides carries with it the potential for human exposure. Exposure to pesticides may result in pesticide poisoning or allergic responses in sensitive individuals. Children are more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Their playful behaviour may expose them to more pesticide residues.

Purpose

To ensure protection of employees and students from exposure to pests while protecting them from exposure to products that may cause health effects.

Management

- The most effective way to prevent exposure to pests is to prevent their entry into the worksite. Use such methods as exclusion, good housekeeping practices and proper waste management to prevent problems from developing.
- It is easier to control a small infestation than an extensive one. Routine inspection/monitoring of potential external pest entry points and hiding areas (e.g., storage areas, under sinks, refuse collection areas etc.) will be carried out to detect emerging pest problems.
- The use of pesticides within our buildings is restricted to controlling disease-bearing and biting insects and pests, specifically rats, mice and fleas.
- The Property Services Manager shall approve all applications of pesticides or use of traps.
- Use pesticides only as necessary to correct verified problems.
- Select the least hazardous methods and materials effective for control of targeted pests.
- Ants are considered a nuisance and may be dealt with apart from this protocol with the use of reduced risk products, specifically borax or boric acid based ant killer and insecticidal soaps.
- Pesticides are to be used only by a certified pest control company in accordance with the terms and conditions specified on the Department of Environment and Labour Business Operators Certificate of Qualification. Pesticides are only to be applied by a provincially certified Class II Structural Pest Control Applicator. Traps may be installed by a custodian/caretaker as directed by the Structural Pest Control Applicator.
- Pesticides and traps are restricted to areas not accessible to employees or students. If baits are used they are only to be applied using distinctly marked, tamper proof bait stations. Baits are not to be used outdoors unless bait containers are inaccessible to children, pets and domestic wildlife.
- Ensure that employees and students are notified 24 hours in advance of any airborne applications of insecticides.

Prevention

Exclusion

- In schools where there is a perennial problem with pests, the JOHSC should conduct an annual inspection to identify pest entry points and evidence of pest infestation.
- Block openings around pipes and other spaces between building materials with mortar, steel wool, fine mesh or caulking.
- Classroom windows of individuals known to be allergic to insect bites and stings should be protected with screens.
- Whenever possible, keep external doors closed.

Housekeeping

- All food must be contained in sealed metal, heavy plastic or glass containers.
- Edible materials used as play materials or for art projects must be stored in the same way.
- Food in lockers and desks may attract pests. At least three times during the year, conduct a locker clean-out. Desks must be cleaned of food at least once a week.
- Clean up any animal droppings immediately.
- Wipe up spills immediately.

Waste Management

- Ensure that garbage is stored in metal or sturdy plastic containers and is removed regularly.
- Garbage cans must be washed regularly with detergent and water.
- Ensure that compost collectors are emptied daily and that containers are washed regularly with detergent and water.
- Recycling materials should be free of food or drink remnants and removed from the building weekly.
- Avoid storing compost bins or dumpsters within 25 feet of the school.

Communication

- Airborne pesticides will be used rarely to combat heavy infestations of fleas and other biting insects. Parents, employees and students must be notified at least 24 hour in advance of such applications. No employees or students will be returned to any area until advised by the pest control company that all the chemicals have had time to disperse and that all surfaces are free of residue.
- Schools requiring airborne pesticides are only to be treated during periods of vacancy such as weekends or extended holidays.
- Notify any employees, students and parents of students with known sensitivities whenever there is any application of pesticides.

20.7 Protocol for Insecticide Spraying at Schools

The spraying for stinging insects (such as hornet, wasps or bees) in the HRCE is done in order to mitigate the risk of stings to students and employees.

In exceptional situations where the building structure is being affected the spraying for non-stinging insects (such as ants or termites) may only be carried out with the approval of the Property Services Manager.

While this is a necessary function, guidelines are required to prevent exposure of sensitive individuals to products and procedures that may affect their health.

The following guidelines are to be used when any spraying is done on HRCE property:

- All requests for spraying on school property must be initiated by the school principal/supervisor by way of a work order;
- Upon receipt of the work order the Property Services Manager shall meet with the principal/supervisor to review the scope of work and provide a copy of the authorization form to the principal/supervisor. The principal/supervisor will complete the [authorization form](#) and return it to Property Services Manager;
- No spraying is to take place while buildings are occupied;
- Spraying applications shall be scheduled to take place after hours at the start of a weekend (i.e.: 5:00pm Friday evening) or holidays so that the products being used have sufficient time to disperse before classes resume ;
- Spraying shall be limited to the grounds and exterior of buildings only;
- No spraying will proceed until every person who may have sensitivities to the procedure or the product has been notified and has had the opportunity to discuss options for avoidance
- In communicating with students, employees, parents and the school community, the principal/supervisor must notify them of:
 - location of the work that is to be carried out;
 - times and the dates of the spraying;
 - name of the company contracted to do the work.
 - contact name and phone number in case of objection to the procedure or if questions or complications arise;
- Spraying will be done only by HRCE authorized contractors

Insecticide Spraying at Schools Authorization Form

[\(Click here for printable form\)](#)

School: _____

Area to be sprayed: _____

Scheduled dates: _____

Contractor contact information: _____

Dates: _____

Employees notified: _____

Students notified: _____

Parents Notified: _____

School Principal

Signature: _____

Date: _____

JOHSC Chair

Signature: _____

Date: _____

Property Services Manager

Signature: _____

Date: _____

Principals/supervisors will complete this form and return it by fax to the Property Services Manager before any spraying is scheduled to commence.

20.8 Working Alone

Preamble

Working alone in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential hazards. “Alone” generally means regularly scheduled to be the sole employee in/at your workplace, inclusive of driving alone. In certain work settings alone may be interpreted as beyond the visual or audible range of any other individual for more than a few minutes at a time.

The risk of injury or harm for people who work alone may be increased because of difficulties getting help when it is required. Emergency situations may arise because of the sudden onset of a medical condition, work-related injury or disease, assault by an intruder or co-worker, a motor vehicle accident, or by becoming stranded. The consequences may be very serious.

Responsibilities

The HRCE will, as necessary:

- Identify hazards - in order to properly assess the conditions or hazards that individuals face when they work alone, the employee who may work alone and their principal/supervisor will assess the risks and determine mitigating/preventative actions. Some assessments and preventative actions may be applicable to other work-alone employees in similar work conditions.
- Inspect and Analyze Worksites – workplace principals/supervisors and the JOHSC will examine the various locations where employees conduct their day-to-day activities and determine the hazards associated with the sites. The Committee will communicate the nature of the hazard to any employees who could be working with or in proximity to the hazard.
- Eliminate or Reduce Risks – wherever possible, the Board will take practical steps to eliminate or reduce the hazards identified. Where it is not practical, procedures will be developed to reduce or control the hazards.
- Train and Educate Employees – all employees will be trained and educated to perform their jobs safely. First aid training will be provided for all employees who work alone as defined within the Nova Scotia First Aid Regulations. Employees will be made aware of the hazards of working alone and the preventative steps that may be taken to reduce or eliminate potential risks.

Principals/Supervisors will:

- Identify high risk hazards
- Complete [Working Alone Assessment Form](#) with each employee.
- Schedule work and assignments to minimize the potential hazards of working alone.

- Define what tasks may/may not be performed
- Ensure training is provided to employees working alone

Employees will:

- Be aware of the high-risk hazards
- Use required safety (PPE) equipment
- Comply with work restrictions/rules
- Attend training as required
- Be aware of “Safe Work Procedures” for the work you are doing.
- Verify they are equipped with first aid supplies

Work Related Hazards

Hazards of working alone include:

- Lack of supervisory contact and direction/advice
- Type of work being performed
- Lack of access to emergency communications
- Time and distance from assistance

Employees at higher risk include those:

- Who work outside of regular daytime hours
- Whose work is hazardous, and work alone due to the nature of the job
- Who travel from one work site to another
- Who undertake new or infrequent activities

When working alone consider the following risks:

- The kind of work or task involved
- Work related hazards (physical hazards)
- The location where the task is to be performed
- Environmental hazards (biological and chemical hazards)
- Possible changes to the task at hand (i.e. carbon monoxide, etc.)
- Possible outside influence to the workstation (i.e. weather, public, visitors, etc.)
- Time and distance from help in an emergency
- Length of time out of contact with principals/supervisors
- Level and means of communication when working alone

Working Alone Assessment Form

[\(Click here for printable form\)](#)

Ensure that a copy of the completed form is provided to the employee, the relevant Manager and the OHS Manager.

Yes	No	N/A	Employee Training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are employees aware of the increased risk from carrying out hazardous work?
Yes	No	N/A	Safe Work Procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a safe work procedure for hazardous work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a procedure requiring the employees to sign out before a job, and to provide information regarding expected time of return and travel plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a procedure for the employee to check-in prior to and at the end of the planned activities at the site?
Yes	No	N/A	Equipment Safety
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you ensure equipment is in good working condition prior to being used on site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does all equipment and machinery used by employees meet regulatory standards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are equipment and machinery being used in accordance with the manufacturer's specifications?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all employees familiar with the lock-out procedure?
Yes	No	N/A	Equipment and Supplies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you equip employees with the appropriate first aid supplies?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees carry or know closest access to the required first aid supplies?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees carry the necessary PPE?
Yes	No	N/A	Communication
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have an effective means of communication for employees to contact persons capable of responding when employees need immediate assistance?
			Does the method of communication involve one of the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular telephone, cell-phone, or radio contact?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled check-in points with other employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarm system that could alert other employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others? Specify:

Supervisor completing form

Employee

Date: _____

Position/Title: _____

Workplace: _____

20.9 Painting in Schools Protocol

Facility painting in the HRCE is done in order to preserve and maintain our buildings, to cover graffiti and to improve conditions aesthetically.

While painting is a necessary function, guidelines are required to prevent exposure of sensitive individuals to products and procedures that may affect their health.

The following guidelines are to be used when any painting is done in HRCE buildings:

- All requests for painting while school is occupied must be initiated by the principal/supervisor by way of a work order notification; painting during the summer months may be initiated by the principal/supervisor and/or Operations employees.
- All painting must be authorized by the Regional Operations Services Manager. Upon receipt of the work order notification, the Regional Operations Services Manager will forward a copy of the authorization form to the principal/supervisor. (See [Painting in Schools Authorization Form](#)) The principal/supervisor will complete the authorization form and return it to Operations Services;
- No painting will proceed until every person who may have sensitivities to the procedure or the product has been notified and has had the opportunity to discuss options for avoidance;
- In communicating with students, employees, parents and the school community, the principal/supervisor must notify them of:
 - location of the work that is to be carried out;
 - times and the dates of the painting;
 - type of paint that is to be used;
- The notification should include this information on the product:
 - brand name;
 - product information sheets and (Material) Safety Data Sheets which may be obtained from the Operations Services Department ;
 - contact name and phone number in case objections or questions arise;
- No paints containing solvents or any volatile organic compounds are to be used with the exception of oil-based or solvent-based paints or varnish, used for gym floor finishes, etc., When paints containing solvents are used, the work must be completed in the first two weeks of July and the areas well ventilated to ensure effective gassing off before the building is reoccupied;
- Painting will be done only by Board authorized contractors or Operations employees;

Graffiti

- Offensive graffiti must be covered or removed as quickly as possible. For procedures for dealing with offensive graffiti on internal and external surfaces, refer to [Graffiti](#) below;
- The painting of murals on interior walls is prohibited with the exception of those painted with non-toxic poster paints.

Painting in Schools Authorization Form
([Click here for printable form](#))

School: _____

Project: _____

Materials to be used: _____

Scheduled work dates: _____

Dates: Employees notified: _____
Students notified: _____
Parents Notified: _____

School Principal

Signature: _____

Date: _____

JOHSC Chair

Signature: _____

Date: _____

Regional Operations Services Manager

Signature: _____

Date: _____

Principals/supervisors will complete this form and return it by fax (902-464-2281) to the Regional Operations Services Manager.

20.10 Graffiti

Offensive graffiti must be dealt with as quickly as possible. At the same time, every effort must be made to avoid exposing students and employees who may have severe reactions to the product or the procedure.

Removal of Interior Graffiti

Hydroplus #504 may be used on the following interior surfaces:

- Stalls in Washrooms
- Ceramic tile

When using this product the following precautions must be taken:

- Rubber gloves, masks and safety glasses must be worn.
- Surfaces are to be washed with mild soap and water after using the product.

Kilz may be used under the following conditions:

- Rubber gloves, masks and safety glasses must be worn when using the product.
- Kilz is only to be used on painted surfaces to block out graffiti prior to touch-up painting, e.g. painted gyproc, plaster, block walls or wood surfaces.

Lifemaster 2000 Base 50287 Foundation Grey may also be used to cover interior graffiti.

Any interior graffiti removal using Hydroplus #504 or Kilz is to be conducted only when the building is unoccupied other than employees who are trained to use the materials and proper personal protection.

Removal of Graffiti on Exterior of Buildings

Hydroplus # 504 may be used on the following exterior surfaces:

- Glass and Lexan
- Exterior aluminum doors, but not the embossed panel
- Steel siding

When using this product, the following precautions must be taken:

- Rubber gloves, masks and safety glasses must be worn.
- Surfaces are to be washed with mild soap and water after using the product.
- This product is not to be used on the embossed panels on the exterior aluminum doors. Panels are to be sprayed with Kilz, then painted with *Lifemaster 2000, Semigloss Foundation Grey*.

Graffiti on exterior brickwork is to be power washed by a contractor; contact maintenance employees.

20.11 Office of the Fire Marshal (Use of live Christmas trees)

Subject: Use of Live Christmas Trees

It shall be the policy of the Office of the Fire Marshal to permit live Christmas Trees within buildings in the Province of Nova Scotia provided all of the following requirements are strictly adhered to:

- trees shall not be installed in exits or access to exits;
- trees shall be placed at a location safe from all people traffic;
- trees shall not be placed near heating appliances or sources of heat;
- trees shall only be permitted to have flame resistant ornaments and decorations used;
- trees shall only be permitted to have lights on them when the tree lights are approved for such use, (spot lights may be used and directed at the tree from a distance providing that the light and fixture are approved for such application);
- tree lights shall be thoroughly checked for frayed cords or shorts and shall be discarded if defective; and
- tree lights shall be shut off before the last person leaves the area in which the tree is located (electric lights should be shut off over night to allow the tree to cool down).

In addition to these requirements, the following shall be applied when using natural trees:

- a. only freshly cut trees shall be used, the recommended service life is 25 days;
- b. before you put the tree in the stand make a straight cut across the trunk, an inch or so above the original... this opens the tree stem so it can take up water;
- c. trees shall be placed in a stable tree stand which has a water reservoir suitable for the size of the tree;
- d. trees shall be watered daily; and
- e. trees shall be removed and safely discarded when signs of dying out such as change in needle colour is observed or when needles are easily removed when lightly squeezed.

Where all of the above requirements are not met, removal of the defective installation is required and shall be ordered.

20.12 LockOut TagOut

HRCE Lockout Tagout Protocol (LOTO)

The accidental start-up of machines or energy systems because of a failure to properly lock-out machinery before working on it is a cause of serious injury and fatalities. Lock-out [requirements](#) apply to all machines, equipment, tools, transport pipes, high pressure lines and electrical installations.

Terms

Lock-out: Lock-out means ensuring a machine, tool, pipe, etc. is not able to start or transmit energy when it is being worked on. When a machine is locked-out, starting it in any way should be impossible - directly by an on/off switch or indirectly by a main power switch.

“Zero-energy state”: Zero-energy means there is no energy of any kind left in the machine, tool, pipe or line. For example, a tool that uses compressed air would have the airline drained of any pressure and disconnected or blocked from the air source. An electrical panel would have the electricity shut off. It means the machine or equipment cannot be operated - intentionally, by using the switch, or by mistake because some energy was left in the system.

Lock-out device: anything that keeps the energy source away from a machine. This could be as simple as a key lock that makes a switch impossible to reach, or to turn on.

Lock-out tag: a tag found at a lock-out location. The lock-out tag tells people that a machine is not to be started or operated. It also tells them who has done the lock-out. Lock-out tag should not readily conduct electricity.

Lock-out Procedure: written procedure listing the steps to be taken to make sure a given machine is “locked-out”. The *NS OHS Regulations* require a document steps of action when a person is required to do work on a machine that may be hazardous if a machine were to become energized.

Purpose

This procedure establishes the minimum requirements for the lockout of energy sources that could cause injury to HRCE staff and contractors. All employees are required to follow and comply with the protocol.

Responsibility

Employer: establish and implement the LOTO system, write LOTO procedures for the locking out of energy-isolating devices, provision of sufficient personal identifiable locks solely for the purpose of LOTO, and training and supervision to see that employees understand and follow LOTO system and procedures.

Employees: locking out energy-isolating device(s) or placing a personal lock on a key securing system in multi person lockout, removing their personal locks upon completion of their work, control of keys, following LOTO procedures and reporting concerns of hazardous situations to supervisor.

Managers and Supervisors have the responsibility for ensuring this procedure is followed. Employees are responsible for following it. All employees will be instructed in the safety significance of the lockout procedure by their direct supervisor. Each new or transferred employee will be instructed by in the purpose and use of the lockout procedure. It is the supervisor's responsibility to have employees trained in lockout and tagging procedures. A renewal of training is to be conducted annually as a refresher.

Rules for Using Lockout Procedure

All equipment will be locked out to protect against inadvertent operation when such operation could cause injury. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock and / or lock out tag.

Preparation for Lockout

Employees authorized to do lockout will be certain which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved; all sources are to be locked-out. Any questionable identification of sources will be cleared by the employees with their supervisors. Before lockout commences, a job work order will be assigned and the trade's personnel will enact the lockout procedure when required. Each person working on a machine must apply their own lock and tag. When multiple workers, only a key lock will be used. The lock will have no master key and no locks will be opened by the same key.

Detailed Lockout Procedure

1. Notify all affected employees that a lockout is required and the reason it is required.
2. If the equipment is operating, the operator will shut it down by the normal stopping procedure (such as: depress a stop button, open a toggle switch).
3. Operate the switch, circuit breaker, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure,

must also be drained or restrained by methods such as grounding, repositioning, blocking, or bleeding down.

4. Lockout energy isolating devices with assigned individual locks. Put a lock on all energy sources and keep the keys.
5. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
6. The equipment is now locked out.

Restoring Equipment to Service

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed to a possible hazard
2. When equipment is clear, remove all locks and tags and give to supervisor for storage.
3. Restore energy to equipment.
4. Operator to restart equipment to ensure energy properly restored.

Procedure Involving More Than One Person

If more than one individual is required to work on equipment, each will place his/her personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it is the responsibility of the individual to carry out all steps and tests of the lockout procedure and inform the crew when working on the equipment is safe. Additionally, the designated individual will not remove a crew lock until it has been verified that all individuals are clear.

Specific Equipment

Each lockout will involve understanding, training and knowledge of the equipment and energy source being work on. If you are unsure of the isolation and lockout process for any energy sources to any piece of equipment you must contact your supervisor and not proceed until the training and review of the energy source is completed.

Typical Locks and Tags



Five basic steps to locking out

Once you have determined that lockout is required, follow these five basic steps to lock out machinery and equipment. They apply to all types of machinery and equipment. Every worker must know these steps.

1. Identify the machinery or equipment that needs to be locked out.
2. Shut off the machinery or equipment. Make sure that *all* moving parts have come to a complete stop. Also ensure that the act of shutting off equipment does not cause a hazard to other workers.
3. Identify and de-activate the main energy-isolating device for each energy source.
4. Apply a personal lock to the energy-isolating device for each energy source, and ensure that all parts and attachments are secured against inadvertent movement.
5. Test the lockout to make sure it's effective and to verify that each energy source has been effectively locked out. First ensure that all workers are in the clear and that no hazard will be created if the lockout is not effective. Lockout can be tested after each energy-isolating device is locked out or after a group of nearby devices is locked out.

21. Personal Protective Equipment

Preamble

The Internal Responsibility System, the basis of the OHS Act, assigns everyone in the workplace responsibility for health and safety. This includes providing personal protective equipment (PPE) for tasks that cannot be addressed with changing processes or with engineering measures.

Clear and concise communication between employees and principals/supervisors will contribute to appropriate identification of when PPE is required and how to effectively use the equipment. HRCE is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

To provide a standardized procedure for employees and principals/supervisors, when identifying the need for and type of Personal Protective Equipment required for specific tasks. This procedure will assist HRCE, in creating a safe working environment for all employees.

Procedure

Personal Protective Equipment (PPE) is clothing and other work accessories designed to reduce exposure to identified workplace hazards. It is portable equipment used by one person at a time. It includes such items as; eye, head, hand and foot protection and fall-protection; but not things like seatbelts and guards on machines. It is always best to eliminate a hazard, substitute the hazardous material, and apply engineering and / or administrative controls. Use of Personal Protective Equipment is considered the last line of defense from hazards.

The [Nova Scotia Workplace Health & Safety Regulations](#) Part 3, Personal Protective Equipment, list a number of areas that require the use of personal protective equipment. It is important to note, PPE may be required in certain circumstances even if it is not specifically listed in the Nova Scotia Workplace Health and Safety Regulations.

Part 3:

- Use of personal protective equipment;
- Hazards to eyes, face or neck;
- Hazards to head;
- Hazards to foot/skin;
- Respiratory (breathing) hazard; and
- Risk of drowning (i.e. unrestrained fall into a waste treatment plant or water reservoir etc.).

Refer to the respective section of this manual for further details.

Responsibilities

All employees

It is important that principals/supervisors and employees are aware of the nature of the job/task, the location and conditions of the workplace, and any hazards that may affect the health and safety of people in the workplace. Based on this information a determination shall be made on the need and type of PPE that may be required. Refer to specific safe work procedures that should outline PPE requirements.

Principal/Supervisor

Under the OHS Act the employer is responsible to ensure that all PPE is available, tested, inspected and worn by employees in required situations. The employer may instruct the employee to use/wear specific PPE at all times or for specific work activities, tasks and / or work locations.

Employee

It is the employee's responsibility to wear the PPE and report any safety concerns. Prior to each use the employee is responsible to visually inspect any PPE. Any defective equipment shall be removed from service until repaired (if appropriate) or replaced.

Training

Employees must receive training related to work requiring the use of personal protective equipment. They must be aware of:

- When use of the equipment is necessary;
- What type is necessary (particularly if more than one option exists-respiratory equipment for example);
- How to wear it;
- Its limitations; and
- The proper care, inspection and maintenance of the equipment.

Determining if PPE is required

To determine if PPE is required the following steps must be followed:

1. Complete a hazard assessment including the tasks and any safe work practices, conditions of the workplace and other factors that may affect the health and safety of those completing the work and others in the area.
2. If PPE is determined to be required, a review of available types shall be completed by the principal/supervisor in consultation with the JOHSC who may put forward recommendation(s) to the employer.

3. Once the appropriate PPE is determined, the employee must be trained in proper use, visual inspections, its limitations and the proper care and maintenance of the equipment according to manufacturer or regulatory requirements.
4. If it multi-use PPE the employee will be trained how to visually inspect the specific equipment prior to each use and how to store it when not in use.
5. If it is one time use PPE the employee will discard the PPE after each use.
6. Employees are responsible to take PPE out of service if they identify any defects or areas of concern. They must report these to their principal/supervisor.

21.1 Face and Eye Protection

1. Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day to particles of steel, sand, concrete, etc., propelled into eyes with considerable force by power tools and machinery, or splashes of hazardous liquids.

Wear safety glasses, foresight is better than no sight

2. Safety goggles or safety glasses with temple shields and which comply with CSA standard CAN/CSA-Z94.3-99, "Industrial Eye and Face Protectors", shall be worn when hazards, as mentioned above, may exist. Safety Data Sheets (SDS) are available for all or most substances, liquids, etc. and must be referred to. If the Safety Data Sheet recommends or requires the use of safety eye wear then the employee must properly use such eye wear.

Eye safety: Do it, Do it right, Do it right now

3. Some common activities which expose the eyes to a hazard are:
 - Grinding, cutting, milling, or drilling with power drills;
 - Using impact wrenches and compressed air tools;
 - Chipping, scrapping, scaling paint, rust, carbon or other materials;
 - Cutting or breaking glass;
 - Chipping or breaking concrete;
 - Pipe cutting, threading;
 - Using paint remover;
 - Using power activated tools;
 - Soldering;
 - Using metal, cutting lathes, shapers, drill press, power hacksaws and other metal working tools;
 - Using power woodworking machinery, both fixed and portable; and
 - Spray-painting.

Eyes are priceless - eye protection is cheap

4. Goggles shall be worn when handling acids, caustics, and other harmful dusts, liquids, or gases.

Even in a hi-tech world your eyes are still your greatest asset

5. Safety glasses shall be worn when performing electrical switching operations or activating high voltage circuits where arcs may occur.

10 fingers, 10 toes, 2 eyes, 1 nose! Safety counts

6. A face shield with proper filter lens, welder's lens, or welder's goggles shall be worn in all welding and cutting operations.

Use your eyes, don't lose them

7. For electric arc welding, the following shall be adhered to:
 - a. Welder's helmet with proper filter lens shall be worn;
 - b. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exists; and
 - c. Helpers and observers shall wear safety glasses, goggles, or hand held shields with proper filter lenses.

You can eat with false teeth, you can't see with a glass eye

8. For gas welding and cutting, the following shall be adhered to:
 - a. Welder's goggles with proper filter lenses shall be worn; and
 - b. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exists.

Your eyes are your most important tools – Protect them!

9. HRCE recommends that students wear eye protection when playing badminton and other sports in which eye injury is a hazard.

Have you an eye for safety or are you blinded by bad habits

10. Employees and students must wear eye protection in science labs as needed.

Living with a mistake is harder than you think! Protect your eyes.

11. Employees and students must wear eye protection in wood shops, tech-ed shops, auto shops, metal shops or any other classroom activity where a hazard to the eyes may exist.

Accidents you can't rewind so be careful you don't go blind

Eye protection may be required on other jobs not listed, if so designated by the principal/supervisor.

Beyond this, employees are encouraged to wear eye protection at all times.

21.2 Foot Protection

Work that exposes a person to a foot injury hazard requires the use of appropriate protection. Examples of this may include: falling objects, impact, wet, slipping, cuts and punctures, metal and chemical splash, abrasion, electric shock, etc.

The following PPE may be used to address the above noted risks: safety boots and shoes with toe protection. There are three basic grades of footwear. They are identified by a colored triangle and the standard offers some suggested uses for the various grades:

- Grade 3 – red triangle; suggested use hospital workers
- Grade 2 – yellow triangle; suggested use retail workers (this may be acceptable for custodians or caretakers in a school setting)
- Grade 1 – green triangle; suggested use, all other work environments

If the footwear also has the electrical shock resistance as part of its safety features, it will have a white rectangle on it.

All safety footwear must comply with CSA standards.

Foot Protection Guidelines

1. Wearing of sandals or athletic shoes in work areas (where chances of foot injuries are greatest) is prohibited.
2. The following are some of the activities during which safety shoes should be worn:
 - a. All employees exposed to a hazard that may injure the person's foot/feet; and
 - b. Employees working near construction equipment.
3. Steel-toed shoes should be worn on all jobs where the handling or moving of heavy material is a regular activity throughout the entire day.

4. High-heeled shoes may unnecessarily create an additional occupational hazard, such as tripping, twisting or slipping.
5. Soft-soled shoes do not afford protection from puncture wounds when in the field.
6. Anti-slip soles (slip-on type) should be used during floor stripping activities.
7. Traction devices (slip over type) should be used while performing outdoor winter duties.
8. Foot protection must comply with CSA standard CAN/CSA-Z195-M92, "Protective Footwear".

21.3 Hand Protection

1. One of the most dangerous ornaments worn by employees in occupational work is the ring. It should not be worn at work if there is the slightest chance it could become caught in any hook, tool, or piece of machinery.
2. Other loose or dangling jewellery such as bracelets and necklaces should be removed prior to use of, or work around, mechanised tools or equipment.
3. Gloves with leather palms should be worn when handling rough edges or abrasive materials or when the job subjects hands to possible lacerations, punctures, or burns.
4. Protect hands with disposable latex gloves when involved in procedures where the possibility of contamination exists. This includes times when the contact with blood or bodily fluids is likely.
5. When using a solvent- or alcohol- based or non-water-based product, check the product's material Safety Data Sheet (SDS) for the recommended or required hand protection.
6. Use disposable vinyl gloves if the possibility of latex allergies exists.

21.4 Head Protection

Prevention of head injuries is an important part of any OHS program. While elimination or control of hazards that might lead to an accident should be given first consideration, many of these hazards are difficult to predict or control. Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object. Where these hazards exist or have the ability to cause accidents, head protection must be worn to eliminate injury.

Hard Hat Areas

- Scaffold and work at height;
- Working below scaffold or work at height;
- In confined spaces or other areas of restricted movement where contact of head with fixed/moving objects is a possibility; and
- Areas as directed by the employer (i.e HVAC rooms, boiler rooms etc).

Head Hazard Controls

- Use hard hat warning signs;
- Provide toe boards on elevated areas;
- Avoid working directly underneath workers above;
- Use tool lanyards when working above someone;
- Secure tools when not using them;
- Never walk or work under a suspended load; and
- Watch for low overhead clearance hazards.

“Where a person is exposed to a hazard that may injure the person’s head, the employer shall ensure that protective equipment is worn that is appropriate to the hazard and that complies with CSA Standards”.

Head protection (hard hats) must comply with CAN/CSA Z94.1-92 (R1998) “Industrial Protective Headwear,” 1992 or 1977 editions. The inside of the hard hat will have the CSA standard on a label or embossed directly into the helmet.

Head protection, in the form of protective hats, must do three things:

- Resist penetration
- Absorb the shock of a blow
- Protect against electrical shock

This is accomplished by making the shell of the hat of a non-conductive material hard enough to resist the blow, and by using a shock-absorbing lining composed of a head band and crown straps to keep the shell away from the worker’s skull. For work at higher elevations and in very windy conditions, a chinstrap is required to prevent the hard hat from being coming off of the head.

The standard has three classifications:

- Class C – protection against impact and penetration only
- Class E – protection against impact, penetration and electrical contact (up to 20,000 volts)
- Class G – protection against impact, penetration and electrical contact (up to 2200 volts)

Protective headwear must be marked with:

- The manufacturer's identity, model number, class of protection, year and month of manufacture;
- Size or size of range; and
- A warning statement regarding replacing the headwear after a severe impact, no painting, modifications or decals unless they are approved.

"Bump hats" (baseball style protective caps) *are not to be used in place of hard hats*. There are no CSA standards for bump hats and they are manufactured and sold without any assurance of protection.

21.5 Hearing Protection

Under development. Appropriate to the work environment and noise exposure levels. Tradesmen using power operated tools, physical education teachers and band / music teacher should wear hearing protection to prevent noise induced hearing loss.

21.6 Respiratory Protection

Under development. Appropriate protection for the work environment. Respirator fit tested. Knowledgeable of respirator use.

21.7 Skin Protection

Work that exposes a person to a skin injury / exposure hazard requires the use of appropriate protection. Examples of this may include: cuts and punctures, chemical splash, abrasion, temperature extremes, electric shock, infectious disease, pinches, bites, etc.

The following PPE may be used to address the above noted risks: gaiters, leggings, aprons, long pants or long sleeve shorts, gloves, mitts, wrist cuffs, forearm guards etc.

Hazards to skin may be addressed in a number of ways, with the guiding principle being, is the protection adequate to the hazard. If handling caustic or corrosive materials, gloves need to be made of appropriate materials. An apron may also be required for further protection. Protection from scratches and pinches may differ from puncture or bites.

As with all PPE decisions, assess the hazards and review hazard reduction options with principal/supervisor and the JOHSC to then reduce the exposure to the hazard. Eliminate, Substitute, Engineering controls, Administrative or behavior controls and as thereafter necessary the use of PPE.

22. Duty to Accommodate

Preamble

The duty to accommodate and re-employ arises through the Nova Scotia *Human Rights Act* and the Nova Scotia *Workers' Compensation Act*. Although the Nova Scotia *Human Rights Act* does not explicitly express a duty to accommodate, it is well accepted that with the obligation to not discriminate based on physical and mental disabilities, goes the duty to accommodate. Section 5(1) of the Nova Scotia *Human Rights Act*, indicates that the HRCE and its employees shall not discriminate against any injured employee. Section 5 (1) of the *Act* states in part that “*No person in respect of (d) employment shall discriminate against an individual or class of individuals on account of (o) physical disability or mental disability*”.

The HRCE supports the concept of early assistance for occupational illness or injured employees. The WCB Stay at Work/Return to Work Program (SAW/RTW) is an integrated workplace-based rehabilitation program that supports employees, to facilitate recovery and restoration to full potential as quickly and safely as possible. Successful implementation of the WCB Stay at Work/Return to Work Program is based on organizational commitment and management, and employee and union cooperation and support.

The Health & Abilities Management Program is an integrated workplace-based rehabilitation program that supports employees in returning to work in a safe and timely manner from health related absences that arise outside of work. Case management and the provision transitional duties/duties/hours are central to these processes and apply to sick leave or Long Term Disability (LTD) benefits.

Scope and Purpose

This WCB SAW/RTW Program applies to employees who experience occupational illness or injury and are in receipt of benefits pursuant to Nova Scotia's *Workers' Compensation Act*.

All unionized and non-unionized employees within the HRCE receive coverage from the Workers' Compensation Board (WCB) for absences due to workplace illness or workplace injury **with the exception of members of the Nova Scotia Teachers Union**. The notification, benefits and the documentation requirements are outlined for each group in the following documents:

- The Collective Agreement between the HRCE and the Nova Scotia Government and General Employees Union
- The Collective Agreement between the HRCE and the Canadian Union of Public Employees, Local 5047
- The Collective Agreement between the HRCE and the Nova Scotia Union of Public and Private Employees, Local 2
- Employee Benefits-The Professional Employee Group

The purpose of the SAW/RTW Program is to provide employees of the HRCE who incur workplace illness or injury, support and assistance to return to fully productive employment as soon as medically feasible. The primary objective is to provide the employee with every opportunity to return to their pre-injury/pre-illness level of employment (duties, wages, etc.) and to their pre-injury/pre-illness level of abilities.

When it is not possible to meet the primary objective of this program, a secondary but important objective, is to restore the employee to the fullest physical, psychological, social, vocational and economic level possible and, where possible, provide the employee with alternate employment at HRCE.

Benefits of the WCB SAW/RTW Program:

- Reduction of time between the onset of an injury or illness and the employee's return to employment.
- Better utilization of local medical and rehabilitation providers.
- Better informed management resulting in the development of accurate and reasonable return to work expectations.
- Creation of greater return to work alternatives for employees with restrictions.
- Decrease in the overall cost of absenteeism from Workers Compensation claims.
- Demonstrate the value of employees to their department and maintain employee's sense of belonging, purpose and confidence.

The Health and Abilities Management Program applies to all employees who are in receipt of paid or unpaid sick leave or LTD benefits. The purpose of the program is to provide employees of the HRCE who incur illness or injury, the support and assistance to return to fully productive employment as soon as medically feasible through a "Return to Work (RTW) Program".

Benefits of the Health and Abilities Management Program:

- Reduction of time between the onset of an injury or illness and the employee's return to employment.
- Better utilization of local medical and rehabilitation providers.
- Better informed management and work force related to the development of accurate and reasonable work-return expectations.
- Creation of greater work-return alternatives for employees with restrictions.
- Decrease the overall cost of absenteeism from illness or injury.
- Demonstrate the value of employees to their department and maintain employee's sense of belonging, purpose and confidence.
- Identify the functional abilities of ill or injured employees and return them to work with assignments to match their functional ability.

Definitions

Refer to the WCB Return to Work/Stay at Work Program and the Health and Abilities Management Program.

Responsibility

Refer to the WCB Return to Work/Stay at Work Program and the Health and Abilities Management Program.

Procedure

Refer to the WCB Return to Work/Stay at Work Program and the Health and Abilities Management Program.

Information Sharing

All information reported will be tracked and used to identify problem areas and trends that will assist HRCE in enhancing their safety program. Statistics or identified concerns will be shared via a number of avenues, which may include; department advisement, Board and senior management advisement and hazard alerts to be communicated directly to employees.

22.1 WCB Stay at Work / Return to Work Program

Please refer to HRCE Health & Abilities regarding the HRCE *WCB Stay at Work / Return to Work Program*.

23. Workplace Violence Prevention Plan

Preamble

The Internal Responsibility System, the basis of the Nova Scotia Occupational Health & Safety Act, assigns everyone in the workplace a responsibility for health and safety, including management responsibility the prevention of violence in the workplace. HRCE is committed to providing a healthy and safe working and learning environment for all employees and students.

Scope and Purpose

This scope of this element is to provide guidance, templates and programs to ensure HRCE has, at its places of work (offices and schools), management plans developed and implemented for the prevention of workplace violence as required per the *Nova Scotia Workplace Violence Regulations*. Management and employees familiar with developed action and communication plans relating to identified significant risks of workplace violence assist HRCE in creating a safe learning environment for students and providing a safe working environment for all employees, volunteers, visitors and contractors.

The HRCE has adopted a [workplace violence prevention statement](#) (link to poster) which reads as follows:

Violence in the workplace is an occupational health and safety hazard and is unacceptable in any form. Recognizing the physical and emotional harm resulting from violence, the Halifax Regional School Board is committed to minimizing, and to the extent possible, eliminating the risk of violence in the workplace.

Please refer to the template [Workplace Violence Prevention Plan](#) which is utilized and tailored at all workplaces.

Please also refer to the [Workplace Violence Incident Report form](#).

23.1 Workplace Violence Prevention Plan

Please click here to view the [*Workplace Violence Prevention Plan*](#).

23.2 Workplace Violence Incident Report Form

Please click here to view the [*Workplace Violence Incident Report Form*](#).

24. Harassment in the Workplace (Harassment / psychological injury)

The HRCE policy and procedures regarding harassment in the workplace are detailed in the HRCE [Respectful Workplaces \(Harassment\) Policy](#), D.010.

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