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A. ELEMENT 1 – OBJECTIVES OF THE SAFETY & HEALTH PROGRAM

Mountain View School Division shall give priority to ensuring a safe work environment when planning, budgeting, directing, and implementing activities.

The Division shall develop and maintain programs to identify, report, minimize and/or control hazards and where possible, eliminate them. These programs shall include safe work procedures, control of chemical and biological hazards, CPR and/or first aid training, and procedures to follow in the event of an emergency.

The procedures reviewed on a regular basis are the practices of: fire drills, lockdowns, failure of services and weather-related emergencies.

The Division shall inform workers of known hazards and provide information on how to minimize risk. Where necessary, training and equipment will also be provided by the Division to assist in the minimization of risk to students, workers, volunteers and visitors.

B. ELEMENT 2 – IDENTIFY AND CONTROL HAZARDS AND EMERGENCIES

Program must:

- Consistently monitor the workplace for known (and potential) hazards and emergencies
- Require workers, supervisors and managers to identify and report hazards
- Assess the risk of those hazards
- Implement effective controls
- Ensure managers and supervisors are accountable for taking corrective actions

1. Program Components

a. Creative Spaces

The document details the policy and procedural elements for the development of outdoor learning and recreation areas and structures.

b. Laboratory Safety

The document provides an overview of policy and procedure for maintaining safe and health laboratories including: Areas of Responsibility, Emergency contacts and procedures, housekeeping, as well as information to manage the risk associated with chemical and biological hazards.

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c. Vocational Arts Program Safety

The document provides an overview of policy and procedure for maintaining safe and health vocational arts program areas which details: Responsibilities, Personal Protective Equipment, Safe Shop Guidelines, Hazardous Energy Lockout, Emergency contacts and procedures, housekeeping, as well as information to manage the risk associated with chemical and biological hazards.

d. Indoor Air Quality Monitoring

The division on a regular basis shall monitor the indoor air quality at facilities and schools to determine that the air quality is acceptable under ASHRAE standards for public buildings.

e. Job Hazard Assessment - Safe Work Procedures

The document provides an overview of procedures for workers to engage in the Job Hazard Assessment (JHA) – Safe Work Procedure (SWP) cycle. It outlines the responsibilities for the development of JHAs and SWPs at each level, the process for communication and approval through the development phase within Mountain View School Division. Finally, the document lays out the means for dissemination of the final approved version as well as the review cycle for established JHAs and SWPs.

f. Violence Prevention

The division is committed to preventing violence in the workplace so far as is reasonably practicable. Considering the nature of work in the field of education involves a wide range of individuals with an even broader range of needs and means of expressing those needs, as well as a broad range of experiences and backgrounds, therefore, all employees should be aware that a potential exists for violence in all workplaces. Refer to MVSD Procedure CF10 Freedom from Harassment and Violence for more information.

g. Hearing Conservation

Physical hazards like noise can affect many workers in the school division, especially those working in Gymnasiums, Band and Music Programs, as well as Vocational Shops as well as on Busses and in the Maintenance and Custodial areas. A program for the identification of sound level assessment as well as the monitoring of those working in at-risk jobs will be monitored on an annual basis. Refer to the MVSD Workplace Safety & Health Reference Manual for more information.

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h. Documentation

- MVSD Job Hazard Assessment
- MVSD Violent Incident Report
- MVSD Hazard/Near Miss Report
- MVSD Critical Job Inventory
- MVSD SAFE Work Procedure

C. ELEMENT 3 - PEOPLE AND RESOURCES REQUIRED IN AN EMERGENCY

Emergencies in the workplace can include the following (refer to specific procedures outlined in MVSD Procedure CE10 Emergency Preparedness in Schools):

1. Fire or Gas Leak

All workplaces must develop a written fire discovery policy and procedure as part of school based planning. The priority in planning for the event of fire must first consider the preservation of life before the preservation of property.

Gas Leak should be treated in the same manner as fire with special consideration given to further hazards which could be caused by ignition sources such as cell phones, hand-held radios and other electronic devices.

2. Chemical and Biological Spills

Chemical spills fall into two categories, known and unknown.

Known spills will be attended to by the MVSD staff responsible for the chemical by following the protocol/requirements stipulated on the SDS.

For unknown spills, contact the MVSD WSHO, immediately cordon off and contain the spill from spreading, and if necessary, evacuate staff and students from the area until the appropriate clean up can be arranged.

Each facility is provided with universal chemical spill kits, science labs have specialized absorb all. All staff are trained in WHMIS and have access to SDS.

Custodial staff will attend to biological spills referring to the MVSD SWP Handling Body Fluids.

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3. Extreme Weather

Because extreme weather conditions can vary by season, each hazard presented must be considered separately. Some cases which should be considered and planned for include:

Tornado – Principals and site managers should plan for the remote possibility of tornadoes of extreme wind conditions.

Blizzard/Extreme Cold – Principals and Site Managers will follow existing Divisional Policy on Blizzard and extreme cold as regarding bus transportation when planning for extreme cold and blizzard (refer to MVSD Procedure C110 Inclement Weather).

Flooding – Flood may result from system failures or due to climate and/or overland conditions.

4. Power/Water Outages

Power outages for extended periods of time should be considered an emergency situation since fire protection equipment is dependent on the availability of power.

Water outages for extended periods of time must be considered an emergency as Workplace Safety and Health legislation guarantees the availability of drinking water for students and employees as well as for sanitary purposes. Notification of the local water utility should be a priority to determine causes of the outage, the duration of the outage, and any hazards which may be present after the restoration of water supply.

5. Structural Failure

In the event of structural failure, special consideration to the evacuation of occupants as the integrity may affect multiple portions of the building.

6. Dangerous Person on the Premises/Break-In

If there is a person who has been previously identified as dangerous, or who has the potential for committing harm to one or more individuals on the premises, staff are to follow the procedures established in MVSD Procedure CE10 Emergency Preparedness in Schools.

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7. Communication

Once the safety of staff and students has been established, the Principal or Site Manager will notify Senior Administration of the situation in order to mobilize further resources as necessary.

In the event of a break-in after hours, notify RCMP as soon as possible and preserve the evidence at the scene for their investigation. Notify the Coordinator of Operations after notifying the RCMP in order to facilitate any operational changes or repairs which may be made necessary by the break-in.

D. ELEMENT 4 – STATEMENT OF RESPONSIBILITIES

The Superintendent/CEO shall be responsible for the administration of this procedure.

The Assistant Superintendents, School Administrators, and Division Coordinators shall be responsible for implementing this procedure, ensuring the appropriate supervision of activities and the regular inspection and repair of buildings and equipment, investigating all dangerous or violent incidents, ensuring that all employees under their supervision are aware of, and follow safe work procedures, and notifying appropriate authorities if required by the situation.

The Workplace Safety and Health Committees shall meet regularly, participate in conducting incident investigations, facility inspections, and recommend appropriate improvements, training, and/or programs based on their reviews.

All employees, students and volunteers shall be responsible for working safely, using personal protective equipment and following safe work procedures. In addition, they are responsible for immediately reporting any accident or injury as well as any violent, dangerous and/or unsafe situations to their supervisor.

Failure to comply with procedures under the Workplace Safety and Health procedure, Act and Regulations may subject an employee to disciplinary action up to and including dismissal and non-employees to other actions as may be deemed appropriate by the Division.

Contractors and self-employed persons working on Division property shall be required to adhere to the document entitled: "Contractor's terms and conditions governing work at Mountain View School Division" and Element 7 of this procedure.

E. ELEMENT 5 – INSPECTION SCHEDULE

Because each worker in the school division has a responsibility to safety, everyone is expected to conduct informal daily inspections of tools, work areas, procedures and practices and report hazards to supervisors. In this way, hazards are quickly and easily identified.

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Monitoring hazards through formal inspections is a required method of maintaining a safe and healthy workplace in each community of Mountain View School Division, and members of the Workplace Safety and Health committee will conduct inspections on a regular basis in each facility to monitor the learning environment and work areas.

Formal Inspections are conducted not only for the purpose of controlling hazards in each physical plant, but also to ensure that:

- Safe Work Procedures for the control of job hazards are written, maintained and available to workers so they may be followed in daily practice.
- WHMIS records on controlled products are up-to-date and available to workers.
- Routine maintenance tasks such as fire extinguisher and first aid kit inspections, playground daily inspections, as well as snow-clearing and path salting logs, are completed.

Emphasis during inspections will be on fire protection, the identification of chemical and biological hazards and Safe Work Procedures.

1. Workplace Safety and Health Inspection

Safety and Health Committee members will conduct inspections at each school on a quarterly basis two weeks prior to the meetings of the central Workplace Safety and Health Committee. Hazards identified will be routed for action as indicated on the Quarterly Inspection Form. A copy will then be forwarded to the MVSD Safety and Health Officer.

2. Playground Inspection

Playground inspection shall be conducted separately from regular school inspections using a separate inspection form to identify playground equipment hazards. Inspections on playground equipment will be conducted on an annual basis.

The school division will maintain a playground equipment inventory which identifies each piece of equipment on every division-owned property with a unique identifier.

3. Fire and Life Safety Inspection

Inspections for the purpose of Fire and Life Safety are conducted under the authority having jurisdiction for each school or facility. They will be conducted by a representative of the appropriate fire department, or their designee. Where reasonable, MVSD WSH Officer will accompany the inspectors. Inspections for Fire and Life Safety will be conducted once every three years, or more frequently if deemed necessary by the authority having jurisdiction.

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F. ELEMENT 6 – CHEMICAL AND BIOLOGICAL HAZARD CONTROL

Chemical and biological hazards have the potential to impact a wide cross-section of the school and community population, and controls established through the MVSD Workplace Safety and Health Program must be strictly adhered to by everyone in the workplace.

Safety training around chemical and biological substances is necessary due to changing educational requirements, or through evolving workplace needs. The Employer will provide to information and training to faculty, operational, and other support staff:

1. Workplace Hazardous Materials Information System (WHMIS)

All employees who use, work near, or may be exposed to products controlled under WHMIS in their workplace will receive regular training. WHMIS online training is available on the MVSD website.

2. Universal Precautions and Handling Bodily Fluids

All employees are advised of the importance of universal precautions through URIS (Unified Referral Intake System) training, which is conducted annually for all staff (refer to MVSD Procedure CU10 URIS Training). Individuals who are trained in first aid are also further trained on Universal Precautions and minimizing the spread of bacteria and germs.

3. Asbestos and Mould Identification

MVSD maintains a comprehensive Asbestos Identification program for employees or sub-contractors who may come into contact with Asbestos Containing Materials (ACM). All materials not tested for asbestos are considered ACM.

Employees are directed to report all instances of visible mould growth to their supervisors using the Hazard Report Form, in order that they may be investigated and remediated. Approximately twenty types of mould are monitored during annual indoor air quality sampling to assess for above-normal counts.

4. Science Laboratories and Vocational Arts

Mountain View School Division is committed to delivering quality education in the sciences and vocational training. This commitment includes the assurance of safe and healthy laboratories and shop facilities. A clean and safe workplace minimizes the hazards which can lead to preventable injuries and occupational illness. Inspection Schedules and Good

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Housekeeping Procedures are implemented to maintain a well-kept and safe workplace for students, faculty, and support staff as well as visitors.

All used and expired chemicals must be disposed of according to WHMIS recommendations at the end of each school year. All science lab chemicals must be stored in a safe, secure manner and tracked diligently.

5. Documentation

a. Laboratories

- Laboratory Safety Manual
- MVSD Hazardous Material Disposal Request
- MVSD Job Hazard Assessment
- MVSD SAFE Work Procedure

b. Vocational Arts

- Vocational Arts Safety Manual
- MVSD Hazardous Material Disposal Request
- MVSD Job Hazard Assessment
- MVSD SAFE Work Procedure

G. ELEMENT 7 – TERMS FOR SUB-CONTRACTORS AND TRADES ON-SITE

1. Conditions of Entry and Work

- **Contractors are required to have ID badges with them** and visible whenever practical at all times while on site.
- **Contractors are required to read and sign terms and conditions of entry and work document** (see [Appendix A](#) – Contractor’s Terms and Conditions Governing Work at Mountain View School Division).
- Contractors and/or their employees shall advise MVSD of any legal restrictions that should prevent them from entering the premises.
- I.D. Badges that identify the Contracting Company and the Employee (Preferably photo I.D.) can be worn **with** the provided Badge.

2. Daily Sign-In

- **SIGN-IN.** Report to the Main Office upon arrival. Sign-in to the sign-in logbook.
- Report to Custodian to inform where work will be performed.
- Report to Custodian at end of day and before closing of school.
- **SIGN-OUT.** Before departing, report to the Main Office to sign out.

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3. Custodial Hours

- Regular hours of work 7:00 a.m. to 10:00 p.m., Monday to Friday (note: hours may vary depending on facility). Summer hours of work 7:30 a.m. to 4:30 p.m., Monday to Friday (note: hours may vary).
- Outside of regular hours or days the Contractor shall coordinate with the Assistant Maintenance Coordinator.
- During spring and summer breaks the Custodians are performing tasks that require coordination to minimize disruption.

4. Parking

During regular school hours, visitor parking is very limited at most locations. If no visitor parking is available, the contractor is to arrange parking with the Custodian or School Administrator.

5. Smoking

- **Smoking is not allowed within the school or on the school grounds.**
- Should the Contractors smoke off property, it shall be in areas that will not be in the view of students and cigarette butts shall be properly disposed.

6. School Keys

- **Internal keys and external keys shall be obtained through the Operations Department only.**
- Keys must be accounted for at all times. Lost or stolen keys must be reported immediately to the School Administrator and Operations Department.

7. School Environment

- Contractors shall at all times conduct themselves in a professional manner and shall not use profane language, or any whistling, leering, etc. on or near the school premises.
- Contractors are not to wear hats (other than safety hard hats) in general public areas of the schools.
- Logos or graphics on t-shirts and clothing in general shall not be distracting or distasteful to students or staff.
- Any conflicts or issues with students or staff shall be immediately reported to a School Administrator.

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- The Contractor shall confirm with the Custodian as to which washroom facilities in the school can be utilized by the Contractor. *It is recommended practice that contractors use the staff washrooms as opposed to those used by students.*

8. Confidentiality

- The contractor is to respect the confidentiality of each school and not make public any incidents with students or staff. Be cautious of conversations.
- Only the Superintendent/CEO or his/her designate is to advise Media of any occurrences related to the school.

9. School Emergency Response Procedures

Each school/location has a Building Emergency Response Team who will be responsible for the coordinated response to protect occupants. To support their efforts, contractors will immediately report any potential threats to the School Administrator.

Contractors shall familiarize themselves with MVSD Procedure CE10 Emergency Preparedness in Schools, to deal with occurrences such as school lockdown or hold and secure procedures.

10. In the Event of a Fire Alarm

- Contractors shall familiarize themselves with MVSD Procedure CE10 Emergency Preparedness in Schools, to deal with occurrences such as fire/explosion procedures.
- If you discover a fire in school “**non-active times**” activate alarm system and call 911 to support the response.
- Notify the custodian of the findings. The after-hours contact will be the **Assistant Maintenance Coordinator**.

11. In the Event of an On-Site Injury

All injuries suffered by contractors while on-site shall be immediately reported to the MVSD Workplace Safety and Health Officer or a site Safety and Health committee member.

12. Safety & Security

- The Contractor will take all necessary precautions to perform work in a manner that does not jeopardize the physical safety and well-being of students and staff.
- Before leaving the building, contractors must confirm that the systems worked on are fully functional.

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- The Contractor shall follow all current Manitoba Safety & Health Regulations and guidelines as it relates to their trade, including signage, lockout and tag out.
- The Contractor shall ensure that job boxes are locked at all times so that students do not have access to equipment.
- The Contractor shall not leave any material, tools or hazardous items in areas accessible to students.
- The Contractor shall lock classroom doors when not working in them to minimize the risk of theft.
- When entering or leaving the school premises after school hours, or when doors are left open to haul in or out material & equipment, the contractor shall ensure that no one enters the building.
- The Contractor shall be responsible for the security of their equipment; any theft shall be reported immediately to the School Administrator.
- On a regular basis, a site Safety and Health Committee member will monitor safety concerns. The MVSD Safety and Health Officer or the Coordinator of Operations will make a bi-weekly site visit.

13. Documentation

- MVSD Job Hazard Assessment
- MVSD SAFE Work Procedure
- MVSD Critical Job Inventory
- MVSD Violent Incident Report
- MVSD Terms and Conditions for Working in Mountain View School Division Agreement

H. ELEMENT 8 – TRAINING PLAN

Training for workers begins with an orientation upon hiring.

Workers at Mountain View School Division will be presented with an orientation package including relevant sections of the Act and regulations; elements of the Workplace Safety and Health Program, including roles, duties and responsibilities; any potential for workplace violence; as well as emergency procedures and contacts. All workers will be provided a Critical Job Inventory pertaining to their job description outlining the risks associated with all jobs they are expected to perform, as well as the Safe Work Procedures associated with the job description.

Depending on the occupation of the worker, supervisors may identify the need to include information on some or all of the following topics in the orientation package:

- Personal Protective Equipment
- Safety Data Sheets and WHMIS
- Risk of Workplace Violence
- Working Alone (refer to MVSD Procedure CW10 Working Alone)

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The Employer will provide on an annual and ongoing basis, to faculty and operational and other support staff:

- Unified Referral Intake System (URIS) (refer to MVSD Procedure CU10 URIS Training)
- Workplace Hazardous Materials Information System (WHMIS)
- First Aid

Other matters which are necessary to ensure the safety and health of workers may be delivered as needed and identified.

I. ELEMENT 9 – INVESTIGATING ACCIDENTS, DANGEROUS OCCURRENCES AND WORK REFUSALS

1. Definitions

Accident – The Mountain View School Division Board of Trustees and the Superintendent/CEO recognize that in a workplace where there are changes in technology, processes, staffing and other variables, incidents which cause injury may occur. Such incidents may be called accidents. Recognizing the familiarity employees and others have with the term “accident”, where the term “preventable injury” occurs in the written portion of the Safety and Health Program, it is equivalent in meaning to the term “accident” as used in the Act. Serious incidents must be reported to Department of Labour, Workplace Safety and Health Division.

Dangerous Occurrence – In situations where events are similar to a workplace incident in which a worker is killed or injured, except that there is no death or injury, it will be treated as a “Dangerous Occurrence”, or “Near-Miss”. The potential exists for these near misses to occur again, and so, it is critical that employees recognize the seriousness of these dangerous occurrences and follow the same protocol as for an “Accident” or “Preventable Injury”. Workers are encouraged to report “Dangerous Occurrences” to the supervisor or other person in charge of the workplace as soon after as is reasonably practicable.

Incident – Incident refers to situations in the workplace which are out of the ordinary and may involve either an injury or death, or may refer to a “Dangerous Occurrence” or “Near-Miss”. According to the Workplace Safety and Health Regulation M.R. 217/2006 Part 2 General Duties, section 2.6 defines a serious incident as one:

- (a) In which a worker is killed;
- (b) In which a worker suffers:
 - An injury resulting from electrical contact
 - Unconsciousness as the result of a concussion
 - A fracture of his/her skull, spine, pelvis, arm, leg, hand or foot
 - Amputation of an arm, leg, hand, foot, finger or toe
 - Third degree burns (full thickness burns)

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- Permanent or temporary loss of sight
- A cut or laceration that requires medical treatment at a hospital
- Asphyxiation or poisoning; or

(c) That involves:

- The collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation
- An explosion, fire or flood, an uncontrolled spill or escape of a hazardous substance
- The failure of an atmosphere supplying respirator.

Requirements for Reporting Serious Incidents – Under the Workplace Safety and Health Regulation M.R. 217/2006, Part 2 section 2.7(1), “such notification must take place immediately after a serious incident, using the fastest means of communication available.”

Refusal to Work – The Board of Trustees of Mountain View School Division recognizes the worker’s right to refuse work under Section 43 of the Workplace Safety and Health Act, where the worker considers there is a legitimate hazard to either his/her personal safety or health.

Dangerous Work – Dangerous work generally means work which involves safety and health risks which are not normal for the work.

2. Protocols for Incidents

a. Incidents where “preventable injuries” or “accidents” occur

In incidents where “preventable injuries” or “accidents” occur, there must be:

- Prompt suspension of activities related to the incident in order to prevent further injury to the person involved or to others who may be similarly injured (equipment de-energized, locked out and the area left untouched except where to free individuals who may be trapped; or as necessary to perform rescue operations or first aid). A report must be made to the supervisor or other manager where the injury or dangerous occurrence took place and also to the divisional supervisor for that job description. In the event that the injured person is a student or other member of the public, also notify the Coordinator of Operations.
- An investigation of the root cause(s) of the incident must take place as soon as is reasonably practicable, but not longer than twenty-four hours, by members of the local Workplace Safety and Health Committee comprised of:
 - Co-Chair for Management (or designate)

Cross Reference:	MVSD WSH Forms & Reference Manuals (intranet); MVSD Procedures: CF10 Freedom from Harassment and Violence, CW10 Working Alone, CE10 Emergency Preparedness in Schools, CU10 URIS Training			
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- Co-Chair for Workers (or designate)
- MVSD Workplace Safety and Health Officer

After the investigators of the incident have completed their investigation and are satisfied the hazard(s), which was found to be the root cause of the incident has been eliminated, they will notify the on-site supervisor it is safe to resume regular activities (i.e.: clean area of hazards or debris, remove lock-outs, reenergize equipment, resume work).

b. Incidents where “dangerous occurrences” or “near misses” occur

In incidents where “dangerous occurrences” or “near misses” occur, there must be:

- Prompt suspension of activities related to the incident in order to prevent further injury to the person involved or to others who may be similarly injured (equipment de-energized and locked out)
- An investigation of the root cause(s) of the dangerous occurrence or near-miss must take place as soon as is reasonably practicable by the supervisor and the Workplace Safety and Health representative

After the investigators of the dangerous occurrence or near miss have completed their investigation and are satisfied the hazard(s) which was found to be the root cause of the incident has been eliminated, the supervisor of the area may deem it is safe to resume regular activities (i.e.: clean area of hazards or debris, remove lock-outs, reenergize equipment, resume work).

The supervisor will then report the near miss to the MVSD Workplace Safety and Health Committee for consideration at the next regular meeting using the developed report form. If the dangerous equipment or near miss is sufficiently serious, or if the supervisor perceives a potential conflict, or is uncomfortable with the task of investigation of the near-miss or dangerous occurrence, the supervisor may instead notify a co-chair of the committee and consult with him/her to determine whether a full investigation by the committee would benefit the overall safety and health of the division.

3. Right to Refuse Dangerous Work

When the supervisor or another person in a supervisory capacity who is representing the employer at the workplace, knows or ought to know of a condition at the workplace that is or is likely to be dangerous to the safety or health of a worker, he or she shall not require or permit any worker to do that work until the dangerous condition is remedied.

Mountain View School Division recognizes a worker may refuse to work or do particular work at a workplace if he or she believes on reasonable grounds that the work constitutes

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a danger to his or her safety or health, or to the safety or health of another worker or another person.

When a worker has refused to work or do particular work, the employer shall not request or assign another worker to do the work unless the worker is advised by the first worker, or by the Safety and Health Officer, of the first worker's refusal and the reasons for it.

No worker shall be disciplined for exercising his/her right to refuse work in good faith, and will be entitled to wages and benefits during the period of remediation. Workers who are refusing to work must report to work at their usual place of work during normal working hours, and remain at the workplace during that time. Mountain View School Division Board of Trustees reserves the right for supervisors to reassign workers to do comparable work during the period of refusal until such time as a resolution has been reached to the satisfaction of the worker.

Because the right to refuse work is fundamental under the Canadian Labour Code, it must be protected from the potential for abuse. If it can be demonstrated that a worker has wilfully abused the right to refuse work, or fails to comply with the recommendations of the inspecting committee, the Division reserves the right to discipline the worker for the abuse which may include loss of wages and benefits for that employee, temporary suspension of work without pay, and the recovery of wages and benefits to other employees affected by the work refusal.

a. Protocol for Refusing Excessively Dangerous Work

i) Step 1: Report the refusal

A worker who refuses to work or do particular work on the grounds that it presents an excessive risk to his/her safety or health or to the safety or health of another worker or another person, shall promptly report the refusal and the reasons for it to his or her on-site supervisor, or to any other person in charge at the workplace. The on-site supervisor will contact the appropriate Workplace Safety and Health representatives for the workplace before continuing in the process. Owing to the nature of multiple workplaces in the school division, the supervisor who receives the refusal will also advise the appropriate divisional supervisor of the refusal and keep him/her apprised of the details of the process by the most efficient means possible. The divisional supervisor may advise the on-site supervisor of best practices to follow prior to any remedial action.

If the on-site supervisor and divisional supervisor are able to resolve the matter with the refusing worker in the presence of the Workplace Safety and Health Representatives, the worker will return to work. The on-site supervisor who initially received the refusal shall provide a written report of the refusal, as well as the steps

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taken to resolve the matter to the Workplace Safety and Health Committee before the next regular meeting.

If, after attempts to remedy the situation, the worker believes on reasonable grounds that the work still presents a danger to safety and health, proceed to step 2.

Note: No other worker may be asked to do the same work without informing them of the reasons for the first worker refusing to do the work in the first place.

ii) Step 2: Inspect the workplace

If the on-site supervisor and divisional supervisor do not remedy the dangerous condition in a reasonable length of time, the person who receives the report of refusal to work, or a person designated by that person, shall, without delay notify the co-chair of the Workplace Safety and Health Committee for Workers to conduct a committee inspection of the workplace comprised of the following members:

- a committee member who represents workers
- a committee member representing the employer
- the MVSD Safety and Health Officer

The committee is required to inspect the workplace and shall take any action necessary to remedy any dangerous condition, or ensure that such action is taken. If the committee is able to resolve the matter or to make certain the situation is resolved to the satisfaction of the worker, the worker will return to work. A written report of the refusal shall be prepared by an agreed upon member of the inspection committee and provide it to the Workplace Safety and Health Committee for consideration at the next regular meeting.

If the worker believes on reasonable grounds that the work is still dangerous, the worker may continue to refuse the work.

iii) Step 3: Report Condition to a Department of Labour Workplace Safety and Health Officer

If the dangerous condition is not remedied after consultation with the on-site supervisor and divisional supervisor, and an inspection of the facility by the members of the Workplace Safety and Health Committee is incapable of resolving the matter, any of the persons present during the inspection may notify a Safety

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and Health Officer at the Department of Labour, Workplace Safety and Health Division, of the refusal to work and the reasons for it.

On receiving a notice the Officer shall investigate the matter and decide whether the work the worker has refused to do constitute a danger to the safety or health of the worker or any other worker or person at the workplace. The Department of Labour Workplace Safety and Health Officer will make a determination and issue a written report or Order of Improvement as necessary and that decision or order shall be binding.

4. Requirements for Investigators

Individuals who conduct investigations on behalf of the Workplace Safety and Health Committee must adhere to the following criteria:

- a. Be a member in good standing of the Workplace Safety and Health Committee or recognized as satisfactory by the committee and reviewed annually;
- b. Be a member in good standing of their respective association or union; and
- c. Have been appropriately trained in investigation procedures through coursework provided by either the Manitoba Department of Labour, or other course or experience recognized by the Workplace Safety and Health Committee.

J. ELEMENT 10 – DEVELOP A STRATEGY TO INVOLVE WORKERS

1. Definitions

Employee Groups will be defined as:

- CUPE
- MVTA
- Non-Union

Workers are involved in the Mountain View Safety and Health Program through several means. Worker involvement is valued, as they not only have particular knowledge and experience of workplace hazards and conditions, but workers are also key stakeholders with regard to the overall safety and health of the workplace.

Workers in the educational setting, regardless of whether a school, bus garage, or other facility, must also ensure there are safeguards in place to protect their own interests as well as those of students or others who may be in the workplace.

Consequently, the following are the most recently identified means of involving workers in the development and maintenance of the Workplace Safety and Health Program:

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a. Workplace Safety and Health Committee

Mountain View School Division covers a large geographic portion of the Parkland in Manitoba with 16 schools and other facilities to support them. Each of these workplaces contributes to a varied and diverse environment with unique situations. Senior Administration has developed a two-tiered committee and communication structure to provide safe and healthy workplaces. Where required by law, committees will be formed, and in locations where there are fewer than 20 employees, representatives from each employee group will be designated. In all workplaces, administration will represent the employer. Consideration should be given to ensure there is representation for the kinds of work being done by employees. For example, where CUPE requires two representatives, one should come from each contract area, such as Education Assistant and a second from Custodial. Where there is a vocational shop or science laboratory, one MVTA member is recommended from either or both of those areas.

Each employee group will identify a WSH representative for each work location and notify the employer of same by the final WSH Central Committee Meeting held in June of each year.

A central Workplace Safety and Health Committee will be comprised of workers from each identified employee group in addition to the representatives of the employer. Specifically, the central committee will be comprised of two members from the CUPE membership, two members from the MVTA Membership, two members from the Non-Union Agreement Workers as well as three members from the employer. The members of this committee will be invited from the pool of identified WSH committee members from each workplace after preferably having served at the local committee level. Positions on the central committee will last for a period of two years, followed by a period where they may renew their term or serve as an alternate to the committee as a member at large for their respective worker group.

i) Committee Responsibilities

The duties of the Committee shall include:

- Receiving and reviewing concerns respecting safety and health issues;
- Recommending how safety and health concerns may be resolved. The Committee is not responsible for unsafe or unhealthy situations in the workplace;
- Assisting in the identification of safety and health concerns which may affect workers and others in the workplace;
- Assisting with the development and promotion of measures to protect the safety and health of persons in the workplace;
- Reviewing hazard identification and control reports, inspection reports, emergency procedures and accident investigation reports; and

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- Recommending the development and promotion of programs for education and information regarding safety and health in the workplace.

b. Inspections

With required training, committee members will participate in workplace inspections. An inspection team of at least two (2) committee members will complete inspections on a quarterly basis. Inspection reports will be submitted to the WSH Officer two weeks prior to the Central Committee meeting. Dates of the Central Committee meetings will be posted on the MVSD website.

c. Hazard Reporting

ALL employees are responsible to report workplace hazards to the employer through the Hazard Report Form, in a timely manner.

d. Job Hazard Assessments and Safe Work Procedures

All employees are encouraged to participate in the development and review of Job Hazards Assessments and SAFE Work Procedures for their job classification. Management is responsible to ensure that the Critical Job Inventory, specific SAFE Work Procedures and the review of overall Job Hazard Assessments are completed throughout the division.

K. ELEMENT 11 – PROGRAM REVIEW AND STATISTICS

1. Program Review

The program will be reviewed on a bi-annual basis, unless more frequent reviewing is required due to changes in technology, personnel, legislation or administration. The review will be conducted by the Workplace Safety and Health Officer, and by a sub-committee of the central Workplace Safety and Health Committee comprised of one member from each bargaining group, and a member of senior administration.

Statistical information will be gathered and stored by the Workplace Safety and Health Officer through various reporting channels as well as by interview.

Reports and statistical information shall be distributed through the central Workplace Safety and Health Committee quarterly and annual results will be released at the June meeting of each year, in order for recommendation and adjustment over the summer months.

Leave time will be arranged under the Workplace Safety and Health Program budget for workers to participate in the review process.

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2. Statistical Measurement

Program Performance Metrics:

	<u>Reporting Schedule</u>	<u>Distribution</u>
Employee Involvement		
Total Number of Employees	Annual	Central
Number of Employee Orientations conducted	Semi-Annual	Central
Number of Workplace Safety and Health Representatives	Annually	Central
Number of WSH Meetings conducted	Annually	Central
WSH Documents	Annually	Central
Training		
WHMIS Trained Employees	Annually	Central
URIS Trained Employees	Annually	Central
First Aid (FA) Trained Employees	Quarterly	Central
Asbestos and Mould Identification Trained Employees	Annually	Central
SAFE Committee Basics Trained Employees	Semi-Annual	Central
Inspections Trained Employees	Semi-Annual	Central
Investigation Trained Employees	Semi-Annual	Central
WSH Activity		
Hazard Reports/Near Misses Received	Quarterly	Central
Hazard Reports/Near Misses Resolved	Quarterly	Central
Incidents of Violence Reported **	Quarterly	Local/Central
Incidents of Violence Investigated **	Quarterly	Local/Central
Workplace Inspections	Quarterly	Central
Playground Inspections	Annually	Central
Playground Audits/Inventory	Annually	Central
Accidents to Students	Quarterly	Central
Accidents to Staff	Quarterly	Central
Number of Serious Incidents	Quarterly	Central
Number of Incident Investigations	Quarterly	Central
Fire Drills Conducted	Quarterly	Central
Bus Evacuation Drills Conducted	Annually	Central
Mould Remediation (ft2)	Annually	Central
Asbestos Remediation (ft2)	Annually	Central
Indoor Air Quality Monitoring	Semi-Annual	Local/Central
Water Testing Results (Semi-Public Only)	Monthly	Local

** reported annually to the Board of Trustees and the Province

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L. RESOLVING CONCERNS

1. Definition

A concern is a situation brought about by a hazard or condition in the physical plant or any equipment or tools an employee utilizes to fulfill their job responsibilities which is, or potentially may, endanger the safety and health of employees working in, or persons attending a Division building.

2. Processing of Concerns

- a. When a concern arises which an employee believes is of a safety or health nature, the employee should report the concern to his/her immediate supervisor or school administrator.
- b. If the concern is not resolved as a result of the action taken above, the employee may report the concern to a Workplace Safety and Health Committee member. The Workplace Safety and Health Committee member will attempt to resolve the concern with the supervisor or school administrator.
- c. If the concern is not resolved as a result of the action taken above, the Workplace Safety and Health Committee member will forward the concern to the Workplace Safety and Health Committee, Workplace Safety and Health Officer or designee.
- d. The Workplace Safety and Health Officer or designee shall investigate and attempt to resolve the concern.
- e. If the concern cannot be resolved by the Workplace Safety Officer or designee the Workplace Safety and Health Committee will review the concern and recommend action in an attempt to resolve the concern.
- f. In the case of a hazard being identified, it must be recorded on a "Near-Miss/Hazard Report Form" and forwarded to the MVSD Safety and Health Officer.
- g. In the case of an injury or property damage, the site Safety and Health Committee must perform an investigation.

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**CONTRACTOR'S TERMS AND CONDITIONS
GOVERNING WORK AT MOUNTAIN VIEW SCHOOL DIVISION**

A. DEFINITIONS

Prime Contractor: The Mountain View School Division.

General Contractor: Any person or firm engaged by contract or purchase order to perform a job or provide a service for Mountain View School Division. In this document, General Contractor will be known as Contractor.

Contractor Personnel: The employees and/or subcontractors engaged by the Contractor in the performance of his/her work.

Site Supervisor:

- a) The employee of Mountain View School Division designated to supervise the job for which the Contractor has been engaged, to ensure compliance with all applicable regulations; **or**,
- b) The employee designated by a Contractor and accepted by Mountain View School Division who supervises the job for which the Contractor has been engaged, to ensure compliance with all applicable regulations.

B. GENERAL

This document provides information regarding the terms and conditions for **Contractors** working on Mountain View School Division premises. This document, when signed becomes part of the general terms and conditions of the contract issued by the Mountain View School Division to the **Contractor**. It is the sole responsibility of the Contractor to ensure that all **Contractor Personnel** are aware of this document and comply with all the terms therein. Failure to comply may be considered a fundamental breach of contract that may result in, but is not limited to, expulsion from the premises and may be cause for exclusion from any further bidding considerations.

C. CONDITIONS OF ENTRY AND WORK

1. The Contractor will provide the Mountain View School Division operations department with the names of all Contractor Personnel engaged in the project. This should be done at least 48 hours prior to commencing work on the property.
2. The Site Supervisor will arrange a Material and Equipment Storage Area if necessary, and will advise Contractor Personnel of general precautions and special requirements. If work that is to be carried over from one shift to another, materials and tools must be stored in a designated area and that area will be kept clean and tidy and free from hazardous conditions.
3. Controlled or restricted materials are not permitted on the property without the permission of the Mountain View School Division. All **WHMIS** controlled materials entering the Mountain View School Division property must be clearly identified in accordance with **WHMIS** regulations and must have **Safety Data Sheets (SDS)** available.
4. The Contractor shall not dispose or permit to be disposed, any hazardous material except in accordance with the regulations of the Province of Manitoba and Municipal By-Laws. The Contractor must remove all hazardous and non-hazardous materials.

5. Contractor Personnel will comply with all provisions of the Manitoba Workplace Safety and Health Act chapter W210 of the statutes of Manitoba and all the regulations thereof, and will co-operate with any person exercising a duty imposed by the Act. Compliance will include but will not be limited to the wearing of personal protective equipment, proper use of confined space procedures, application of electrical lockout procedures and the use of fall arresting devices when working in high places.
6. The Contractor will provide adequate fire protection for all equipment and welding operations, trained fire watchers equipped with all necessary fire extinguishing equipment are required during all hot work operations. Contractor Personnel are to familiarize themselves with emergency egress routes and must notify the Mountain View School Division Site Supervisor if an evacuation situation occurs.
7. The Contractor will adequately protect the worker, Mountain View School Division property, and the property of other contractors. The Mountain View Division assumes no liability for the loss or theft of the Contractor's tools and equipment while on Mountain View School Division premises.
8. All incidents, such as accidents or near misses involving Contractor Personnel must be immediately reported to the Site Supervisor, who will take the appropriate action.
9. All building permits, licenses, or other legislated requirements for the approval, construction, and inspection of a project are the sole responsibility of the Contractor or his/her designee unless otherwise stated in the contract agreement.
10. The Contractor will familiarize themselves with Element 7 of MVSD Workplace Safety and Health Program (attached).
11. The Contractor will, when required, sign MVSD Declaration and Disclosure of Criminal Record and Child Abuse Record Checks if work environment requires.
12. The Contractor must be in good standing with WCB and carry liability insurance.
13. The Contractor will be responsible for their own Job Hazard Analysis, Safe Work Procedures and Tailgate/Safety meetings.
14. Before work begins, the Contractor will receive orientation to the work place and be given key contact information in case of an emergency.
15. All Contractor Personnel will maintain a respectful work place in regards to lewd acts, music and language during school hours or as environment requires.

D. DECLARATION

_____ (please print Company name)
 agrees to abide by the policies procedures and working conditions established by Mountain View School Division.

_____ understands and/or agrees that:

- It is the responsibility of the Contractor to obtain from its personnel and review a Criminal Record and Child Abuse Registry check.
- Mountain View School Division may request at any time proof of a Criminal Record Check and Child Abuse Registry Check, of any Contractor or Contractor Personnel.
- If the Criminal Record Check indicates a criminal record, named Contractor or personnel may be subject to immediate dismissal from employment with Mountain View School Division for cause (the requirements of the position and the circumstances related to the charge will be considered).
- Should Contractor or Personnel appear on the Child Abuse Registry, named person will be subject to immediate dismissal from employment with Mountain View School Division for cause.
- Mountain View School Division must be notified of any status changes.

I hereby certify that I have read and understood the Terms and Conditions governing work at Mountain View School Division and agree to comply with them as written.

Dated at: _____

Date Signed: This _____ day of _____, 20 _____

Signed: _____

Name (*please print*): _____

Title: _____

Company: _____

Address _____

Work Location: _____

Site Supervisor Name: _____

Site Supervisor Title: _____

Received By: **Mountain View School Division** _____

Date Received: This _____ day of _____, 20 _____

Signed: _____

(On behalf of the Mountain View School Division)

Freedom of Information and Protection of Privacy & Record Disclosure

Legal Authority for the Collection of Information: All information will be collected in accordance with *The Freedom of Information and Protection of Privacy Act (FIPPA)*.

Access to Information: System administrators (e.g.: Coordinators, Board of Trustees, interview committee) and agents of the Board (such as lawyers), may review this information on a need-to-know basis only.

Information Security: Personal information is retained and secured with the Coordinator of Operations.