



**DEPARTMENT OF EDUCATION**  
**OCCUPATIONAL HEALTH AND SAFETY POLICY**

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## **POLICY STATEMENT**

The Department of Education is committed to providing and maintaining a safe and healthy environment for all staff and students. In order to achieve that objective every reasonable precaution will be taken to protect the health and safety of staff, students, and other stakeholders, including volunteers, visitors and those performing contract work on behalf of the department.

This shall be accomplished by ensuring that equipment, materials, and protective equipment are maintained in good condition and by providing information, instruction and supervision to protect health and safety. The department also recognizes that establishment and maintenance and training of joint occupational health and safety committees plays an integral role in the realization of the goal to eliminate occupational illness and injuries.

## **PRINCIPLES**

This policy is based on the following principles:

1. The department is committed to the maintenance of an Occupational Health and Safety Program that complies with the *Safety Act (Nunavut)*, *Occupational Health and Safety Regulations (Nunavut)* and/or any other applicable legislation that affects the safety of staff and students and other stakeholders;
2. Compliance with applicable environmental, health and safety legislation will incorporate continuous improvement plans, monitoring, auditing, reporting, training and ongoing evaluation;
3. Program service delivery supports the values, knowledge, beliefs and cultural distinctiveness of the people of Nunavut;
4. Collaboration between staff, students and other stakeholders will respect the Inuit Qaujimagatuqangit guiding principles of Pijitsirniq (to serve), Aajigatigiiniq (arriving at a decision through discussion and consensus), Piliriqatigiiniq (working together for a common cause), and Qanuqtuurniq (being innovative and resourceful);
5. All roles and responsibilities will be clearly defined, and the process will be open and transparent to all staff and students and other stakeholders.

## **APPLICATION**

This policy is in compliance with the *Safety Act (Nunavut) and the Occupational Health and Safety Regulations (Nunavut)*, and/or any other applicable legislation that affects the safety of staff and students and other stakeholders.

## **AUTHORITY AND ACCOUNTABILITY**

### Executive Council

The Executive Council shall approve program provisions and any exceptions to this policy.

### Minister of Education

The Minister of Education is accountable to the Executive Council for the implementation of this policy. The Minister may delegate authority to approve provisions in this policy to the Deputy Minister.

## **ROLES AND RESPONSIBILITIES**

### Deputy Minister

The Deputy Minister of Education is accountable to the Minister for the administration of this policy.

### Senior Management, Principals and Supervisors

It is the responsibility of supervisory employees to ensure that employees whom they supervise are trained in proper work procedures to obtain optimal output without accidents or industrial illness; and to secure the observance by employees of proper work methods and compliance with Safety Act (Nunavut) and Occupational Health and Safety Regulations (Nunavut) and/or any other applicable safety legislation.

### Manager of Health and Safety

It is the responsibility of the Manager of Health and Safety to ensure that all Senior Management and Principals are made aware of areas where general risk, administrative compliance and liability are of concern and ensure that procedures are in place to provide training where required, disseminate information, and ensure that appropriate practices relating to workplace safety and wellness are in place.

### Workers

It is the responsibility of every worker to take all reasonable precautions to ensure his or her own safety and the safety of other persons in the establishment, and as the circumstances require, use devices and articles of clothing or equipment that are intended for his or her protection and provided to the worker by his or her employer, or required pursuant to the Occupational Health and Safety Regulations (Nunavut) to be used or worn by the worker.

## PROVISIONS

### Procedures:

1. All staff have the responsibility to ensure the health and safety of students, themselves, their colleagues and other stakeholders.
  - 1.1 All personnel shall comply with the Safety Act (Nunavut) and Occupational Health and Safety Regulations (Nunavut) and/or any other applicable safety legislation.
  - 1.2 All personnel shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
  - 1.3 All personnel shall complete a WHMIS 2015 course, and those employees required to transport and dangerous goods must take a TDG (Transportation of Dangerous Goods) training session.
  - 1.4 All stakeholders shall meet health and safety requirements and shall be in compliance with all applicable Acts, regulations and codes.
2. The establishment and maintenance of systems of work and working environments that ensure the health and safety of workers is to be a primary consideration for supervisors and staff.
  - 2.1 Regional Directors, Superintendents of Schools and Principals are responsible for:
    - 2.1.1.1 Implementing and enforcing established health and safety policies and procedures;
    - 2.1.1.2 Ensuring that safety and on-the-job training is provided when required;
    - 2.1.1.3 Ensuring that tools, equipment and facilities are maintained;
    - 2.1.1.4 Ensuring that incidents are investigated;
    - 2.1.1.5 Providing direction during emergencies at the worksite;
    - 2.1.1.6 Ensuring that contracted service providers and volunteers are in compliance with health and safety procedures;
    - 2.1.1.7 Reviewing and responding to recommendations and inspection reports made by the Joint Occupational Health and Safety Committee and/or directives from applicable senior management;
    - 2.1.1.8 Ensuring that formal inspections are performed regularly;
    - 2.1.1.9 Reviewing and signing off completed investigation, inspection, and hazard reports;
    - 2.1.1.10 Following up to ensure that corrective actions stemming from incident investigations, inspections, and hazard reports are completed;

- 2.1.1.11 Knowing and understanding their respective responsibilities under the *Safety Act (Nunavut)* and *Occupational Health and Safety Regulations (Nunavut)*, and/or any other applicable safety related legislation;
- 2.1.1.12 Ensuring that each new employee receives a health and safety orientation that shall include procedures in the event of a fire or emergency, location of first aid facilities, precautions to be taken for the protection of workers from hazardous substances, procedures, plans, policies and programs that apply to the worksite as well as any other matters that are necessary to ensure the health and safety of all students, staff, and other stakeholders;
- 2.1.1.13 Ensuring that the necessary employer and employee reports are made to Workers' Safety & Compensation Commission within the allowable timeframe for reportable employee incidents, injuries, accidents and occupational illnesses;
- 2.1.1.14 Ensuring that all accidents causing serious bodily injury and dangerous occurrences are reported immediately to the Chief Safety Officer (Worker's Safety Compensation Commission), Manager of Health and Safety and Director of Corporate Services whether or not an employee sustains injury; and
- 2.1.1.15 Leading by example.

2.2 Employees are responsible for:

- 2.2.1.1 Performing their duties and responsibilities in a safe and healthy manner by following all safe work practices and procedures and using safeguards, safety equipment and personal protective equipment as required by *the Safety Act (Nunavut)*, *Occupational Health and Safety Regulations (Nunavut)* and/or any other applicable safety related legislation;
- 2.2.1.2 Reporting to supervisors about substandard acts or conditions that may be a danger to themselves, other employees, students or visitors;
- 2.2.1.3 Refusing unsafe work in accordance with the *Nunavut Safety Act (Nunavut)*;
- 2.2.1.4 Safe and secure use, storage, handling , annual checking, and disposal, where needed, of hazardous and controlled materials;
- 2.2.1.5 WHMIS 2015 labeling of all hazardous and controlled materials and secondary storage containers;

- 2.2.1.6 Safe and secure storage of laboratory equipment;
- 2.2.1.7 Safe use of gas and proper security when it is not in use;
- 2.2.1.8 Appropriate teacher supervision of students;
- 2.2.1.9 Training students in any safety procedures relevant to the work they are doing;
- 2.2.1.10 Any other measures required to ensure the safety of students and staff in any school class;
- 2.2.1.11 Reporting to their supervisors all incidents, injuries, accidents and occupational illnesses;
- 2.2.1.12 Participating in inspections and investigations when required; and
- 2.2.1.13 Knowing and understanding their responsibilities under the *Safety Act (Nunavut), Occupational Health and Safety Regulations (Nunavut) and/or any other applicable safety related legislation;*

3. Contracted service providers are responsible for:

- 3.1 Ensuring that their employees are fully aware of departmental policies, procedures, codes of practice and all other applicable aspects of the health and safety program;
- 3.2 Ensuring that their employees have a firm understanding of the *Safety Act (Nunavut), Occupational Health and Safety Regulations (Nunavut) and/or any other applicable safety related legislation;*
- 3.3 Operating, at a minimum, according to the requirements of the department's health and safety program;
- 3.4 Cooperating fully with health and safety representatives with respect to health and safety audits, incident investigations, hazard assessments and reporting requirements; and
- 3.5 Maintaining a strong commitment towards health and safety in all of their work practices and operations.

## **FINANCIAL RESOURCES**

The Department of Education Occupational Health and Safety Program is maintained and funded through the department's existing budget appropriation.

**PREROGATIVE OF EXECUTIVE COUNCIL**

Nothing in this policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting the Department of Education’s Occupation Health and Safety Policy.

**SUNSET**

This policy shall be in effect from the date of signature until September 30, 2018.

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Premier

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Date