



## AP 406 – EMPLOYEE SAFETY

### BACKGROUND

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Saskatoon Public Schools is committed to ensuring, insofar as is reasonably practicable, the health and safety at work of all its employees. The Division believes that safety is the responsibility of everyone: workers, supervisors and administrators, and that safety is an important component of the workplace.

### PROCEDURES

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1. Occupational Health and Safety Committees are to be maintained in all locations. Each committee will be responsible for:
  - 1.1. Holding a minimum of four meetings annually;
  - 1.2. Recording minutes of meetings on the approved forms and post minutes at each work site in a location accessible to workers;
  - 1.3. Providing a copy of the minutes to the Occupational Health and Safety Supervisor.
  - 1.4. Taking every reasonable effort to resolve matters in respect to workers' health and safety concerns;
  - 1.5. Conducting workplace inspections on a regular basis and reporting on action required to appropriate individuals;
  - 1.6. Assisting the division to identify and control hazards and to set up educational and training programs;
  - 1.7. Monitoring and updating safety materials such as manuals, MSDS (Material Safety Data Sheets), etc.;
  - 1.8. Reporting and investigating all accidents and near accidents;
  - 1.9. Taking any required training to fulfill their duties as committee members as prescribed under Occupational Health and Safety legislation;
2. Safety training will be provided by the division, as required, during working hours. Employees attending training will be paid their regular salary, and will be replaced with a substitute during their absence when deemed necessary by their supervisor.
3. Adherence to required safety rules and procedures will be a condition of employment. Failure to observe reasonable safety rules and regulations, as well as causing such failure, will be handled through a process of progressive discipline.
4. Unsafe working conditions should first be reported to the Occupational Health and Safety Committee at the respective location. If there is failure to act on the concern in a timely manner, the issue should be reported to the Occupational Health and Safety supervisor.

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