



## **ACCESSIBILITY:**

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## **STATEMENT ON HEALTH & SAFETY ISSUES**

Observing the safe work practices in our day-to-day activities is the responsibility of all who work for the Waterloo Catholic District School Board (WCDSB), both employees and volunteers. It is in everyone's best interests to work safely in our schools. A list of standard health and safety requirements for all employees and volunteers is below.

WCDSB does not provide accident insurance or Workers' Compensation that would provide benefits or compensation for injuries to volunteers.

Certain safety fundamentals are basic to the operation of our schools and facilities. As well, more in-depth information and procedures cover a large and diverse range of activities in our schools.

As a volunteer, you may be involved in a variety of activities. Use of common sense, good judgment and when in doubt asking questions may be all that is normally required. At times specific training or information needs will be provided e.g., a list of the students that you will be working with who have specific allergies and the care plan for what to do if they have a reaction. If you feel a need for information or training, please contact the principal.

Please report any incident or accident to the principal even if there seems to be no injury to yourself or others, or damage to equipment, etc.

Emergencies and fire drills are generally indicated by an alarm bell. Follow the principal's instructions calmly but quickly. Everyone must leave the building. The students have usually rehearsed for these eventualities.

Any bodily fluids e.g., blood, vomit, urine must be cleaned up and handled in a prescribed manner. Advise a staff member of a problem and the school caretaker will deal with this.

Smoking, alcohol and illegal drugs are not permitted on any school property.

## **STANDARD HEALTH & SAFETY REQUIREMENTS**

The Waterloo Catholic District School Board is committed to the prevention of illness, injury and property damage through the provision and maintenance of a healthy and safe workplace environment for all employees, students, volunteers, visitors and contractors. To fulfill this commitment, the Board shall comply with and enforce legislative requirements including the Ontario Occupational Health and Safety Act, Environmental Protection Act, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

In consideration of the above policy it is essential that all employees and volunteers must:

1. Work in compliance with the provisions of the Occupational Health and Safety Act, Environmental Protection Act and Regulations, and the Board's environmental, health and safety policies and procedures.
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn.
3. Report to their supervisor the absence of, or a defect in any protective device of which they are aware, that may endanger themselves or another person.
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor.



5. Report to their supervisor any contravention of the Occupational Health and Safety Act, Environmental Protection Act and Regulations or the existence of any hazard of which they are aware.
6. Not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other person.
7. Not engage in any prank, contest, feat of strength, unnecessary, or rough and boisterous conduct.
8. Report to their supervisor all accidents and incidents.