

Module VI

**HEALTH
&
SAFETY**

PURPOSE:

- Have a better understanding of Health and Safety in the workplace and how it pertains to you.

OBJECTIVES:

Upon completion of this module the participants will be able to:

- Outline the common language used in Health & Safety issues
- Explain the purpose of the Ontario Health & Safety Act as it relates to Teaching Assistants in the Peel District School Board

- Demonstrate a knowledge of Peel District School Board policies
- Summarize the Rights and Duties of the employer and the employee
- Demonstrate the procedures necessary for reporting an incident or accident

- Identify the Work Refusal process within the Peel District School Board
- List the 4 steps and their applications for dealing with issues identified in Universal Precautions
- Provide an overview of Workplace Hazardous Materials Information System

Common Language

Accident	MOL
Body fluids/secretions	MSDS
Sabrina's Law	OHSA
Hepatitis A & B	Protective Barriers
Incident	TORCH
IRS	Universal Precautions
JH&SCC	WHIMS
WSIB	

Common Language Answers

- **Accident** #12
- **Incident** #14
- **Sabrina's Law** #15

- **Body fluids/secretions** #7
- **Hepatitis A & Hepatitis B** #11
- **Protective Barriers** #5

- **Universal Precautions** #6
- **TORCH** #4 Toxoplasmosis, Other diseases (Fifth Disease) Rubella, CMV virus, Herpes
- **JH&SCC** #3 Joint Health & Safety Central Committee

- **IRS** #1 Internal Responsibility System
- **MOL** #13 Ministry of Labour
- **OHSA** #2 Ontario Health & Safety Act

- **WSIB** #10 Workplace Safety Insurance Board
- **WHMIS** #8 Workplace Hazardous Material Information System
- **MSDS** #9 Material Safety Data Sheet

ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT

Three parts:

- i) the Act
- ii) regulations
- iii) guidelines, codes and standards (made under the Act or regulations)

Four sections:

- construction
- health care
- industrial establishments
- mining
- *each has their own regulations

***Ontario Occupational Health
and Safety Act***

Basic legal authority and statement of
general principles or intent

States:

- General rights
- Duties
- Protections of individuals and groups
affected by the law

Regulations:

- Ministry of Labour document
- Government approved
- Specific requirements of the Act

Guidelines, Codes and Standards:

- fire code
- electrical safety code
- http://inet.peelschools.org/departments/diroff/policies/policy_56.htm

Peel District School Board and the Occupational Health & Safety Act:

- Statement of policy and administrative regulations
- Board Policy #56 (Approved June 8 2010, found under Board Policies & Regulations, Occupational Health & Safety)

Duties Under the Act

Employer's (PDSB) Duties

- Ensure that equipment, materials and protective devices are provided, used as prescribed and maintained in good condition
- Assist the joint health and safety committee
- Appoint competent supervision
- Provide workers with information, training on the protocols, practices, and operating procedures and supervision
- Takes every precaution reasonable for the protection of the worker

Supervisor/Principal's Duties

- Responsible for Health & Safety of all school staff, teaching and support staff including itinerant staff (principal is also responsible for the Health & Safety of the students however in this module we are only talking about staff health & safety)
- Ensures that a worker wears protective equipment and follows procedures required by the act
- Advises workers of the existence of any potential or actual danger to the health & safety of the worker
- Takes every precaution reasonable for the protection of the worker

Duties of a Worker (Teaching Assistant):

- Work in compliance with the Act and Regulations
- Use proper protective equipment, devices and clothing
- Report any safety hazard or contravention

Workers Rights

To know:

- about on-the-job hazards

To participate:

- in Joint Health and Safety Committee

To refuse:

- unsafe work

Due Diligence

- Due diligence means that in all of your activities, you work with care, demonstrating that you care about your students, colleagues and workplace and that you know your responsibilities under the law and that you take all the reasonable steps to carry them out.

Internal Responsibility System

- Identify hazards through cooperation and communication between workers, supervisors and the board
- Develop ways and means to protect workers – provide training, have appropriate policies and procedures and assure that they are in place and being implemented
- Monitor the system through the action of the Joint Health and Safety Committee and inspections

WORK REFUSAL PROCESS

Worker refuses to work
because he/she has reason to believe
work endangers Health or Safety

Worker reports refusal to
Supervisor/Principal

Principal advises Superintendent and
notifies the Health and Safety office

Certified member of JHSC is notified

Supervisor/Principal
investigates in the presence
of worker/certified member

Does
Supervisor/Principal
agree that the
situation endangers
Health and Safety?

NO <div style="border: 1px solid black; border-radius: 50%; padding: 10px; margin: 10px auto; width: 80%;"> <p>Does worker have reasonable grounds to believe work endangers Health and Safety</p> </div>	
NO <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Worker returns to work</p> </div>	YES <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>MOL Inspector is called in</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Worker may be assigned reasonable alternative work</p> </div>

<p>Yes, work endangers health & safety - cont.</p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Inspector investigates in consultation with the worker, Principal/Supervisor and certified worker</p> </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Written decision is issued</p> </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Corrective action is taken if so ordered</p> </div>
<div style="border: 1px solid black; padding: 5px;"> <p>Report submitted to Admin Comm by Superintendent</p> </div>

<div style="border: 1px solid black; border-radius: 50%; padding: 10px; margin: 10px auto; width: 80%;"> <p>Does Supervisor/Principal agree that the situation endangers Health and Safety?</p> </div>
<p style="text-align: center;">YES</p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Supervisor takes corrective action</p> </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Worker returns to work</p> </div>
<div style="border: 1px solid black; padding: 5px;"> <p>Report submitted to Admin. Comm. By Superintendent</p> </div>

MODEL FOR PROVISION OF SCHOOL HEALTH SUPPORT SERVICES

Board refers to: a) students who are independent in managing their own health needs or
b) teaching assistants, teachers or other school staff assigned these responsibilities

PROCEDURE		PROVIDER	
		Board	Community Care Access Centre
MEDICATIONS	eye, ear, nose (puffer)	X	
	skin (medicated ointment)	X	
	aerosol mask	X	
	injection - subcutaneous	X	
	- intra-muscular		X
	- intravenous		X
	rectal - suppository	X	
	- injectable		X
	g-tube/nasal tube	X	
	oxygen	X	
	oral medication/epi-pen (Special Education Program Services 8)	X	

		PROVIDER	
		Board	Community Care Access Centre
SUCTIONING	shallow (oral, nasal) deep (throat, tracheo-bronchial)	X	X
TUBE FEEDING			X
MONITORING	blood pressure glucose (glucometer)		X X
TOILETING	toileting/diapering clean catheterization sterile catheterization irrigation catheterization bladder stoma	X X	 X X X
FEEDING	mouth	X	

		PROVIDER	
		Board	Community Care Access Centre
BODY MECHANICS	lifting, positioning, transferring, assisting with mobility	X	
PHYSICAL & OCCUPATIONAL THERAPY	general maintenance intensive treatment sensory motor integration	X	X X
NUTRITION	counselling related to medical diagnosis		X
SPEECH THERAPY	language speech, voice, fluency	X	X

For up to date information regarding this document:
http://inet.peelschools.org/departments/sch-serv/ops/seps/seps_9.htm

Accident: an accident is an event occurring at work which results in injury to an individual.

EDUCATIONAL RESOURCE FACILITIES OF FIRM										TEACHING ASSISTANT - INCIDENT OBSERVATION									
TEACHING ASSISTANT'S Name										Teaching Assistant Signature									
Date of Incident mm/dd/yy	Comments	Observed by (staff only)	HeadPa in	Thick	Thick - Body	Arm - Left	Arm - Right	Finger(s) Palm(s)	Leg - Left	Leg - Right	Knee - Left	Knee - Right	Toes/Jff only	Other					

1. NOTE: If Medical Attention and/or Lost Time occurs, please ensure an Accidents/Incident Investigation Form is completed by the Principal as per the Environmental Health and Safety, Operating Procedures Section 3.8 and retained per 408 (Observation 2443). Thank you.

2. SEND MONTHLY To Hilary Campbell (K.F.F. Office, 5380 Timberlake Blvd. Suite 211 pm 905-650-6300 fax: 905-650-6306 email: hilary.campbell@jswest.com)

3. Data is compiled and reviewed.

Acknowledgment of Receipt: Signature _____ (Principal/Vice-Principal) Date _____

[illegible]

If medical attention or lost time occurs the principal must complete an Accident Investigation Report Form on line within two days.

Critical injuries must be reported immediately to the WSIB officer at 905 890-1010 ext. 2444 or 2448.

Workplace Violence Protocol

1. Ask for help
2. Receive medical attention
3. Investigation
4. Reporting

Workplace Harassment Protocol

1. Informal Resolution
2. Formal Resolution
3. Mediated Resolution

Workplace Violence Harassment Form

- <http://inet.peelschools.org/departments/humres/WorkplaceViolenceandHarassment.htm>

Universal Precautions

Universal blood and body fluid precautions are intended to prevent skin and mucous membrane exposure to blood borne diseases

Peel Board Policy Says:
All body fluids of all people should be treated as potentially infectious

Four steps to Universal Precautions:

1. Wear protective barriers (nitrile gloves)
2. Clean contaminated surfaces
(custodian has the cleaner, a pink liquid, and the training to use it)
3. Dispose of contaminated articles safely
4. Wash hands (15 sec. with soap before rinsing). Use plenty of rubbing to create friction.

N.B. Peel Health suggests using hand cream to prevent dryness and cracking - reduces the places where germs may enter

WHMIS

WORKPLACE
HAZARDOUS
MATERIAL
INFORMATION
SYSTEM

Ten Reasons for Following Safety Rules and Procedures

1. It is a requirement by the Ministry of Labour
2. It is our right to work safely
3. It is our responsibility to work safely
4. It is an education in itself
5. It is something we can share with others
6. Our family depends upon it
7. Our friends depend upon it
8. Our existence depends upon it
9. It is for our own protection
10. It can save our lives

WHMIS Training On-Line

- <http://inet.peelschools.org/departments/humres/WHMIS.htm>

E.R.F. Health & Safety Representative

Hilary Campbell (Chair)

hilary.campbell@peelsb.com

hilary.campbell@erfp.ca

Office: 905 602-9300

Fax: 905 602-9390

Question & Answer Period

*Handouts for this module may be found
on the ERFPP Website at erfp.ca*

PD/Training

Module Description

*(The handouts are at the end of the
module description)*

Thank You for attending
Module VI

Health & Safety

Please make sure you sign out
before you leave.
