



EMPLOYEE SAFETY

PURPOSE

The North East School Division is committed to ensuring, insofar as is reasonably practicable, the health and safety at work of all its employees. The North East School Division believes that safety is the responsibility of everyone: employees, supervisors and senior leadership, and that safety is an important component of the workplace.

PROCEDURES

1. Occupational Health and Safety Committees are to be maintained in all locations as required by *The Saskatchewan Employment Act*. Each committee will be responsible for:
 - i. Conducting workplace inspections on a regular basis and report on action required to appropriate individuals;
 - ii. Holding a minimum of four meetings annually;
 - iii. Maintaining minutes as defined in *the Saskatchewan Employment Act*;
 - iv. Assisting the Division to identify and control hazards, and to set up educational and training programs;
 - v. Monitoring and updating safety materials such as manuals, MSDS (Material Safety Data Sheets), etc.;
 - vi. Reporting and investigating all accidents and near accidents.
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 employees' immediate supervisor, and 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 Superintendent of Human Resources.