

Upper Canada DSB The Safety Rail—March/April 2022

*****NEXT ISSUE: May/June 2022



National Day of Mourning—April 28, 2022



Every year on April 28 we pay our respects to, and remember, the thousands of workers who have been killed, injured or suffered illness as a result of work-related incidents.

We also honour the many families and friends who have been deeply affected by these tragedies.

Every worker has the right to return home safe and sound at the end of each work day.

By working together – with employers, workers and our health and safety partners – we can prevent worker injuries and deaths before they occur.

COVID Resources:

Information related to low and high risk contact information, Public Health Information and a number of additional resources and protocols have been collated and can be accessed via the link below. If you still have questions, please connect with your respective site supervisor.

[COVID-19 \(ucdsb.on.ca\)](https://ucdsb.on.ca)

Internal Responsibility System (IRS)

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong **Internal Responsibility System (IRS)** in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping the workplace safe and healthy. Workers have a duty to report hazardous incidents and situations to their supervisor. Some key elements to a successful IRS in the workplace includes:

- Everyone having a sincere wish to prevent accidents and illnesses
- Identifying a health and safety (H&S) problem, such as a hazard or contravention of the OHSA and reporting it to your supervisor/principal
- Workers and supervisors should work together to resolve H&S issues, prior to contacting JHSC members
- Knowing and following workplace health and safety policies, procedures and guidelines and asking if you don't understand.
- Getting involved in health and safety, such as becoming a site H&S representative.
- Refusing to do unsafe work.

COVID-19:

UCDSB Protocols:

In partnership with Local Health Units, UCDSB has implemented a number of protocols to follow to support safety within respective worksites. Outlined below is a summary of the key recommendations:

- Updated COVID Resources:
[COVID-19 \(ucdsb.on.ca\)](https://ucdsb.on.ca)
- All UCDSB staff should complete the Ministry self-assessment prior to entering a worksite
[COVID-19 school screening \(ontario.ca\)](https://ucdsb.on.ca)
- All UCDSB staff may wear Board provided face masks, related PPE in the workplace and when unable to maintain a two-meter distance, a face visor should be worn
- Washing hands and hand sanitizer on a regular basis is encouraged. Use disinfectant wipes to clean surfaces on a regular basis
- UCDSB staff are encouraged to connect with site supervisors at any point for clarification of questions and/or protocol inquiries

Worksite Keys:

A friendly reminder that all occasional staff should be provided with site keys. Upon arrival, occasional staff should reach out to the site supervisor to secure appropriate keys to be used for the day and then returned at the end of the day.

Annual Report 2020-21:

A full report can be found at:

<http://insite.edu.ucdsb.on.ca/departments/healthandsafety/UCDSB%20Safety%20Stats/Forms/AllItems.aspx>

Notification

of Potential Risk:

A reminder that notification of potential risk documents need to be consolidated in a binder and located in a secure environment (e.g., main office). **All staff should take time to review notification of potential risk documentation when working in any UCDSB site.**

Online Incident Reporting (OLIR) System:

UCDSB implemented an **Online Incident Reporting (OLIR) System** (Parklane Systems) to help centralize and organize the Board's incident reporting.

OLIR provides online reporting of all incidents and accidents and replaced all hardcopy forms.

Use OLIR for reporting incidents of workplace and student aggression.

It is the obligation of employees to report on workplace violence, if you have questions contact your supervisor.

P/NP/Administrators have the same obligation to report student aggression and violence against them.

<http://parklane.ucdsb.on.ca/>

Safe Schools Incident Reporting Form can be found at the same Parklane link using the **Kics** extension.

Wet Floor Reminders:

A friendly reminder to report any wet floors to your site supervisor and/or custodian to ensure the safety of all.

Supporting Safety:

A friendly reminder to wear appropriate footwear (e.g., yak monitor walkways, parking lots) as areas may be slippery.