



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2014</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2019</b>	<i>Page</i> <b>1 of 2</b>
<i>Contact Person/Department</i> <b>Human Resources Administrator</b>	<i>Identification</i> <b>HR – 4204</b>

## **HEALTH AND SAFETY - OCCUPATIONAL HEALTH AND SAFETY TESTING**

### **1.0 PURPOSE**

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all staff while at work. The matter of health and safety is of fundamental importance and every reasonable measure will be taken to protect all employees from injury due to accidents and health hazards.

In order to achieve this objective, all employees are required to be active in health and safety and accident prevention by performing their tasks in accordance with the Occupational Health and Safety Act, the Regulations under the Act, established safety procedures, and safe work practices on the job.

It is the responsibility of employees having supervisory responsibilities, to ensure that employees reporting to them comply with established safe work practices and procedures.

### **2.0 REFERENCES/RELATED DOCUMENTS**

2.1 *Occupational Health and Safety Act and Regulations*

### **3.0 TERMS AND DEFINITIONS**

3.1 JOHSC WORKER MEMBER - worker at a workplace chosen by the unions who holds certification under the Occupational Health & Safety Act;

### **4.0 ADMINISTRATIVE PROCEDURE**

Section 9(18)f and Section 10(11) of the Occupational Health and Safety Act require that a JOHSC worker member be consulted about, and be present at the testing of: any equipment, machine, device, article, thing, material or biological, chemical or physical agent; and industrial hygiene testing; in the workplace.

- 4.1 When any testing is to take place the Principal/Supervisor or Facility Services Manager will inform the Health and Safety/WSIB Co-ordinator.
- 4.2 The Principal/Supervisor or Designate will notify the JOHSC worker member by e-mail at least forty-eight (48) hours before the beginning of the tests, of the date and time of any occupational health and safety tests that will occur in a workplace for which the JOHSC worker member is responsible.
- 4.3 The JOHSC worker member shall be present at the beginning of the test when possible
- 4.4 The Management Designate shall send the reports of the testing to the Principal/Supervisor to share with the JOHSC worker member.