



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2019	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2024	<i>Page</i> 1 of 2
<i>Contact Person/Department</i> Superintendent of Employee Services	<i>Identification</i> HR – 4204

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 workers while at work. In order to achieve this objective, all workers 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.

The Board will take every precaution in the circumstances to protect the health and safety of workers, students, volunteers, visitors and contractors. This shall be accomplished by developing, documenting, and implementing safety policies and procedures.

The Board recognizes and endorses the Internal Responsibility System whereby all workplace parties participate in building a robust safety environment. Principals/Supervisors are to ensure that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 *Occupational Health and Safety Act and Regulations*
- 2.2 Site-based Joint Occupational Health & Safety Committee Procedure HR-4201
- 2.3 Investigating Indoor Air Quality Procedure HR-4205
- 2.4 Asbestos Management Procedure HR-4206
- 2.5 Recognition and Management of Indoor Mould Procedure HR-4207

3.0 TERMS AND DEFINITIONS

- 3.1 **SITE-BASED JOHSC WORKER MEMBER(S)** – worker(s) at a workplace chosen by the unions who holds certification under the Occupational Health & Safety Act.
- 3.2 **OCCUPATIONAL HEALTH & SAFETY TESTING** – conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace.

4.0 ADMINISTRATIVE PROCEDURE

Section 9 (18) (f) of the Occupational Health and Safety Act states that the JOHSC be consulted about, and have a designated member representing workers be present at the beginning of testing referred to in clause (e) conducted in/or about the workplace if the designated member believes his/her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

- 4.1 When any testing is to take place the Principal/Supervisor or Senior Manager of Facility Services will inform the Health and Safety/WSIB Coordinator.
- 4.2 The Health & Safety/WSIB Coordinator will notify the Site-based JOHSC Worker Member(s) at least forty-eight (48) hours, where possible, before the beginning of the tests, of the date and time of any occupational health and safety tests that will occur in a workplace.
- 4.3 The results of the testing will be shared with the Principal/Supervisor and the Site-based JOHSC Worker Member(s).