



Lord Selkirk School Division is committed to providing all staff, students, contractors, and visitors with a safe and healthy environment in which to work and to learn. The Division is also committed to the prevention of occupational injuries, illnesses, and violence within the workplace.

The Division recognizes the rights, roles, and responsibilities of all employees with respect to workplace safety and health and accepts an overall responsibility to maintain a comprehensive Workplace Safety and Health Program in compliance with the Workplace Safety and Health Act and Regulation.

The Division aspires to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety.

The Division is committed to the belief that:

- safety and health are linked to every function of our Division;
- active management commitment and employee involvement are key to ensuring an injury-free and healthy workplace;
- each task can be performed without injury;
- operating without injuries is the foundation of operational excellence; and
- safety and health is a shared responsibility between management, supervisors, employees, unions, students, and visitors by conducting activities in a safe manner, by observing safety rules, reporting unsafe conditions and by always practicing safe behaviour.

In carrying out its responsibility and commitment to provide a safe and healthy environment, the Division has established a Division Workplace Safety and Health Committee. The committee is established to ensure the requirements of The Workplace Safety and Health Act and the Lord Selkirk School Division Workplace Safety and Health Program have been met as well as to serve as a resource for every person in the Division.

Reporting of Accidents/Injuries/Incidents

Lord Selkirk School Division is committed to the safety and well-being of students, staff, and visitors to all sites in the Division.

The Division will take every reasonable precaution to prevent accidents or serious incidents. All accidents/injuries/incidents on Division property or at school sponsored events not on Division property shall be reported to the Superintendent immediately.

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It is the expectation of the Division that:

- incidents that occurred and have resulted in injury, damage, or loss shall be reported and investigated in a timely manner;
- the investigation shall identify root causes and contributing factors; and
- corrective or preventative actions shall be identified and implemented to prevent reoccurrence.

Employees shall:

- report all injuries/incidents to the immediate supervisor immediately;
- complete an online incident form for all injuries/incidents, near misses and
- participate in the incident investigation as required.

Administrators/Supervisors shall:

- ensure the injuries/incidents near miss are documented on the online Incident Report form;
- participate in an incident investigation as required; complete the online form with corrective action as needed;
- ensure that all serious injuries are reported to the Provincial Workplace Safety and Health department;
- monitor progress of corrective or preventive actions.

Superintendent or designate shall:

- monitor the incident reporting and investigation process.

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