

WORK HEALTH AND SAFETY POLICY

STATEMENT

Casa Vera Montessori School committed to preventing the accidental loss of any of its resources, including employees and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

We recognize that the responsibility for health and safety are shared. All employees will be equally responsible for minimizing accidents within our facilities and on our work sites. Safe work practices and job procedures will be clearly defined in the company's **Work Health and Safety Policy** for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, employees, and contractors.

All management activities will comply with company safety requirements and all employees will perform their jobs properly in accordance with established procedures and safe work practices.

FIRST AID

Size of workplace – per shift:

more than 5 but less than 15 - a **first aid station** with a **first aid box** is required.

General Provisions

Casa Vera Montessori School shall ensure that first aid station in Social Hall and all first aid boxes for both classrooms are in the charge of workers who hold valid first aid certificates.

- A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by Regulation 1101.
- First aid stations shall be so located within quick and easy access for the prompt treatment of any worker at all times when work is in progress.
- We shall also order copies of the **First Aid Regulation 1101** and the **“In Case of Injury at Work” poster (Form 82)** from the WSIB (phone 1 800 663-

6639) and keep it posted in other conspicuous places in the place of employment.

- We will keep a **treatment/ record logbook** of all circumstances respecting an accident as described by the injured worker:
 - the date and time of its occurrence
 - the names of witnesses
 - the nature and exact location of the injuries to the worker
 - the date, time and nature of each first aid treatment given

Each first aid station has its own treatment/ record logbook.

- First aid boxes and their contents **shall be inspected** at not less than **quarter-yearly** intervals and the inspection will be recorded for each box with the date of the most recent inspection and the signature of the person making the inspection.

Roles and Responsibilities

Principal and Supervisor

- First aid is given immediately, in accordance with the regulations.
- A notification is made to the employer of any injury, or the possible onset of a work-related disease/condition.
- A record of the first aid treatment or advice given to the worker in a **treatment/ record logbook**.
- **A Treatment Memorandum (Form 156)** is given to a worker if health care is needed.
- Provide the worker with immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.
- **A WSIB Form 7, Employer's Report of Injury/Disease** shall be completed when worker:
 - receives health care
 - is absent from regular work (lost time)
 - requires modified duties at less than regular pay
 - requires modified work at regular pay for more than seven calendar days after the date of the accident
 - earns less than regular pay at regular work
- Ask the worker to sign the WSIB Form 7, or WSIB Form 1492, the Workers' Claim/Consent Form. If the worker signs the WSIB Form 7, give the worker the pink copy of the form.
 - Submit to the Board, within three days of learning of the reporting obligation, an Employer's Report of Accidental Injury/Industrial Disease, WSIB Form 7 and other information that may be requested. If the worker is unable or unwilling to sign, send the form in without signature.

- Pay full wages and benefits for the day or shift on which the injury occurred.
- Cooperate in the worker's early and safe return to work.
- Supply a **Functional Abilities Form 2647** to the health professional treating the worker. Ensure the worker's signed consent to the release of the functional abilities information is attached. This signed consent will be either on the **Form 7**, **Form 1492**, or the employer's copy of the **Form 6**.

Worker

- Get first aid right away. First aid includes but is not limited to: cleaning minor cuts, scrapes, or scratches; treating a minor burn, applying bandages and/or dressings, cold compresses, cold pack, ice bag, splint, changing a bandage or a dressing after any follow-up for observation purposes only.
- Notify the supervisor or the immediate supervisor of any injury or the possible onset of a work-related disease/condition.
- Claim WSIB benefits by:
 - Signing WSIB Form 7, Employer's Report of Injury/Disease, or
 - Signing WSIB Form 1492, the Workers' Claim/Consent Form, and giving a copy of the form to the employer, or
 - Signing WSIB Form 6, Worker's Report of Injury/Disease, and giving a copy of the form to the employer.
- Choose a doctor or qualified health professional. Do not change health professionals without permission from the WSIB.
- Cooperate in health care treatment.
- Cooperate in safe return to work.
- Complete and return all WSIB forms promptly.
- Report to the WSIB any changes in income, return to work status, or medical condition.

First Aid-Transportation

The company will provide transportation to the hospital, doctor's office or worker's home, when necessary, following an injury or illness.

The preferred method of transportation, if required, is **an ambulance**. Should this method of transportation not be appropriate, then the company will call for a taxi. The injured worker will be accompanied by first aid attendant or designate.

Should the employee refuse the transportation, the company will attempt to:

1. Identify any other transportation methods that the worker would prefer.
2. Reiterate the importance of accepting the transportation to the hospital, doctor's office or worker's home.

3. Call 911 and get the ambulance attendant to administer medical attention on site.
4. The worker will not be allowed to continue work until medical clearance is provided.

Responsibilities of the individual travelling with the injured worker:

1. Continue to administer first aid, if required.
2. Ensure an injury package is taken, containing the Functional Abilities Form and Material Safety Data Sheet (if necessary), to the medical facility.
3. Maintain contact with the company providing updates when the worker has reached their destination.
4. Return to the company to provide additional follow-up and complete the injury/incident documentation.
5. Additional duties may be added based on each individual circumstance.

First Aid Kit Requirements:

- 1 scissors
- 1 blunt nose tweezers
- 10 5 cm x 5 cm (2 in x 2 in), sterile gauze dressings
- 5 10 cm x 10 cm (4 in x 4 in), sterile gauze dressings
- 5 10 cm x 10 cm (4 in x 4 in), sterile non-adhesive dressings
- 10 regular size plastic bandages
- 10 children's size plastic bandages
- 1 sling or triangular bandage
- 1 8 cm (3 in), gauze roll
- 1 roll of non-allergic adhesive tape
- 1 8 cm (3 in.) elastic tensor bandage
- 5 safety pins
- 1 small bottle of antiseptic (note: **Soap and water** to be used at **all times** and **antiseptics only with permission** of guardian)
- 1 St. John Ambulance, Pocket Guide (English/French)
- 2 pair of disposable gloves
- 1 emergency records

Transportation and Construction

- Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the **first aid station or stations** required by Regulation 1101 in respect of the workers in the same manner as if they were the employer of the workers.
- Where teachers are engaged in transporting children they will carry a **first aid box**.

HEALTH AND SAFETY TRAINING

Employee Training

Casa Vera Montessori School is responsible for ensuring all employees and supervisors are properly trained. It is committed to providing adequate time and resources to train all personnel to perform their duties in an efficient and safe manner.

Employees will be instructed by a competent person to ensure that safety is maintained in the workplace. All teachers and teacher assistants must have a formal **First Aid and CPR training**.

An evaluation must be completed to ensure workers are familiar with program content and the activities for which they will be responsible.

Management is responsible for ensuring records of all completed training courses are maintained. A review of all trainings should take place at the regular management/supervisor meetings with the **Health and Safety Representative**.

Safety Training

The purpose of this policy is to provide for general and specialized safety and related training.

This training will include, but not be limited to:

- Health and Safety Awareness training
- Safety orientation;
- Safety training for workers, supervisors and management;
- Safe work practices and job procedures, as applicable;

Roles and Responsibilities

- **Employer/Supervisor:**
- Asses and determine the health and safety training required for management and workers annually
- Review the training policy annually in consultation with the Health and Safety Representative.
- Will have a Supervisor Heath and Safety Awareness training
- Ensure that a worker has all the skill(s) needed to protect their health and safety before the worker is assigned to a task or job.
 - Assess those workers off work for extended periods and determine whether further training or re-training is required
 - Ensure all workers attend their assigned training

- Ensure workers comply with policies, procedures, safe work practices and safe operating procedures
- Ensure completion and maintenance of training checklists and records

Worker:

- Every worker must be made aware and should be aware of his/her skill limitations and not undertake any job for which might endanger his/her or another worker's health or safety.
- Every worker will have Worker Health and Safety Awareness training
- Every worker will have First Aid and CPR training
- Selected staff members will have Food Handler training
- Attend training session and sign training records
- Comply with the OHSA and regulations, policies, procedures, safe work practices and safe operating procedures and report hazards to the supervisor

The Health and Safety Representative

Participate in health and safety training program consultation

- Make recommendation for training programs that come out of workplace inspections and observations.

Training Records and Documentation

Principal will keep a record of all trainings in an individual employee's files..

Staff Records of Training form enclosed.

Health and Safety Orientation Requirements

Principal will ensure each new employee participates in the Health and Safety Orientation process.

The safety orientation must, at a minimum, include the following elements:

1. Review of the Work Health and Safety Policy.
2. Overview of applicable health and safety legislation including employee rights.
3. Overview of the company policies including:
 - Program Philosophy
 - Behaviour Management Policy
 - Child Abuse Reporting Policy
 - Sanitary Policies and Procedures
 - Infection Control Policy
 - Serious Occurrence Policy
 - Health Policy
 - Safe Drinking Water Policy
 - Supervision Policy for Volunteers and Students

Lockdown Policy
Anaphylactic Policy
Playground Safety Policy
Water Safety Policy
Outdoor Activities
Separation
General Policies
Closing Policy
Fire & Safety Evacuation Plan
Work Health and Safety Policy
Program Plans
Lesson Plans
Daily Schedule

4. Site specific health & safety requirements.
5. Verification/evaluation process to ensure the information has been clearly understood through work practice evaluation

Orientation Responsibilities

Management shall:

1. Prepare a "Staff Handbook" for new workers signing on, and compile records of orientation.
2. Ensure that new employees and volunteers receive a written copy of the Health and Safety at Work (issued by Ontario Ministry of Labour).

Orientation Policy

All new employees will read and review all centre policies, including the Work Health and Safety Policy. After completion the worker will sign the sheet confirming the acceptance and understanding of his/her obligations and responsibilities.

Staff Orientation Checklist form enclosed.

WORKPLACE INSPECTIONS

Policy Statement

Weekly and Monthly workplace inspections will be conducted to identify and correct potential safety and health hazards. A standard inspection checklist will be used to conduct these inspections.

Procedure

1. Review previous inspection records and note any commonly reported hazards.
2. Use your eyes, ears and other senses to identify actual or potential problems as you go about your inspection. Record the hazards on the inspection forms.
3. When unsafe conditions are noted requiring immediate action, correct the situation immediately.
4. Look for basic causes of sub-standard conditions, practices and procedures.
5. Review items with the Health and Safety Representative.

Follow-Up Actions to Health and Safety Inspections

Where unsafe conditions, practices or procedures are noted:

- Take action immediately to rectify the problem if possible.
- Place warning signs and barricades to keep workers away. Use verbal warnings if applicable.
- Notify management to rectify conditions, record conditions, actions taken and the date on the inspection form.
- Record and complete the site health and safety inspection form.

When a worker is noted performing an unsafe act, advise as follows:

- Inform him/her of the unsafe situation
- Discuss the unsafe condition with him/her
- Advise on how to correct the unsafe condition
- Re-visit the area to ensure the safe practice is being followed
- Discuss with the supervisor

Responsibilities

All workers, students and volunteers will be made aware of the workplace inspections procedure and their role as it relates to workplace inspections and recognizing, assessing and controlling hazards.

Supervisor

- Conduct weekly and/or monthly formal inspections using the workplace inspection checklist. Ensure corrective action is taken to address hazards identified.
- Conduct workplace inspections and ensure corrective action is taken to address any hazards identified.
- Review and ensure all items identified on the workplace inspection checklist are addressed in a timely manner by initiating the appropriate correction action.
- Discuss the results of the inspections and the corrective actions taken with workers.

Health and Safety Representative

- H&S Rep. worker member will perform workplace inspections every week and/or month to identify situations that may be a source of danger or hazard to workers.
- H&S Rep. worker member will make recommendations to the employer for workplace improvements to protect worker health and safety.
- Inspections will be completed using the approved inspection documentation process.
- The H&S Rep. members who perform the inspection are also required to report any situations identified as a potential or an actual source of danger or hazard to workers and the committee.

All staff members

- must conduct daily informal inspections of their workplace and take action to correct hazards
- Cooperate with any persons performing a workplace inspection.
- Ensure hazards identified are communicated to their supervisor.

All identified hazardous conditions should be eliminated or controlled immediately. When this is not possible:

- Interim control measures should be implemented immediately.
- Warning signs should be posted at the location of the hazard.
- All affected employees should be informed of the location of the hazard and the required interim controls.
- Permanent control measures should be implemented as soon as possible.

Training

All parties who conduct formal workplace inspections will be trained on their responsibilities and on how to complete the workplace inspection checklist.

Weekly and Monthly Workplace Inspection Checklists attached

WORK REFUSAL

Workplace parties should use the internal responsibility system to control substandard and unsafe conditions through health and safety hazard reporting; hazard identification and assessment; hazard inspections, investigations and implementation of correction actions.

Workers do have the right to refuse work where they believe worker health and safety is in danger as outlined in the OHS Act (**Occupational Health and Safety Act, R.S.O. 1990**). It is the policy of our company that all work refusals that are permitted under the OHS Act be conducted in compliance with the OHS Act and this organization's procedure.

Roles and Responsibilities

Employer

- Provide fiscal and human resources for the development, implementation, maintenance and monitoring of the work refusal policies and procedures;
- Comply with the OHS Act e.g. ensure work refusal process is followed and resolved, comply with Ministry of Labour (MOL) orders and post MOL orders in a conspicuous place if received;
- Enforce the work refusal policy and procedures;
- Delegate the responsibility and authority to develop and oversee the program to a competent designated person(s);
- Review and approve the policy and procedure in consultation with the Health and Safety Representative and stakeholders annually and implement quality improvements as required; and
- Take every reasonable precaution reasonable under the circumstances for the health and safety of workers and others working in the organization.

Supervisor:

- Attend the work refusal right away;
- Receive the work refusal and be open and responsive to the worker's concern and help the worker identify the specific problem.
- Clarify the work refusal and ensure the worker is refusing unsafe work and the details of the refusal.
- Investigate the work refusal in the presence of a representative of the worker
- Ensure the procedure is followed up correctly and where required corrective actions are identified, implemented and followed-up;
- Ensure that the worker is not reprimed e.g. no action, comment or process is initiated that may be considered by the employee as a threat, intimidation or coercion;
- Record time and details of the work refusal and investigation using the organization's work refusal forms;
- Complete documents clearly and precisely and report the findings to management;
- Maintain records of all work refusal situations;

- Take every reasonable precaution reasonable under the circumstances for the health and safety of workers and others working in the organization

Health and Safety Representative

- Lead the development and implementation of the work refusal policy, procedures and training;
- Act as a resource to management, worker or worker representatives with regards to work refusals and process;
- Attend work refusals if possible;
- Monitor the work refusal process e.g. record all actions agreed to but not completed, as a result of the work refusal on the Work Refusal form. Confirm completion of other items. Confirm resolution of the matter and corrective action.
- Report work refusals and corrective action to senior management, JHSC and others as required.
- Identify areas for improvement of the work refusal policy and procedures to the employer and JHSC.

Worker:

- Report hazards immediately when you become aware of them.
- When workers believe their health and safety is in danger and chose to refuse-work, they must notify-their supervisor right away and state clearly that the reason for work refusal is safety.
- Follow the work refusal policy and procedure.
- Understand the right to have a representative to assist you.
- Complete the “Work Refusal Form” and be as precise as possible about the reason for your concern.
- Comply with any Ministry of Labour orders.

Procedures

If the situation does arise that a work refusal happens, all parties shall follow the following steps.

Right to Refuse Work

Under the *Occupational Health and Safety Act*, an employee may refuse to work where he/she has reason to believe that:

- Any equipment, machine, device or thing he/she is to use or operate is likely to endanger himself/herself or another employee.
- The physical condition of the workplace is likely to endanger himself/herself or another employee.
- Any equipment he/she is to use, or the physical condition of the workplace, in which he/she works is in contravention of the Occupational

Health and Safety Act, and such contravention is likely to endanger himself/herself or another employee.

First Stage Refusal:

- 1) Upon refusing to work, the employee shall promptly report the circumstances of his/her refusal to his/her supervisor.
- 2) The supervisor must immediately investigate the report in the presence of Health and Safety Representative or a worker who is selected by the workers to represent them.
- 3) The worker representative must be made available and must attend the investigation without delay; and time spent by this representative is deemed to be work time, for which the person shall be paid at his/her regular or premium rate, as may be proper.
- 4) Until the investigation is completed, the worker must remain in a safe place near as reasonably possible to their workstation and be available to the employer or supervisor for the purpose of the investigation.
- 5) If action can be taken to resolve the complaint without need for further investigation, the supervisor will carry out the action and complete the "Work Refusal Form".
- 6) During the investigation, the supervisor must record as many details as possible regarding the refusal, using the "Work Refusal Form".
- 7) If the worker is satisfied with the corrective action he can return to work and sign the "Work Refusal Form".

The Ministry of Labour is only called if the refusal progresses to the second stage.

Work Refusal Record Form attached

WORKPLACE VIOLENCE AND HARASSMENT POLICY

Commitment Statement

At Casa Vera Montessori School (the centre), the health and safety of our employees is paramount. Priority is given to protecting our employees and our visitors from violence, harassment and/or intimidating behaviours. Such conduct interferes with everyone's ability to perform their job and is not in keeping with the Centre's philosophy of trust and mutual respect.

By working together, and giving the utmost attention to the safety and well-being of each other, we will meet our shared objective of a healthier and safer working environment for all.

Centre employees, client's, parents and Board are entitled to have a work environment free from violence, harassment and intimidating behaviours as prescribed by *the Occupational Health and Safety Act*. This policy applies to all employees and agents / representatives of the centre while in the workplace, during work related field trips or travel, or during any work-related and/or social functions.

Employees are expected to assist the centre in its attempts to prevent and eliminate violence and harassment in the workplace. The centre will treat any form of violence and harassment that occurs in the workplace seriously regardless of the alleged perpetrator's position.

Nothing in this policy limits an individual's right to file a complaint with the Ministry of Labour should they feel the situation warrants such action.

Workplace violence

Definition

The *Occupational Health and Safety Act* defines workplace violence as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Forms of Workplace Violence

1) Violence by Strangers

- Usually enters the place of work on the pretense of being a customer.
- Normally commits robbery or other violent act.

2) Violence by Customers/Clients/Parents

- May be an expected or unexpected situation.

3) Violence by Co-workers

- Could include; current employee and manager, former employee and manager, a prospective employee, and may occur inside or outside the workplace.

4) Violence by Personal Relations

- This includes spouse, partner, relative, or friend and usually occurs when a personal dispute occurs with the worker and enters the workplace to harass, threaten, injure, or kill the employee.

Behaviours Constituting Workplace Violence

Such threats or acts include, but are not limited to:

- Harming or threatening to harm any employee or guest;
- Damaging or threatening to damage property or the property of any employee or guest;
- Possessing a dangerous weapon or fire device on property without prior authorization;
- Engaging in stalking behaviour of any employee;

Responsibilities of Executive Directors, Principal and Supervisors

- Assess risks of violence at the centre;
- Promote a non-violent workplace;
- Provide employees with information and instruction regarding the workplace policy and program with respect to workplace violence including appropriate steps to be taken and investigation procedures;
- Take every reasonable precaution for the protection of the worker;
- Inform employees of potential risk situations;
- Ensure employees understand who to contact regarding concerns about the policy or when to report an incident;
- Model behaviour, which helps support a positive work environment;
- Ensure the workplace is free from violence;
- Respond to complaints brought to their attention.
- Respect the confidentiality and sensitivity of such issues;
- Respect work refusals if workplace violence is likely to endanger worker;
- Document all information and investigation results;
- Request an investigation into allegations of violent situations;
- If witnessing elements of a corruptive or destructive work environment, take action;
- If an employee is physically hurt due to workplace violence the Ministry of Labour will be contacted.

Responsibilities of Employees

- Compliance with this policy is the responsibility of all employees;
- Employees must avoid any behaviour or conduct that could reasonably be interpreted as a violation of this policy;

- Employees must maintain a work environment free from violence, and/or intimidation;
- Call 911 if the situation warrants it and you find a peer or yourself in immediate danger;
- Employees have a duty to disclose potentially dangerous situations to supervisors.

Process for Making Violence-Related Complaints

If employees have witnessed or experienced conduct which they believe to be inconsistent with this policy, they have a responsibility to:

- Call 911 if the situation warrants it and you find a peer or yourself in immediate danger.
- Make the behaviour/actions known to the Principal or Supervisor immediately.
- A written record of the action/behaviour should be provided to the Principal including the dates, times, nature of the action/behaviour, and witnesses (if any).

Removal of a Person from the Workplace

Any person who makes substantial threats, exhibits threatening behaviour, or engages in violent acts against employees, visitors, guests, or other individuals while in the premises of the center shall be removed from the premises as quickly and as safely as possible, and shall remain off the premises pending the outcome of an investigation.

Employees are not to remove individuals from the premises. **Assistance must be requested from the Police.**

Workplace harassment

Definition

The *Occupational Health and Safety Act* defines workplace harassment as “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.”

Harassment and discrimination can take the following forms including:

1) Discrimination-based Harassment

Includes any verbal or physical conduct, that may reasonably be perceived as denigrating or showing hostility or aversion toward an individual because of the individual's race, colour, religion, gender, sexual orientation, national origin, age, disability, or other status protected by law, or because of the protected status of the individual's relatives, friends, or associates. This type of harassment includes, but is not limited to:

- Epithets, slurs, negative stereotyping, demeaning comments, including comments pertaining to a person's dress, accent or other cultural differences, or intimidating acts that are based on an individual's protected status; and/or
- Written or graphic material (whether by printed or electronic media circulated within or posted within the workplace that shows hostility toward or is demeaning to an individual or group because of his or her protected status.

2) Sexual Harassment

Generally there are two types of sexual harassment:

- Repeated sexual advances or solicitations made by a person where such person knew or ought reasonably to have known that the advance was unwelcome; and/or
- A reprisal or threat of reprisal for the rejection of a sexual solicitation or advance made by a person who is in a position to grant or deny a benefit.

Behaviours Constituting Harassment

- Differential treatment of employees or co-workers based on race, gender, ethnicity, etc.;
- Verbal or written comments, jokes, teasing, and/or other communication of a sexual nature;
- Demeaning language based on gender or sexual preference;
- Graphic comments about an individual's body;
- The use of sexually degrading words to describe an individual;
- The display of sexually suggestive objects and/or pictures in the workplace;
- Foul or obscene language and/or gestures;
- Unwanted physical conduct such as patting, pinching, and/or brushing up against another person's body;

- A promise of better treatment in return for sexual favours; and/or
- Indirect or expressed threats for refusal of a sexual request.

Responsibilities of Executive Directors, Principal and Supervisors

- Promote a harassment-free workplace;
- Provide employees with information and instruction regarding the workplace policy and program with respect to workplace harassment including appropriate steps to be taken and investigation procedures;
- Take every reasonable precaution for the protection of the worker;
- Ensure employees understand who to contact regarding concerns about policy or when to report an incident;
- Model behaviour, which helps support a positive work environment;
- Ensure the workplace is free from harassment and discrimination;
- Respond to complaints brought to their attention.
- Respect the confidentiality and sensitivity of such issues;
- Document all information and investigation results;
- Request that an investigation into allegations of harassment be conducted where appropriate; and
- If witnessing harassment or elements of a corruptive or destructive work environment, take action.

Investigation Process

- All complaints will be investigated promptly.
- All those directly involved and witnesses will be spoken with.
- Notes/statements will be prepared during each interview, reviewed by the person(s) being interviewed and signed for accuracy.
- Records or other documents relevant to the incident being investigated will be reviewed. (this may include safety reports, incident reports, work schedules, suspension forms, injury reports , complaints and observation notes and may involve taking pictures of the scene)
- Relevant employment contract language or organizational policies/ procedures will be reviewed
- Depending on the scope of the investigation, employees may need to seek the assistance of the Principal
- A final summary/report of the investigation will be prepared.

Corrective Action

Any employee found to have engaged in conduct that violates this policy will be subject to discipline, up to and including termination of employment. Allegations of acts of violence and/or harassment are very serious, frivolous complaints

found to have been made for improper purposes will result in disciplinary action being taken against the accuser.

Confidentiality

Employees should feel secure in knowing that their concerns will be handled discreetly and sensitively. As such, employee issues will usually remain between the employee, and the Principal/Supervisor. On occasion, however, an investigation may require consulting with another employee, Supervisor, Executive Director, the Board and Health and Safety Representative in order to ensure an appropriate resolution. In such cases, the employee will be consulted prior to involving others.

Reprisals

This policy strictly prohibits reprisals against an employee because s/he has brought forward a concern or has provided information regarding a concern under this policy. Any employee who commits or threatens reprisal against another employee for following this, or any of the Centre's policies in good faith, may be subject to discipline, up to and including dismissal for cause.

Health and Safety Representative Recommendation Form attached