

**HEALTH & SAFETY****Category: Health and Safety****Draft: January 17, 2017****Policy Statement**

Anglophone West School District, as an employer, is ultimately responsible for worker health and safety, and every reasonable precaution will be taken to protect employees.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure machinery and equipment are safe and that workers comply with established safe work practices and procedures. Employees must receive adequate training in their specific work tasks to protect their health and safety.

All employees must protect their own health and safety by working in compliance with the law and safe work practices and procedures established by the school district.

Employees are expected to follow safe work procedures and to participate actively in creating a healthy and safe work environment in accordance with the ASD-W Health & Safety Program.

**Procedures**

1. All new employees will be trained by their supervisor in matters related to health and safety regarding their positions.
2. All supervisors have the responsibility to ensure all new employees who meet one of the following definitions receive orientation and training:
  - a. new to a position or place of employment
  - b. returning to a position or place of employment in which the hazards have changed during the employee's absence
  - c. under 25 years of age and returning to a position or place of employment after an absence of more than six months, or
  - d. affected by a change in the hazards of a position or place of employment.
3. There are two components that comprise ASD-W's Health & Safety Program:
  - a. New Employee Orientation: On-Line Component
  - b. Supervisor's Guide to New Employee Orientation: On-Site Component
4. New employees complete the on-line component of their training one time and the sign-off sheet is retained in their personnel file.
5. The site specific component of orientation training is completed for each location at which the new employee works. Appendix A is signed-off and retained at the work site. Appendix B is signed-off and retained in their personnel file.

**Reference**

- WorkSafe NB Health & Safety Orientation Guide
- Occupational Health & Safety Act
- ASD-W Policy No. 750-2 School Health & Safety Committees