ATTENTION:

TCDSB Placed Under Supervision by Minister of Education

On Friday, June 27, 2025, the Minister of Education placed the Toronto Catholic District School Board (TCDSB) under supervision. While under supervision, all decisions that would normally be made by Trustees, with the exception of denominational matters, will now be made by the Ministry appointed Supervisor. The Supervisor will refer such denominational matters to the Board of Trustees for decision.

Revisions to Policy made to reflect the role of the Ministry appointed Supervisor will apply while the TCDSB is under Ministry Supervision. All other revisions remain in effect beyond Supervision.

POLICY NAME:	**OCCUPATIONAL HEALTH AND SAFETY**
POLICY SECTION:	Human Resources
DATE APPROVED:	April 29, 2009
DATE OF NEXT REVIEW:	Annually
DATES OF AMENDMENTS:	May 27, 2014; October 27, 2022; September 21, 2023; January 7, 2025, October 2025
RESPONSIBLE DEPARTMENT:	Labour Relations and Occupational Health and Safety

Policy:

This Policy is created to comply with the Occupational Health and Safety Act (OHSA) and reinforces the Board's commitment to maintaining an occupational health and safety program that helps reduce workplace injuries and illness among staff, students, and visitors.

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe and welcoming learning environment that reflects the values of the Christian Community. As such, the TCDSB considers the health and safety of all employees, students, and visitors to be of paramount importance and shares concerns related to the personal suffering, property damage and financial loss associated with workplace injuries and occupational diseases.

The TCDSB is committed to continuous improvement towards zero workplace injuries and occupational illnesses through effective administration, supervision, education, and training and shall continually demonstrate by attitude and example

that health and safety is an integral part of every academic, operational and core business function.

The Internal Responsibility System (IRS) is the cornerstone of the OHSA. The TCDSB and its employees share responsibility for workplace health and safety. Every Board employee regardless of job title, has direct responsibility and accountability for safety as an essential part of his or her job.

Employees, contractors, constructors, summer students, co-op students, visitors and volunteers shall comply with the OHSA and all applicable legislation, regulations, TCDSB safety procedures and generally accepted safety standards.

The TCDSB's vision is that all employees will become safety leaders by promoting the IRS, by demonstrating through attitude and behavior that safety is part of the job and by working in partnership with their immediate supervisor in recognizing, evaluating, and controlling workplace hazards and risks.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors, and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

Regulations:

1. The Director of Education shall maintain an occupational health and safety program that complies with all applicable health and safety legal requirements and meets Canadian Standards Association (CSA) Standard, CAN/CSA Z100014: Occupational Health and Safety Management System.

2. The Occupational Health and Safety Department and the Talent Management Department shall provide appropriate resources to facilitate the training of all employees with respect to their rights, duties, and responsibilities towards health and safety.

3. The Planning and Facilities Department shall ensure that all applicable health and safety legislation as well as TCDSB health and safety procedures are implemented into the planning, construction, and maintenance of buildings

and facilities.

4. Supervisors shall place health and safety as a standing agenda item in all staff meetings.

5. Supervisors shall follow-up on health and safety concerns in a timely manner.

6. Supervisors shall ensure that staff under their jurisdiction complies with the provisions of the OHSA and TCDSB health and safety procedures.

7. Workers shall follow safe work procedures and report health and safety hazards to their immediate supervisor.

8. Workers shall report immediately to their supervisor all workplace-related injuries and occupational illnesses.

9. The TCDSB shall maintain Joint Health and Multi-workplace Safety Committees (MJHSC) as per the requirements outlined in the OHSA or by order from the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

10. JHSCs shall:
    a. Foster and promote the IRS by functioning effectively.
    b. Meet as frequently as required per the OHSA and Committee's Terms of Reference (TOR) and inspect the physical condition of the workplace at least once a month or as per the duties outlined in the OHSA and the Committee's Terms of Reference (TOR).
    c. Report to and advise the Employer in writing for the improvement of the health and safety of workers.
    d. Submit an annual report to the Director of Education outlining objectives, goals, activities, and accomplishments.

11. All applicable meeting minutes, inspection reports and other health and safety reports and information pertaining to a specific school shall be sent to the principal, who then shall share the information with their workers and the Catholic School Parent Council.

12. If the Catholic School Parent Council so desires, a school may be inspected once per year by the Catholic School Parent Council executive or equivalent representative group of members of the local community and the principal at a mutually agreed time.
13. Maximum fine for a contravention of the Occupational Health and Safety Act

is $2,000,000.00 for a corporation, fine up to $1,500,000.00 for a director or officer of a corporation and /or up to 12 months imprisonment, and a fine up to $500,000.00 for an individual and / or up to 12 months imprisonment.

14. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and fines for Employers associated with workplace injuries and illnesses to staff with fines ranging from up to $25,000.00 and/or imprisonment for up to 6 months for individuals and up to $500,000.00 for corporations. There are also fines for late reporting and potential legal costs associated with student and third party injuries and illness occurring on school board property.

Cross References:

Legislation:

- Occupational Health and Safety Act
- Workplace Safety and Insurance Act

TCDSB Policy / Procedure:

- Workplace Violence
- Respectful Workplace

Evaluation and Metrics:

This Policy shall be reviewed annually by staff in consultation with the Board's three MJHSCs). This will ensure that this Policy remains current, is responsive to the health and safety obligations of the Board and reflects Ontario's health and safety legislation.

Staff will provide an annual report on the Occupational Health and Safety Policy, regarding the status of Health and Safety within the Toronto Catholic District School Board.