

<p>Personnel and Employee Relations 7576</p> <hr/> <p>Employee Safety Responsibilities</p>	Administrative Application	
	Last Reviewed /Approved on:	February 12, 2019
	References:	Saskatchewan Employment Act (2014) – Occupational Health and Safety Fireman Certification Occupational Health and Safety Training Requirements by Occupation Administrative Application 7300 - Occupational Health and Safety Committees Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic Division (RCSD) works with all employees to provide a safe work environment. It is important that all employees follow procedures set out by the school division. In the event that an employee contravenes any recommended safety procedure that may be harmful to any employees, property, business practices, the employee may become involved in the disciplinary process.

Application

1. Safety practices and procedures are set out for all employees.
2. All employees in RCSD are involved in a supervisory process. Any issues or concerns with work safety should be discussed with the employees' supervisor.
3. If an employee is injured at work, an investigation will be conducted to determine if all safety procedures were followed. If safety procedures were followed, an employee will apply for workers' compensation, if eligible. If safety procedures were not followed, we would proceed to #4.
4. In the event that an employee contravenes a safe practice that results in an injury or damage, the disciplinary process below will be followed:
 - a. After the first incident the employee will meet with their supervisor. A letter will be placed in the employee's file outlining the infraction and the consequences should another violation occur. Verbal and written notification with the expectation of change will be communicated to the employee.
 - b. After a second or additional incident occurs, additional action may be required. These could include suspension without pay. The duration of the suspension may increase with subsequent infractions. Verbal and written notification with the expectation of change will be communicated to the employee.
 - c. Following suspension, if the employee continues to violate safety practices, the employee may be terminated. Written notification will be provided.

5. Employee Occupational Health and Safety

As with all employers in Saskatchewan, RCSD is expected to provide consistent quality occupational health and safety (OHS) training for workers, managers, and supervisors, as well as for health and safety committees and representatives as set out in the *Saskatchewan Employment Act (2014)* and *The Occupational Health and Safety Regulations*. *Occupation Health and Safety Training Requirements by Occupation* has been created to outline the courses RCSD will provide. This document can be found on our RCSD internal website portal under Human Resource Services – Health and Safety - Training.

- a. Other in-services are scheduled as needed to address specific safety issues. They may include but are not limited to:
 - i. Cleaning Protocol
 - ii. Working alone
 - iii. Operating equipment
 - iv. Auto Scrubber training
 - v. Proper attire (when to use gloves, proper footwear and clothing, etc.)