

**Department: Human Resources**  
**Section: Employee Benefits**

As a means of achieving a healthy and safe environment and as a means of meeting the requirements for an Occupational Health and Safety Program under the *Occupational Health and Safety Act (Nova Scotia)*, the Board has developed The Occupational Health & Safety Manual. This Manual has been provided to all schools and appropriate workplaces under the Board's jurisdiction.

All personnel share the responsibility for maintaining a healthy and safe workplace by ensuring administrative controls, engineering controls, safe work procedures and/or personal protective equipment are in place so that the job will be done safely. Management, employees, students, parents and guardians are expected to work in partnership to eliminate and minimize injuries or illness. The workplace may include locations that contain hazards and all stakeholders are expected to participate in safety initiatives through the Joint Occupational Health and Safety Committees.

It is the responsibility of each employee to report to the principal or supervisor, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, employees must protect their health and safety by complying with applicable Acts and Regulations and to follow policies and procedures as defined in the Annapolis Valley Regional School Board *Health and Safety Manual*, and instructions as prescribed by the Board management. A copy of this manual shall be accessible to all employees on the AVRSB website under MyAVRSB, Occupational Health and Safety and Emergency Management (OHS & EM) section.

### **Monitoring**

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.