

Date of Issue: September 2019
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Subject: **HEALTH AND SAFETY PROCEDURES MANUAL**
References: *Occupational Health and Safety Act/Regulations*
[Policy 3140 – Health and Safety](#)
[Health and Safety Procedures Manual](#)
Contact: Corporate Risk – Health and Safety

1. Purpose

- 1.1 Policy 3140 – Health and Safety, establishes the general principles and responsibilities regarding health and safety. The Simcoe County District School Board (SCDSB) recognizes the importance of providing a healthy and safe environment.
- 1.2 The Health and Safety Procedures Manual provides specific procedures, practices and guidelines to ensure the implementation of that policy and is available on the SCDSB staff website.

2. Responsibilities

- 2.1 Principals, managers and supervisors shall:
 - 2.1.1 Be familiar with the health and safety procedures.
 - 2.1.2 Inform all staff how to access the Health and Safety Procedures Manual through the SCDSB staff website.
 - 2.1.3 Inform all staff of the contents of the Health and Safety Procedures Manual. The Health and Safety Procedures Manual is organized into seven sections:
 - Section 01 – Administrative
 - Section 02 – Safety Concern Reporting
 - Section 03 – Accident Reporting/Investigation
 - Section 04 – Fire Safety
 - Section 05 – General
 - Section 06 – Asbestos
 - Section 07 – Workplace Hazardous Materials Information System (WHMIS)
 - 2.1.4 Provide copies of any health and safety procedures to staff, if requested.

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