

## **Durham D.S.B. Health & Safety Requirements**

In addition to completing the Ministry of Labour Health and Safety eLearning Module and concussion training required by Nipissing University, teacher candidates assigned to the Durham District School Board are required to complete the following training. **This training must be repeated annually prior to the first day of placement.**

Please follow these instructions carefully:

1. Print this package.
2. Review the school board policies and complete the required training.

Failure to comply with these requirements may jeopardize your placement.

If you have questions, please contact the Practicum Office at [ptoffice@nipissingu.ca](mailto:ptoffice@nipissingu.ca) or 705-474-3450 ext. 4555.

# EDUCATIONAL PLACEMENTS:

## 7 STEPS FOR SAFETY AND SUCCESS

### Emergency Contact Numbers

Life Threatening Emergency	Dial 9-1-1
Central Monitoring Security	905-665-8932
Poison Information	1-800-268-9017
Telehealth Ontario	1-866-797-0000
DDSB Health & Safety Dept.	905-666-5500 ext. 5415

# S A F E T Y

## IT'S EVERYONE'S RESPONSIBILITY

1

### WORKER SAFETY AWARENESS TRAINING

This is **mandatory** training for *every* worker in Ontario.

If you have not taken the training, complete the training module from the link below:

<http://www.labour.gov.on.ca/english/hs/training/workers.php>

- **Print and keep a copy** of the training certificate for your records.

2

### WORKER RIGHTS & RESPONSIBILITIES

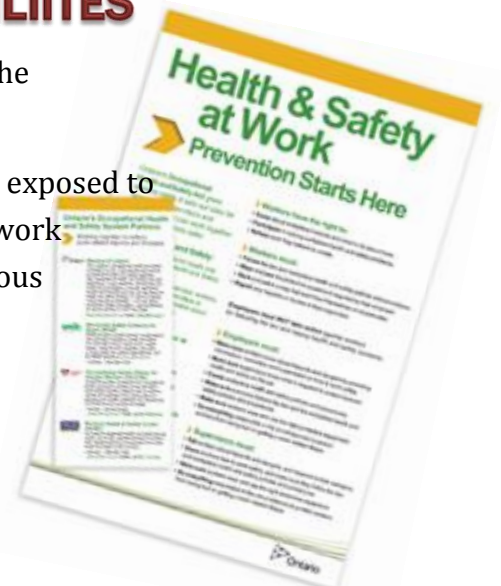
Employees or “workers” have the following *rights* under the Occupational Health & Safety Act (OHSA):

1. The **RIGHT TO KNOW** about any hazards they may be exposed to
2. The **RIGHT TO PARTICIPATE** in health and safety at work
3. The **RIGHT TO REFUSE WORK** they believe is dangerous

Employees also have legal *responsibilities*:

- ✓ Comply with Legislation & Board Policies
- ✓ Use and wear proper equipment/clothing
- ✓ Report unsafe conditions

Report all incidents/accidents immediately



### 3

## REPORTING AN ACCIDENT/CONCERN



Both you and the DDSB have a legal duty to report workplace accidents.

- If you have an accident at work, notify your administrator **immediately**.

If you have or see a workplace health and safety concern that is beyond your ability to correct, *speak to your administrator*.

### 4

## EMERGENCIES

- Review Emergency Procedures, such as Lock down, Hold and Secure, Fire Drills with your Associate Teacher or Administrator

Your school is equipped with *First Aid* supplies and an *Automated External Defibrillator (AED)* unit.

- Ensure you know the location of both.



### 5

## WHMIS

### WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

WHMIS is Canada's hazard communication standard.

- If you have not had **WHMIS training**, or need a refresher, simply email: [michelle.fannin@ddsb.ca](mailto:michelle.fannin@ddsb.ca) and, you will be provided a link and passcodes to access the online training.

*Training required for those in the arts, tech and science.*



DO **NOT** BRING CHEMICAL PRODUCTS FROM HOME TO SCHOOL.



### 6

## BE SAFETY SMART!

- Wear appropriate footwear
- Always use a ladder – Not a desk or chair
- Keep your classroom clean and clear
- Unsure? → **ASK!**



# 7

## HEALTH & SAFETY BULLETIN BOARD

Locate your school's Health & Safety bulletin board in staff room or main office to review and familiarize yourself with:

A copy of the  
Occupational Health  
and Safety Act

Health & Safety  
Policy

WSIB poster "In Case  
of Injury at Work"

The current Joint Health &  
Safety Committee members

Ministry of Labour poster  
"Health & Safety at Work:  
Prevention Starts Here"

Workplace  
Harassment Policy  
Workplace Violence  
Policy

The current Joint  
Health & Safety  
Committee meeting  
minutes

