



Health & Safety

know your rights

Volume 2, Issue 1

The information in this bulletin is intended for PETL members.

REPORTING COVID-RELATED SAFETY CONCERNS

Members are reminded of the importance of following all COVID safety measures laid out in the board's Reopening Plans, as well as any site-based school processes. Report any concerns to your principal immediately. It is expected that the principal will work to resolve the issue promptly. If this does not happen, please contact your Vice-President Liaison. Issues may also be brought to the attention of your Local representatives on the Multi-workplace Joint Health and Safety Committee.

In addition to reporting concerns to your principal, any health and safety concern, including COVID-related concerns, can also be reported to your Designated Worker during their monthly inspection and we would expect to see these issues recorded on the inspection report. However, do not rely solely on the inspection report for raising concerns.

Issues should not go unresolved. You have the right to a safe work environment. If necessary, complaints can be made to the Ministry of Labour. You also have the right to refuse unsafe work. If you are considering any of these actions, please contact the local for additional information and support.

WHAT'S ON YOUR HEALTH & SAFETY BULLETIN BOARD

To protect workers' rights and their health and safety, employers are required by law to post certain documents in a conspicuous location in the workplace. ALL workers must have access to the Health and Safety Bulletin Board and its required postings.

The following should be on your H&S Bulletin Board:

- "Health & Safety at Work: Prevention Starts Here" [Poster](#);
- "In Case of Injury" [Poster](#);
- A copy of the [Occupational Health and Safety Act](#);
- MJHSC [Terms of Reference](#);
- Names and work locations of the joint health and safety committee (MJHSC) [members](#);
- the most recent MJHSC minutes (found [here](#));
- Workplace Violence [policy](#);
- Workplace Harassment [policy](#);
- Health and Safety [policy](#);
- First Aid Regulation [1101](#);
- Any testing reports;
- Any MOL Visit Reports or orders;
- The School's Monthly inspection report (not mandatory, but good practice).

The health and safety bulletin board at your school should be located in an accessible location, and should not be in an isolation room, or closed classroom. If it is in an inaccessible location, then please speak to your principal about having it relocated.

If there are any issues with bulletin board accessibility, or you have missing documentation, please reach out to your Vice-President liaison for assistance.

CLASSROOM SAFETY CHECKLIST

Every teacher should ensure that they have a safe space to work, but may not always be aware of the health and safety concerns that may be lurking in their classroom or portable. If you have health and safety concerns in your classroom, you should report those to your principal as soon as possible, as you are not required to wait for the monthly inspection to report a hazard. You can still point them out to your Designated Worker and we would expect to see them on the inspection report.

The Public Services Health and Safety Association has a handy checklist that teachers can use to check their classroom or portable for health and safety hazards. It can be found [here](#).

DESIGNATED WORKER APPLICATIONS – POSITIONS STILL AVAILABLE

Safety is the responsibility of all of us. The roles of Designated Worker and Alternate Worker were not filled at all schools when selections were made in June. Designated Workers or Alternate Workers are released, monthly, to complete those inspections. Consequently, the application process is still open for schools with vacant positions. PETL members are encouraged to consider applying for this important, but voluntary role. The link to the application can be found [here](#).

The Board, on behalf of the Worker Members of the Multi-workplace Joint Health & Safety Committee (MJHSC) has sent an email to all workers at schools that have unfilled Designated Worker and/or Alternate Worker positions, with a link to the online application form. Interested workers are encouraged to [apply](#) as soon as possible. [Click here for a list](#) of schools with Designated Worker and/or Alternate Worker vacancies.

If you have questions about the role of the Designated Worker or the application/selection process, please contact the PETL Health & Safety Advisor, Chris Hoffman at 905-564-7233 or chris@etfopeel.com.
