

SAFETY AT ~~SCHOOL~~ WORK



EVERY WORKER IN NOVA SCOTIA HAS THE
RIGHT TO A SAFE AND HEALTHY WORKPLACE!

WHAT TO REPORT

WORKERS SHOULD REPORT BOTH HAZARDS AND INCIDENTS IN THEIR WORKPLACE.
THE MORE REPORTS THAT ARE FILED, THE MORE INFORMATION WE HAVE ON HOW
TO MAKE OUR WORK SAFER.

HAZARD A hazard is a potential source
of harm to a worker.

INCIDENT Instance of unacceptable behaviour
according to the Code of Conduct (COC).

HOW TO REPORT

DO IT
TWICE

EXAMPLES OF HAZARDS

TOXIC FUMES/CHEMICAL
CLEANING AGENTS

RACIST
BEHAVIOUR

VERBAL
ABUSE

A SLIPPERY
FLOOR

SEXUAL
MISCONDUCT

PHYSICAL VIOLENCE OR AGGRESSION

- 1 HAZARDS AND INCIDENTS** → FIRST: IMMEDIATELY NOTIFY YOUR IMMEDIATE SUPERVISOR
SECOND: DOCUMENT THE HAZARD (DESCRIBE THE RISK, LOCATION + WHO COULD BE HARMED)
THIRD: FILL OUT THE INCIDENT REPORTING FORM AND SUBMIT TO YOUR SCHOOL'S ADMINISTRATOR

* YOU, YOUR EMPLOYER, AND YOUR WORKPLACE JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC) SHOULD RECEIVE A COPY OF YOUR REPORT

- 2 INCIDENTS** → FOLLOW GUIDANCE FROM YOUR SUPERVISOR ON HOW TO REPORT UNACCEPTABLE BEHAVIOUR(S) ACCORDING THE CODE OF CONDUCT.

WHEN TO REPORT

EVERY WORKER SHOULD AND MUST BE GIVEN TIME DURING
THEIR WORKDAY TO SUBMIT BOTH OHS AND COC REPORTS.

* FOR MORE
INFORMATION!
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