

POLICY REVIEW WORK PLAN

Date: [February 5, 2024](#)

All policies will be reviewed and developed to ensure consistency with the TDSB's Mission, Values and Goals Policy (P002), the Equity Policy (P037), and the Board's Multi-Year Strategic Plan.

POLICY INFORMATION

Policy Title and Policy Number: [Occupational Health and Safety \(P048\)](#)

Review during school year: [2023/2024](#)

Last reviewed: [March 8, 2023](#)

Executive Council member responsible for this Policy review: [Associate Director, Modernization and Strategic Resource Alignment and Executive Officer, Facility Services](#)

I. PLANNING AND OBTAINING DIRECTIONS

This Policy Review Plan has been discussed with the Policy Coordinator:

- Yes
 No

This Policy Review Plan will be discussed at the Governance and Policy Committee meeting held on: [March 20, 2024](#)

II. REVISIONS

Formatting Changes

The Policy will be reformatted to ensure alignment with the current Policy Template (see Operational Procedure PR501, Policy Development and Management, Appendix A):

- Yes
 No

Content Changes

The Policy requires content revisions:

- Yes

No

The content changes are due to the following reason(s):

- Legislation
- Government directives/policies
- Board decisions
- Multi-Year Strategic Plan requirements
- Operational requirements
- Simplify and/or update using plain language
- Alignment with Equity Policy

Detailed information on proposed content changes, including findings of the policy equity assessment:

- Review Policy to ensure alignment with the *Occupational Health and Safety Act*.
- Include connections to other TDSB policies, including the Human Rights Policy (P031) and Workplace Harassment Prevention for Non-Human-Rights-Code Harassment (P034)
- Update Ministry of Labour title to Ministry of Labour, Immigration, Training and Skills Development throughout the policy, as applicable.

A review of leading practices for similar policies across jurisdictions will be undertaken for this policy.

III. INTERNAL REVIEWS

The draft Policy will include input from TDSB departments affected by the Policy:

- Learning Transformation and Equity
- Modernization and Strategic Resource Alignment
- Organizational Transformation and Accountability, and Legal
- Student Well-Being and Innovation

In addition, the following departments will be required to review the proposed draft Policy:

- Legal Services
- Policy Services
- Government, Public and Community Relations

Following internal reviews and TDSB departments' review, the draft Policy will be submitted to Executive Council on: [insert date]

IV. EXTERNAL CONSULTATIONS

Are external consultations applicable to this Policy?

Yes

No (*Ministry of Education mandated policy or corporate policy without external stakeholders*)

Mandatory external consultations will include, at a minimum:

1. Posting of the working draft Policy on TDSB website for public feedback (45 days minimum): 45 days
2. Extending invitations for consultation to:

Student Senate

and

all Community Advisory Committees of the Board and conducting consultations with the Community Advisory Committees that expressed interest (either individually with each interested committee or collectively with representatives of all interested committees):

- Urban Indigenous Community Advisory Committee
- 2SLGBTQ+ Advisory Committee
- Alternative Schools Advisory Committee
- Black Student Achievement Advisory Committee
- Community Use of Schools Advisory Committee
- Early Years Advisory Committee
- Environmental Sustainability Community Advisory Committee
- Equity Policy Advisory Committee
- French as a Second Language Advisory Committee
- Inner City Advisory Committee
- Parent Involvement Advisory Committee (PIAC)
- Special Education Advisory Committee (SEAC)

In addition to mandatory consultations, other external participants and projected dates of consultation(s) include:

- School Councils
- Professional Associations and Unions
- Other:

The following methods will be applied in the external consultations:

- Public meeting
- Facilitated focus group
- Call for public delegations
- Expert panel discussion
- Survey
- Posting on the TDSB website
- Other: (e.g., electronic communication)

V. COMMITTEE/BOARD APPROVALS

Following external consultations and revisions, the working draft Policy will be presented to the Governance and Policy Committee on the following date: [September 11, 2024](#)

Following recommendation by the Governance and Policy Committee, the revised Policy will be presented to the Board on the following date: [October 9, 2024](#)

Once approved, the revised Policy will replace the existing policy on the TDSB website.

VI. IMPLEMENTATION

Following Board approval, the final revised Policy will be communicated through:

- Posting of the revised Policy on the TDSB website through the Policy Coordinator
- Sharing with staff through the System Leaders' Bulletin
- Informing departments at staff meetings and channeling information to the school principals through respective superintendents
- Implementation of a broad communication plan for internal and external audiences, including summary of policy revisions and expected outcomes
- Other: [Posting the Policy in a conspicuous location throughout workplaces across the System.](#)

Policy implementation will include:

- Conducting information/training sessions to TDSB staff affected by the Policy
- Review of accompanying procedures or initiate development of new procedures
 - [Occupational Health and Safety Purchasing Specifications \(PR674\)](#) (internal procedure)
 - [Safe Use of Power Tools \(PR601\)](#)
 - [Temperature Guidelines \(PR664\)](#)

- Barbeque Safety (PR686)
- Green Cleaning (PR701)