

OCCUPATIONAL HEALTH AND SAFETY

The school district is committed to providing a safe and healthy work environment.

This administrative procedure sets out the commitment the school district has to a safe and healthy work environment for all employees and other workers while on school district property and delineates the duties and responsibilities necessary to maintain this environment.

Definitions

“Occupational Health and Safety Regulations” are legal requirements that must be met by all workplaces under the inspectional jurisdiction of the Workers Compensation Board.

“WorkSafeBC” administers the *Workers Compensation Act* for the B.C. Ministry of Labour and Citizens’ Services. The act gives WorkSafeBC legal authority to set and enforce occupational health and safety standards.

Guidelines

1. The maintenance of a healthy, safe working environment is the responsibility of the school district and all employees in the district.
2. It shall be the responsibility of Senior Administration members to encourage and support supervisors, principals and the District Health and Safety Committee in administering this administrative procedure.
3. It shall be the responsibility of managers/supervisors and principals to ensure compliance with the regulations and procedures of this administrative procedure for all work sites in the district.
4. It shall be the responsibility of the District Health and Safety Committee to provide leadership and coordination in health and safety matters to work site committees.
5. Each work site shall have a Joint Health and Safety Committee as per Occupational Health and Safety Regulations. There shall be an opportunity to discuss health and safety issues as required at staff meetings or at special meetings.
6. It is the responsibility of all workers to follow safe work practices, to participate in making their work environment safe and healthy and to consult and cooperate with their health and safety committees.

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Procedures

1. It is the responsibility of Senior Administration, school administrators and managers/supervisors to:
 - 1.1 ensure the health and safety of their employees and other workers on school district work sites, and to provide information, instruction, training and supervision.
 - 1.2 comply with *Workers Compensation Act* legislation, Occupational Health and Safety regulations and orders and to remedy hazards in the workplace.
 - 1.3 ensure that workers are aware of all known or reasonably foreseeable hazards, to comply with *Workers Compensation Act* legislation, Occupational Health and Safety regulations and orders, to establish occupational health and safety policies, practices and programs and to provide personal protective equipment as required.
 - 1.4 make a copy of the *Workers Compensation Act* and regulations available for staff, to consult and cooperate with joint health and safety committees, WorkSafeBC and any persons carrying out duties under the *Workers Compensation Act*.
2. It is the responsibility of workers to:
 - 2.1 take reasonable care to protect themselves and others, to comply with *Workers Compensation Act* legislation, Occupational Health and Safety regulations and orders, to follow established procedures, to use personal protective equipment and to not engage in horseplay.
 - 2.2 ensure that their safety and the safety of others is not impaired, to report any contravention of WorkSafeBC requirements or any hazards, to consult and cooperate with joint health and safety committees or worker representatives and WorkSafeBC.
3. As set out in Occupational Health and Safety regulations, each work site is to have either a Joint Health and Safety Committee or a workers' representative.
4. Each Joint Health and Safety Committee shall establish its own rules and procedures, including rules of how it will perform its function.
5. Joint Health and Safety Committees shall:
 - 5.1 meet regularly, at least once per month, and post meeting minutes at the work site.
 - 5.2 identify workplace situations that may be unhealthy or unsafe and shall advise management.
 - 5.3 consider and expeditiously deal with health and safety complaints, and consult with employees and management on health and safety issues.

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- 5.4 make recommendations to management and workers for improving health and safety and the promotion and monitoring of health and safety programs.
 - 5.5 ensure accident investigations are carried out and participate in accident investigations. Joint Health and Safety Committees will also ensure that regular inspections are carried out and participate in regular inspections.
 - 5.6 carry out other duties as required by Occupational Health and Safety regulations.
6. The District Health and Safety Committee shall provide advice and assistance to Senior Administration and joint committees and worker representatives in ensuring the effective and efficient implementation of all aspects of this policy and the Occupational Health and Safety Regulations.