



HEALTH AND SAFETY OF EMPLOYEES IN THE WORKPLACE

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Context

Provincial standards through The School Act, WorkSafe BC and Labour Agreements insist that a work/learning place be safe and healthy for all. Consistently working to maintain high quality of safety and health lead to more secure and productive work/learning environments. These principles are consistent within other District policies regarding personnel (600), respectful workplaces and attendance support (603); for students' safe, caring and inclusive school communities (700), and student discipline (701)

Policy Statement

The Board recognizes that the health and safety of all employees and students is of primary concern and is therefore committed to providing a safe working and learning environment. We strive to provide excellence in maintaining health and safety in our work/learning spaces.

Guidelines

1. All Health and Safety programs enacted through contractual and WorkSafe regulation will be established, monitored and reviewed.
2. All reasonable steps will be taken to prevent injury and ill-health.
3. As a community, we will promote health and safety in accordance with provincial health guidelines and expectations.
4. All biohazards will be identified and handled according to the Biohazard Exposure Plan – Safe Removal of Sharps Needles.
5. Facilities maintenance and upgrading will consider enhancements that increase the health and safety for workers and learners.
6. Anyone who disrupts the safe proceeding of a school or school function will be subject to section 177 of the School Act (Maintenance of Order).
7. The Board prohibits the use or consumption of impairing substances at work or in the workplace.

Reference:

- Administrative Procedure to Board Policy 801: Health and Safety in the Workplace
- The School Act Section 177 (maintenance of Order)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_11#section177

Dates of Adoption/Amendments:

Adopted: 1991.02.26

Amended: 1991.04.23: 1991.09.10: 1997.11.25: 2008.11.25: 2019.08.27: **2022.06.28**



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PURPOSE

The purpose of these Administrative Procedures is to set out the roles and responsibilities for health and safety within the School District, as per policy 801: Health and Safety of Employees in the Workplace.

KEY PRINCIPLES FOR MANAGING HEALTH AND SAFETY

Health and Safety Program

A health and safety program is designed to provide a safe and healthy working and learning environment through a practical system of procedures and practices for:

- a. the prevention and elimination of hazards to people (employees, students and members of the public), equipment and property damage, machinery and environment;
- b. situations which will assist and enable all employees to work at minimal risk to themselves, fellow workers, students and members of the public;
- c. providing reliable information so employees can successfully fulfill their health and safety responsibilities;
- d. providing a consistent approach to health and safety throughout the School District;
- e. establishing health and safety standards as a baseline for evaluating the School District's performance against legal and regulatory requirements;

A formal health and safety program is required when an employer has 50 or more employees. Core components of a health and safety program include:

- a. Occupational Health and Safety policy;
- b. regular inspections;
- c. written instructions;
- d. management meetings;
- e. investigations;
- f. records and statistics;
- g. instructions and supervision of workers.

Incident Prevention

Incident prevention is the process of reducing or eliminating behaviours and/or conditions that have the potential to cause injury, harm or property damage within a workplace and learning environment.

Due Diligence

- 1. Due diligence is the level of judgement, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.



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2. When applied to health and safety, due diligence means that employers shall take all reasonable precautions, under the particular circumstances, to prevent injuries or incidents in the working and learning environment. This duty also applies to situations that are not addressed elsewhere in the Occupational Health and Safety legislation.
3. Due diligence is demonstrated by the actions that are taken before an event occurs, not after.

ROLES AND RESPONSIBILITIES

1. The Board of Education will take all reasonable steps to:
 - a. endeavor to provide and maintain a healthy and safe working and learning environment;
 - b. establish the policy governing the health and safety program;
 - c. provide direction to the Superintendent of Schools regarding the development and implementation of the School District's health and safety program.
2. The Superintendent of Schools is responsible for:
 - a. delegating an annual review of the health and safety program;
 - b. ensuring that the District Leadership Team has awareness of the health and safety program;
 - c. ensuring that the health and safety program is being effectively implemented across all sites.
3. The Director of Operations, under the direction of the Secretary Treasurer, has overall responsibility for health and safety in the School District and will take all reasonable steps to:
 - a. Initiate activities and programs which will ensure compliance of the School District with all WorkSafeBC requirements;
 - b. make funding recommendations to the Board of Education in order to ensure a safe working and learning environment;
 - c. ensure that School District land, premises and property is maintained in a manner that ensures the health and safety of persons at or near the workplace;
 - d. ensure that any contractor at a worksite is supplied with any information that is necessary to identify and control hazards;
 - e. ensure that adequate standards, procedures and working practices for maintenance of buildings and equipment and for the performance of all potentially hazardous tasks are established;
 - f. ensure adequate instruction, training and education takes place for all staff;
 - g. ensure that a District Health and Safety Committee and Site Joint Health and Safety Committees are established and meet on a monthly basis;
 - h. ensure that regular inspections are carried out at each site on a regular basis;
 - i. ensure that all pertinent and required records and statistics are maintained and reviewed.



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4. Members of the District Senior Leadership Team will take all reasonable steps to:
 - a. provide specific direction on the implementation of the health and safety program within each worksite, delegating tasks as necessary to ensure completion;
 - b. exercise due diligence in order to ensure the health and safety of all employees and non-employees, including students, volunteers and other visitors;
 - c. take all reasonable steps to remedy any workplace conditions that are hazardous to the health and safety of employees and non-employees;
 - d. ensure that employees are made aware of all known or reasonably foreseeable health and safety hazards to which they are likely to be exposed to by their work;
 - e. ensure the provision of safeguards, safety appliances and devices, including personal protective equipment necessary for the protection of employees;
 - f. upon identification and investigation of hazardous working and learning conditions, will forward concerns to and review and address recommendations of the Site and District Joint Health and Safety Committees;
 - g. ensure the implementation of practices and procedures to effectively eliminate or effectively control hazards;
 - h. cooperate with WorkSafeBC and any other person carrying out a duty under the Occupational Health and Safety Regulations (OHSR);
5. Principals, Vice-Principals and other management staff will take all reasonable steps to:
 - a. ensure that all new / transferred employees receive proper orientation and are provided with training in all safe work procedures required for their job;
 - b. ensure the health and safety of all workers under their direct supervision;
 - c. be alert to unsafe working practices and conditions, and deal with them promptly and effectively;
 - d. report any hazards to the Director of Operations and the Site Joint Health and Safety Committee;
 - e. consult and cooperate with the Site Joint Health and Safety Committee and the District Occupational Health and Safety Committee;
 - f. ensure that all incidents are investigated to determine causation, that an accident report form is completed, along with a written accident investigation report where required, and that these documents are forwarded to the Health and Wellness Coordinator and the Site Health and Safety Committee;
 - g. as required by collective agreements, documents will be forwarded to MATA or CUPE Local 3570
 - h. establish, maintain and update safe work procedures;
 - i. ensure regular maintenance is carried out on equipment and machinery;
 - j. enforce the use of safeguards, safety appliances, and devices, including the wearing of personal protective equipment;



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- k. encourage incident, accident and hazard reporting;
- l. carry out regular inspections within their designated areas on site in accordance with the health and safety program;
- m. cooperate with WorkSafeBC and any other person carrying out a duty under the Occupational Health and Safety Regulations (OHSR);

6. All employees will:

- a. comply with all health and safety directives and regulations;
- b. perform all tasks using safe work procedures required to ensure minimum risk of injury or accident to themselves and to others;
- c. report all injuries, incidents and accidents to their supervisor and assist in completing the appropriate report forms;
- d. wear and / or use personal protective clothing and equipment, as well as safeguards, safety appliances and devices, as required;
- e. ensure that their ability to work is not impaired;
- f. refuse to do unsafe work that they have reasonable cause to believe would create an undue hazard to the health and safety of any person.
- g. report all health and safety hazards to their supervisor, including the absence or defect in any protective equipment, device or clothing;
- h. not remove, impair or render ineffective any safeguard provided for protection;
- i. model and practice a responsible attitude toward health and safety on the job and not engage in horseplay;
- j. cooperate with WorkSafeBC and any other person carrying out a duty under the Occupational Health and Safety Regulation; and,
- k. cooperate with the members of the Joint Site Health and Safety Committee.

7. All students are expected to:

- a. comply with rules, policies and codes of conduct in order to maintain a safe and healthy environment conducive to learning;
- b. use safe actions in schools, on school property and at school events
- c. maintain a safe and healthy environment and report unsafe conditions.

8. Contractors and sub-contractors will:

- a. report to the school office upon first entry to a school property;
- b. comply with applicable health and safety legislation;
- c. make arrangements with the Director of Operations concerning emergency procedures;



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- d. immediately correct any unsafe condition or acts observed in their jurisdiction and report any out of their jurisdiction;
 - e. providing education, training and enforcing the use of applicable personal protective equipment;
 - f. report of all incidents and injuries; investigate and report the findings of all lost time and serious incidents to their representative;
 - g. cooperate with all safety representatives having jurisdiction on their job site;
 - h. maintain good housekeeping;
9. Visitors, suppliers and consultants will:
- a. report to the school office upon first entry to a school property;
 - b. participate and comply with health and safety directives received from the site administrator;
 - c. comply with the School District's health and safety rules;
 - d. wear adequate personal protective equipment as necessary;
 - e. report any unsafe acts or unsafe condition to the site administrator which could have any negative health and safety consequence; and,
 - f. report any injury sustained on Qualicum School District property or premises.
10. Enforcing the Health and Safety Program
- Members of the District Leadership Team will monitor and enforce the health and safety program along with associated activities, safety rules and administrative procedures, including responding appropriately to any person who fails to comply with WorkSafe BC health and safety regulations or the school district safety procedures.
11. Review of the Health and Safety Program
- The health and safety program and the related policy and administrative procedure will be reviewed at least annually and published in part or as a whole, when required.

Reference:

- Board Policy 801: *Health and Safety of Employees in the Workplace*

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