



HEALTH AND SAFETY FOR EMPLOYEES IN THE WORKPLACE

POLICY

The Board of Education is committed to maintaining a healthy and safe work environment for all of its employees by implementing and maintaining a comprehensive program of Occupational Health and Safety (OH&S) which complies with the Workers Compensation Act, WorkSafeBC regulations, Workplace Hazardous Materials Information System (WHIMIS) requirements and all other relevant occupational health and safety regulations.

REGULATIONS

1. The General Manager of Operations, under the direction of the Secretary-Treasurer, is responsible for:
 - initiation and supervision of a District Occupational Health and Safety Plan of activities and programs which will ensure compliance of the District with all WorkSafeBC requirements.
 - presentation to the Board, through the Secretary-Treasurer, of planning and funding recommendations designed to ensure healthy and safe work environments in the District.

2. Worksite Managers are responsible for:
 - implementation of the District OH&S Plan within each worksite - assigning tasks as necessary and ensuring their completion.
 - ensuring that all WorkSafeBC references and directives are circulated to all employees and filed or maintained so as to be readily accessible to all employees.
 - supporting and encouraging employee endeavours and suggestions to improve safety practices in the District.

3. The Board of Education requires the establishment of a District Occupational Health and Safety Coordinating Committee with representation from all employee groups. The District Occupational Health and Safety Committee is responsible for:
 - the provision of input and feedback to the General Manager of Operations regarding the District OH&S Plan.
 - maintaining an overview of all Site OH&S Committees and acting as a resource for Site OH&S Committees.
 - co-ordination of the training of Site OH&S Committees.
 - monitoring of accidents and incidents throughout the district.
 - circulation of District OH&S Committee minutes.
 - raising district employee awareness of health and safety issues.

4. The Board of Education requires the establishment of a Site Occupational Health and Safety Committee with representation from all employee groups. Each Site OH&S Committee is responsible for:
 - meeting monthly to review health and safety issues at each work site and to perform duties as specified by WorkSafeBC regulations and the District OH&S Plan. These duties include but are not limited to the forwarding of recommendations and information regarding specific site OH&S to the District OH&S Committee and to the General Manager of Operations.



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5. The Board of Education requires each work site to have a designated First Aid Person with training and qualifications which are in accordance with WorkSafeBC regulations. The Board of Education is responsible for costs associated with the training of designated First Aid Persons. The designated First Aid Person is responsible for:
 - providing first aid services to employees.
 - maintaining the currency of his/her certificate.

6. Each individual Employee is responsible for:
 - learning and following safe work procedures.
 - correcting hazards or reporting them to supervisors.
 - participating in inspections and incident investigations when requested to do so.
 - using personal protective equipment when required.
 - helping to keep a safe workplace by recommending ways to improve health and safety in the workplace.