

- Procedure Number: 595
 - Procedure Name: Health and Safety (revision #1)
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Health and Safety**1. Principles of Health and Safety**

- (a) Every employee of the district has a duty to work in a safe manner, to ensure safe working conditions, and to promote safe working practices and positive attitudes towards accident prevention.
- (b) Every employee shall perform his/her job only if it is safe to do so.

2. The Board will:

- (a) endeavour to provide and maintain a healthy and safe working and learning environment.
- (b) be responsible for the adequate direction and instruction of employees in the safe performance of their duties.
- (c) ensure that regular inspections are made at appropriate intervals of all district premises, equipment, work methods and work practices, and ensure that prompt action is undertaken to correct any hazardous conditions found.

3. Administrative Staff shall:

- (a) establish adequate standards, policies, procedures and work practices for maintenance of buildings and equipment in an attempt to ensure a healthy and safe working and learning environment.
- (b) provide instruction and supervision of workers in the safe performance of their work.
- (c) coordinate safety programs such as earthquake safety and hazardous materials programs.
- (d) identify and investigate hazardous working and learning conditions and implement practices and procedures to eliminate or reduce hazards.
- (e) ensure that safeguards, safety appliances and devices, including personal protective equipment necessary for the protection of employees and students are available and are used by the individuals involved.
- (f) enforce regulations and proper work procedures and correct any hazardous or unsafe conditions.
- (g) ensure that a person with a valid First Aid Certificate is employed as required by W.C.B. Regulations.
- (h) ensure the presence of an appropriately equipped first aid kit at each place of employment.
- (i) in accordance with W.C.B. Regulations, ensure that each work site has:
 - (i) a joint health and safety committee for sites with 20 or more workers, or
 - (ii) a worker health and safety representative for work sites with less than 20 workers.
- (j) maintain records and statistics, including reports of inspections and accident investigations.
- (k) forward a copy of the Health and Safety Committee minutes to the district OH&S officer.

4. Supervisors

- (a) ensure that each employee is properly trained to perform his/her job safely.
 - (b) are alert to unsafe working practices and conditions with a view to their correction.
 - (c) report any real or potential hazard(s) to their supervisor.
 - (d) when an accident occurs, ensure that an accident incident report form is completed, conduct an investigation to determine probable cause, and recommend actions which will reduce the possibility of recurrence.
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5. ***Employees are expected to:***
 - (a) perform all tasks without risk of injury to themselves or others.
 - (b) report health or safety hazards to their supervisor.
 - (c) use and/or wear protective clothing and equipment as required.
 - (d) comply with all health and safety regulations and directives.
 - (e) adopt a responsible attitude towards safety on the job.
 - (f) not remove, impair or render ineffective any safeguard provided for protection.
 - (g) report all accidents and complete the appropriate accident report form.

6. ***Joint Health and Safety Committees and Worker Health and Safety Representatives (formed in accordance with W.C.B. Part 3, Division 2 – Sections 125-140) shall:***
 - (a) hold regular meetings at least once per month, record proceedings and forward the minutes promptly to the district OH&S officer.
 - (b) assist in encouraging a safe environment for students, visitors and staff within the district.
 - (c) recommend actions, which will improve the effectiveness of the health and safety program.
 - (d) promote compliance with health and safety regulations.
 - (e) determine that regular inspections of the place of employment have been carried out and that accident investigations have been made.
 - (f) recommend measures to attain compliance with regulations and the correction of hazardous conditions.