

School District #64 Site Safety Representative Responsibilities

Thank you for volunteering to act as the site representative and for being a part of our district safety program

Site Safety Meetings	<ul style="list-style-type: none"> □ Make Health and Safety a part of every staff meeting agenda
	<ul style="list-style-type: none"> □ Send notes from staff meetings related to Health and Safety to the district JHSC at Plant Services □ Ensure that district JHSC minutes and other safety notices are posted at your site
	<ul style="list-style-type: none"> □ Review the District Emergency Plans and Fire Plan □ Work with supervisor/ principal to assign staff to specific responsibilities identified in the plans
	<ul style="list-style-type: none"> □ Familiarize yourself with the District Health and Safety webpage at http://sd64.bc.ca/district/health-and-safety/
Inspection Process and Recording	<ul style="list-style-type: none"> □ Download and print site inspection spreadsheet from http://sd64.bc.ca/district/health-and-safety/ □ Perform site inspections regularly □ Enroll another person to improve effectiveness of inspections <p>FYI - A member of the district Joint Health and Safety Committee is assigned to your location and will be available to work with you</p> <ul style="list-style-type: none"> □ Document site hazards in spreadsheet □ When possible solve issue on site e.g. move object blocking fire exit
	<ul style="list-style-type: none"> □ Enter any items that require attention into the workorder system. Enter the items with a priority of Safety <p>FYI - At most sites the administrative assistant is designated to enter items into the work order system</p> <ul style="list-style-type: none"> □ Forward site inspection form to the district JHSC at Plant Services □ If a safety concern requires immediate attention contact the supervisor of that site.