



*"Inspire learners, Integrate sustainability,
Involve community"*

SCHOOL DISTRICT NO. 64

PROCEDURE 300 Health and Safety

Section: Learning and Working Environment

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

1. The Superintendent is responsible for establishing and maintaining policies, procedures and work practices that
 - a. provide a healthy, safe and secure working environment for all, and for employees in accordance with Work Safe BC regulations;
 - b. ensure the safe handling, storage, use and disposal of hazardous materials
 - i. in a manner consistent with
 - the Workplace Hazardous Materials Information System; and
 - as required by Workers' Compensation Board Regulations
 - ii. through ongoing WHMIS information and training sessions for all employees
 - c. foster a workplace culture of safety and leading by example;
 - d. create strategies for the effective management of occupational health and safety practices;
 - e. provide adequate direction and instruction of employees in the safe performance of their duties;
 - f. review health and safety incidents/ trends on a regular basis.
2. Standards and procedures for will be developed and appropriately applied.
3. School District and school administrators are responsible for ensuring that all employees are made aware of policies, procedures, and work practices which have been established by the Superintendent to ensure safety in the workplace and for arranging appropriate training for employees when necessary.
4. School District and school administrators will ensure that school buildings and equipment are maintained in such manner as to provide and sustain safe learning and working environments.

5. It shall be the responsibility of each employee to
 - a. observe School District safety policies and procedures;
 - b. work in a prudent and safe manner;
 - c. perform their work only if it is safe to do so; and
 - d. report and/or document any safety or health hazards to the appropriate School District or school administrator.
6. In the spirit of working cooperatively to promoting everyone's health, safety and well-being, no employee shall be disciplined for refusal to work in an unsafe environment or for attempting to suggest improvements to working conditions.
7. The Superintendent shall establish a Joint District Occupational Health and Safety Committee, composed of not fewer than seven members, including representation by management (the Board and Gulf Islands Principals/Vice Principals Association), the Gulf Islands Teachers' Association, and the Canadian Union of Public Employees, Local 788.
8. It shall be the responsibility of committee members to
 - a. promote safe work practices and conditions;
 - b. identify unsafe or unhealthy equipment or working conditions and consult with the employer on corrective measures;
 - c. conduct investigations and deal with health and safety complaints;
 - d. carry out any other duties and functions prescribed by the Workers Compensation Act.
 - e. assist in creating and sustaining a safe place of work by
 - i. consulting with workers and the employer on issues related to occupational health and safety;
 - ii. monitoring the effectiveness of health and safety programs and policies
 - iii. recommending actions to the Superintendent that may improve the safety of working and learning environments.
9. Each district site shall have at least one First Aid Attendant who shall:
 - a. hold and maintain a valid BC First Aid Certificate as required by WorkSafeBC Occupational Health and Safety Regulation;
 - b. maintain the appropriate equipment, supplies and facilities;

- c. complete all documentation as required;
- d. consult with and/ or attend the Site-based Joint Occupational Health and Safety Committees, as requested;
- e. be compensated for the certification level required at the site as outlined in the WorkSafeBC Occupational Health and Safety Regulations

10. The Principal of a school or supervisor of a department will

- a. select suitable candidates for appointment as First Aid Attendants, by May 31st of each year, to allow sufficient time to ensure compliance with the WorkSafeBC Occupational Health and Safety Regulations for the following school year;
- b. give selection preference to staff who are on site for the full school day in order to ensure appropriate first aid coverage through the day.

11. Qualified First Aid Attendants, once appointed, must agree to serve in that position for a period of one (1) year.

12. It is the responsibility of the First Aid Attendants to notify site supervisors when planned absences are known or in the event of illness.

References:

- WorkSafeBC Occupational Health and Safety Regulations Sections 3.14 to 3.21.
- Workplace Hazardous materials Information System (WHMIS):
<https://www.worksafebc.com/en/health-safety/hazards-exposures/whmis>
- Policy and Procedure 3550