

**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**POLICY**

NO: 6700

DATE: 98-02-10

REVISED: 2011-05-03

SUBJECT: **DISTRICT HEALTH AND SAFETY PRACTICES**

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The health and safety of pupils, employees and others who visit or use school district facilities is of major importance to the Board. A district health and safety committee, with sub-committees in each place of work, will therefore be established and will continue to operate to ensure that adequate health and safety practices are developed and followed. To this end the district committee and sub-committees will:

- 1) Promote compliance with health and safety regulations and standards and with the spirit and intent of the Workers' Compensation Board Regulations.
- 2) Through appropriate programs, encourage health and safety consciousness among school district management and supervisory personnel, employees, pupils and members of the public using school district facilities.
- 3) Provide the means by which staff may acquire necessary first aid training.

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**REGULATIONS**

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**1. District Health and Safety Committee**

i) District Health and Safety Committee:

The committee shall be formed and shall be known as the "District Health and Safety Committee".

ii) Composition:

a) The District Health and Safety Committee shall be a joint committee comprised of four members.

b) Employee - one member shall be appointed from each of the following unions:

Fraser-Cascade Teachers' Association  
Construction, Maintenance and Allied Workers

c) Employer - two representatives will be appointed from the Education Administration/Business Administration staff.

iii) Functions:

a) Promote health and safety consciousness.

b) Review Health and Safety sub-committee reports, Workers' Compensation reports, and other health and safety related reports brought to its attention and, where appropriate, make recommendations arising from such reviews to the employer.

c) Make recommendations to the employer for the establishment and enforcement of district-wide health and safety practices.

d) Ensure that, where practicable, sufficient staff are trained to provide emergency first aid services as might reasonably be required; and that facilities are equipped with standard safety clothing, protective equipment, and emergency first aid supplies.

e) Prepare copies of its meeting records.

f) Other such responsibilities as may be assigned by the Board of School Trustees.

iv) Meetings:

- a) One of the management committee representatives will be responsible for convening the first meeting of the committee each school year, at which time the first order of business shall be the election of a chairperson and secretary and any other officers deemed necessary or appropriate by the committee.
- b) The committee will meet at the call of the chairperson; or within 10 days of a request of the majority of members.
- c) The committee will meet at least quarterly.
- d) A quorum shall consist of a majority of members.

v) Minutes:

Minutes will be prepared as soon as possible after the meetings and copies will be provided to employee groups, the Secretary-Treasurer and Trustees of the School District and the Workers' Compensation Board's Industrial Safety Department.

vi) Agenda:

An agenda will be prepared under direction of the committee chairperson and distributed to members prior to the meetings.

**2. Health and Safety Sub-Committee**i) Committee:

A Health and Safety Sub-Committee will be established and maintained in each school district place of work.

ii) Composition:

Sub-Committees shall be joint committees and will comprise a representative of the Fraser-Cascade Teachers' Association and a representative of the Construction, Maintenance and Allied Workers Local 2423, who shall be appointed annually by their fellow employees at the place of work at the commencement of the school year, and the principal or designated supervisor of the facility, who shall be responsible for ensuring that the committee functions in accordance with Board Policy and these regulations.

iii) Functions:

Sub-Committees will be responsible for:

- a) Promoting health and safety consciousness. This will include promoting an awareness of the importance of a scent-reduced environment. Posters will be displayed at each site and pertinent information will be reviewed with staff.

- b) Accompanying Workers' Compensation, Fire Marshal, Health or other inspectors during inspections.
  - c) Ensuring that all accidents incurred by pupils, employees or members of the public and/or incidents which might have led to an accident, which occur on school district property for which the sub-committee has a responsibility, are investigated and reported as required by school district or Workers' Compensation regulation.
  - d) Conducting their own monthly inspection of the school district facilities for which they have a responsibility with a view to noting potential health and safety hazards.
  - e) Taking such steps as might be appropriate at the sub-committee level to correct deficiencies or problems identified in the foregoing; and reporting and making recommendations to the District Health and Safety Committee when appropriate.
  - f) Ensuring that sufficient adequately trained personnel are available to provide emergency first aid services to employees, pupils and members of the public using school facilities during regular school hours; and advising the District Health and Safety Committee when personnel desire or require first aid training.
  - g) Ensuring the implementation of district health and safety practices and implementing health and safety practices of particular application for the facilities for which the sub-committee is responsible.
  - h) Meeting such other responsibilities as might be delegated to sub-committees by the District Health and Safety Committee or the Board of Education.
- iv) Meetings:
- The principal or designated supervisor will be responsible for convening the first meeting of the sub-committee each school year, at which the first item of business shall be to elect a chairperson, secretary and any other officer deemed necessary or appropriate by the committee.
- Sub-committees will meet at the call of the chairperson or at the request of a member of a sub-committee, but at least as often as monthly.
- v) Minutes:
- Minutes of the committee's deliberations will be recorded and distributed as follows: the District Health and Safety Committee and the School District Secretary-Treasurer.