



Adopted: 1998-02-10	Reviewed:	Amended: 2011-05-03 2018-04-10
---------------------	-----------	-----------------------------------

POLICY

SUBJECT: **DISTRICT HEALTH AND SAFETY PRACTICES**

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. identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
2. consider and expeditiously deal with complaints relating to the health and safety of workers;
3. consult with workers and the employer on issues related to occupational health and safety and occupational environment;
4. make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
5. make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness;
6. advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
7. advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;
8. ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations;
9. participate in inspections, investigations and inquiries as provided in this Part and the regulations;
10. carry out any other duties and functions prescribed by regulation.



Adopted: 1998-02-10	Reviewed:	Amended: 2011-05-03 2018-04-10
---------------------	-----------	-----------------------------------

REGULATIONS

SUBJECT: DISTRICT HEALTH AND SAFETY PRACTICES

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) 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.

iv) 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.

v) 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-Committeei) 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) 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.

iv) 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.

3. Worker Responsibilities:

i) Workers have the responsibility to:

a) Learn and follow safe working procedures

- b) Correct hazards and report hazards to supervisors
- c) Participate in inspections and incident investigations when required
- d) Use personal protective equipment where required
- e) Help to keep a safe workplace recommending ways to improve the District's Occupational Health and Safety Programs.

4. Employer Responsibilities:

The Employer has the responsibility to:

1. Remedy any workplace conditions that are hazardous to the health and safety of the employer's workers,
2. Ensure that Employer's workers
 - a. Are made aware of all known or reasonably foreseeable health and safety hazards to which they are likely to be exposed by their work,
 - b. Are oriented to their worksite by the site supervisor (School Administrator or Maintenance Manager as appropriate),
 - c. Comply with this policy and any regulations or applicable orders,
 - d. Are made aware of their rights and duties in accordance with WorkSafeBC regulations,
3. Establish health and safety policies and programs in accordance with the regulations,
4. Provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the employer's workers
5. Conduct an annual review of each site committee in keeping with WorkSafeBC regulations (3.26),
6. Provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers in the workplace, and
7. Consult and cooperate with the joint committees and worker health and safety representatives for the workplaces of the employer.