

Section 1: Roles and Responsibilities (2010.06.16version)

1.1 Introduction

This Manual describes the health and safety standards, which governs work to be performed by School District #6 employees. Health and safety laws and regulation applicable to all of School District #6's work can be complex. The proficiency with which we review, understand and apply them to our assignments will undoubtedly continue to be an ongoing challenge. It is however, important that each employee knows and understands her/his safety responsibilities within the district.

Full compliance with all applicable safety and health statutory requirements is the minimum acceptable standard for all facilities and operations within School District #6.

School District #6 recognizes that work activities vary considerably in dynamics and hazard potentials from site to site. The standards, practices and procedures contained in this manual are applicable to work being performed in all departments, areas and sites; however, circumstances or situations may require the need for the development of "site specific procedures". These procedures must comply with provincial legislation and be approved by management in consultation with the Joint OH&S Committee.

In each school and work site, every reasonable and practicable effort will be made to sustain the integrity of the District's Health and Safety Program with a focus on maintaining the integrity of the District's Health and Safety policy statement and well being of all employees.

PURPOSE:

The purpose of the Health and Safety Program is to provide:

- a) A consistent approach to health & safety throughout the District;
- b) A practical system of policies, procedures and practices for the prevention and elimination of hazards to:
 - i) Equipment and property;
 - ii) Machinery;
 - iii) People (employees, students, contractors and the public);
 - iv) The Environment.
- c) Health and safety standards for the measurement of performance by comparative analysis.
- d) Line management with reliable information to successfully accomplish their health and safety responsibilities;
- e) Situations which will assist and enable all workers to work at minimal risk to themselves, fellow workers and the public.

The expectation of the School District #6 Occupational Health & Safety Program is for personnel to:

- a) Have the opportunity to familiarize themselves with the information contained within the health & safety program;
- b) Implement and comply with the health & safety practices and procedures;
- c) Provide input and feedback to improve the School District's Health & Safety Program on a continuous basis.

1.2 Responsibilities:

Board of Education:

The Board of Education is responsible for establishing the policy governing the Occupational Health & Safety Program. Responsibilities include:

- Providing a statement of Policy from the Chairman of the Board of Education relating to the Health & Safety program. The statement provides a commitment and philosophy that sets levels of expectations for Health & Safety performance throughout the organization.
- Reviewing policy statement annually.

Policy 4500:

“The Board of Education of School District #6 (Rocky Mountain) is committed to providing a safe and healthy environment for its workers. To achieve this, our District has established and will maintain an Occupational Health and Safety Program designed to prevent injuries and disease. It is also a belief of the Board of Education that the focus on Health and Safety will also benefit students and the general public by providing a safe and healthy environment for all.

All workers share a responsibility with the Board of Education to take reasonable care to protect their own health and safety and that of other persons in the workplace. Every worker is to protect the health and safety of themselves and other persons by working in compliance with School District safe work procedures and complying with those regulations applicable to their work.

In accordance with WCB Act and WorkSafeBC Regulations, the Board of Education shall provide a copy of this policy for inclusion in the School District’s Occupational Health and Safety Program.”

Senior Management must:

- a) Ensure that the District Health & Safety Program is being maintained;
- b) Provide ongoing training of Principals, Supervisors and Coordinators;
- c) Provide orientation of new Principals, Supervisors, and Coordinators;
- d) Understand the WorkSafeBC Act and District Health & Safety Program and ensure timely and appropriate reporting and action.

Principals, Supervisors and Coordinators must:

- a) Understand the District Health and Safety Program and applicable regulations of the work they supervise;
- b) Ensure the health & safety of all workers under their supervision by, but not limited to:
 - 1. Correct unsafe acts, health or safety hazards;
 - 2. Ensure all work is carried out in compliance with School District safe work procedures and regulations applicable to their work;
 - 3. Ensure all workers are aware of all health & safety policies, regulations and safe work procedures;
 - 4. Ensure that workers are aware of all known or reasonably foreseeable health or safety hazards and how to isolate, prevent or remove them;
 - 5. Participate in regular safety meetings;
 - 6. Perform inspections, conduct incident investigations, take timely and appropriate action and report the outcomes to workers and committees, as appropriate;
 - 7. Perform regular inspections of the workplace;
 - 8. Provide ongoing training of workers;
 - 9. Provide orientation for new workers;
 - 10. Provide regular reports of the work of the Health & Safety Committees to the worksite staff;
 - 11. Provide workers with proper, well-maintained tools, equipment and any personal protective devices when required.

Employees must:

- a) Correct hazards and/or report them to supervisors;
- b) Exercise their right to refuse any unsafe work or condition;
- c) Help to keep a safe workplace for individuals by recommending ways to improve the District's Occupation Health and Safety Program;
- d) Learn and follow safe work procedures and those regulations applicable to their work;
- e) Participate in inspections and incident investigations when required;
- f) Take reasonable precautions to protect the safety of themselves and other persons;
- g) Understand the District Health and Safety Program;
- h) Use personal protective equipment where required.

Contractors:

Contractors are expected to follow safety rules, regulations and procedures that meet the guidelines for WorkSafeBC.

Volunteers, Visitors, Suppliers, Consultants and Other Facility Users

Volunteers, Visitors, Suppliers, Consultants and Other Facility Users are responsible for safe guarding their own safety, and also that of the School Districts and their employees.

Responsibilities include:

- a) Complying with the School District's health & safety rules;
- b) Participating and complying with health & safety directives received from the Manager of Operations;
- c) Reporting any injury sustained on School District #6 property;
- d) Reporting any unsafe acts and or unsafe conditions to the School District's representatives, which could have any negative safety or health consequence;
- e) Reporting to the school office before entering/exiting a school site for the purpose of signing in and out;
- f) Setting a good example;
- g) Wearing adequate personal protective equipment.

1.3 Enforcement of the Health & Safety Program

Compliance with the School District #6 Health & Safety Program and Legislative Health and Safety Standards is necessary to maintain a healthy and safe work environment. As with any program, corrective disciplinary action may be required to deal with non-compliance. For any safety infractions, the guidelines set forth by the School District will be followed.

School District #6 reserves the right to terminate any employee on a single safety or health infraction, with or without prior notice and in no event shall any employee be allowed more than the guidelines provided. Serious safety violations, which will result in corrective action, include:

- a) Engaging in dangerous horseplay or fighting;
- b) Failure to correct or notify supervisor of hazard (act or condition);
- c) Failure to follow established safe work procedures or manufacturer's instructions;
- d) Failure to use personal protective equipment;
- e) Intentionally endangering a person's well being;
- f) Possessing firearms and/or other weapons;
- g) Possession of or being under the influence of illegal drugs or alcohol on School District property; or
- h) Tampering with fire or safety equipment.

Corrective Action may include one or more of the following:

- a) Progressive discipline;
- b) Re-training and/or counseling;
- c) Revisal or implementation of safe work procedures;
- d) Termination of employment.