

District Health & Safety Manual Review 2010.04.29

Employee name: _____

Date: _____

Please read through the District Health & Safety Manual on line at: www.sd6.bc.ca. Click on the Health & Safety Icon and then go to the on line manual. A paper copy can be provided for you at the zone office if required.

Section 1: Roles & Responsibilities

1. Which of the following have a responsibility for creating a healthy and safe working environment in School District #6:
 - a. Students, Teachers, Supervisors and Senior Management;
 - b. Parents, Employees, Supervisors and the Board of Education;
 - c. The Board of Education, Senior Management, Principals/Supervisors and Employees;
 - d. Visitors, Employees, Supervisors and Senior Management.

2. Failure by any employee to comply to the Health & Safety Program and Legislative Health and Safety Standards could result in:
 - a. Progressive discipline;
 - b. Re-training and/or counseling;
 - c. Termination of employment;
 - d. All of the above.

Section 2: Joint Occupational Health & Safety Committees

3. Site based health & safety committees are comprised of representatives from all the employee groups on site. _____ True _____ False

4. Site based health & safety committees must meet:
 - a. Once per week.
 - b. Once per month.
 - c. Once per year.
 - d. Three times per year.

5. If you have a safety issue or concern, you must first report it to:
 - a. WorkSafeBC.
 - b. The Site Based Committee.
 - c. Your supervisor.
 - d. Your employee group representative on the site based Health & Safety committee.

Section 3: Inspections

6. Which of the following inspections could you expect to see in your work place?
 - a. Work specific inspections.
 - b. School/facilities inspections.
 - c. Special inspections.
 - d. Any/all of the above.

Section 4: Supplementary Instructions

7. Employees should be trained in the proper use of school district practices and safe work procedures:
 - a. After they have become familiar with the workplace.
 - b. Only if they have an incident in performing a specific task.
 - c. At the end of their probation period.
 - d. Before commencing any work activities.

Section 5: Hazard Identification

8. Which of the following types of hazards might you expect to encounter in your workplace?
 - a. Biological Hazards.
 - b. Chemical Hazards.
 - c. Ergonomic Hazards.
 - d. Physical Hazards.
 - e. Any/all of the above.
9. What kind of control measures can be used to limit hazards?
 - a. Self control, purchasing controls, engineering controls, and elimination.
 - b. Administration controls, elimination, engineering controls and purchasing controls.
 - c. Design controls, employee controls, purchasing controls, and administration controls.
 - d. Student controls, self control, employee controls and administration controls.

Section 6: Investigation of Incidents

10. Which of the following need to be reported to your supervisor ASAP?
 - a. An incident that did NOT result in injury to anyone or anything but could have i.e. A Near Miss.
 - b. A minor cut that only needed a bandaid that was put on by the First Aid Attendant.
 - c. A threatening phone call by an angry parent regarding her daughter's report card.

- d. An injury that required you seek medical attention.
- e. All of the above.

Section 7: Instruction of Workers

11. How many hours of safety related training are Health & Safety committee members eligible for each year?
- a. 8 hours.
 - b. 4 hours.
 - c. 12 hours
 - d. The District determines the amount of training on a year by year basis.

Section 8: First Aid

12. All injuries, no matter how minor, must be reported to the First Aid Attendant.
- _____ True _____ False

Section 9: Hazardous Materials and Substances

13. Up to date Material Safety Data Sheets for products used by the District can be found online through a retrieval system called MSDS Fetch.
- _____ True _____ False

Section 10: Records and Statistics

14. The District studies data on such things as frequency rates and severity rates so:
- a. Workers who are injured on the job can be fired.
 - b. Schools and departments can be charged each time they have an incident.
 - c. Incidents and injuries can be analyzed and prevented from re-occurring.
 - d. Blame can be assigned each time there is an injury.