



Policy:

The Board of Education of School District No. 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 WorkSafe B.C. Regulations, the Board of Education shall provide a copy of this policy for inclusion in the School District's Occupational Health and Safety Program.

References: WorkSafe B.C. Regulations (worksafebc.com)
School District No. 6 (Rocky Mountain) Health and Safety Manual
School District Emergency Flip Chart

Regulations:

Notwithstanding the requirements of the Workers' Compensation Act and WorkSafe B.C.'s regulations, the responsibilities to ensure healthy and safe work sites in our School District are assigned as follows:

1. Senior Management Responsibilities Include:

- 1.1 understanding the WCB Act and District Healthy and Safety Program and ensuring timely and appropriate reporting and action;
- 1.2 ensuring that the District Health and Safety Program is being maintained;
- 1.3 orientation of new Principals, Supervisors, and Coordinators;
- 1.4 providing ongoing training of Principals, Supervisors and Coordinators.

2. Principals', Supervisors', Coordinators' Responsibilities Include:

- 2.1 understanding the District Health and Safety Program and applicable regulations of the work they supervise;
- 2.2 ensuring the health and safety of all workers under their supervision by, but not limited to:
 - 2.2.1 orientation of new workers;
 - 2.2.2 providing ongoing training of workers;
 - 2.2.3 ensuring all workers are aware of all health and safety policies, regulations and safe work procedures;
 - 2.2.4 providing workers with proper, well-maintained tools, equipment and any personal protective devices when required;
 - 2.2.5 making workers aware of all known or reasonably foreseeable health or safety hazards and how to isolate, prevent or remove them;
 - 2.2.6 performing regular inspections of the workplace;
 - 2.2.7 correcting unsafe acts, health or safety hazards;
 - 2.2.8 ensuring all work is carried out in compliance with School District safe work procedures and regulations applicable to their work;
 - 2.2.9 participating in regular safety meetings;
 - 2.2.10 performing inspections, conducting incident investigations, taking timely and appropriate action, and reporting the outcomes to workers and committees, as appropriate;
 - 2.2.11 providing regular reports of the work of the Healthy and Safety Committees to the worksite staff.

3. Workers' Responsibilities Include:

- 3.1 understanding the District Health and Safety Program;
- 3.2 learning and following safe work procedures and those regulations applicable to their work;
- 3.3 taking reasonable precautions to protect the safety of themselves and other persons;
- 3.4 using personal protective equipment where required;
- 3.5 correcting hazards and/or reporting them to supervisors;
- 3.6 participating in inspections and incident investigations when required;
- 3.7 reporting all accidents/incidents to their supervisor as soon as possible;
- 3.8 helping to keep a safe workplace for individuals by recommending ways to improve the District's Occupational Health and Safety Program, to be discussed at the local committee level and forwarded to the District Occupational Health and Safety Committee.