

ADDENDUM

No. B.12

Addendum to **HEALTH AND SAFETY POLICY**

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OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES

An Occupational Health and Safety Representative is required in each workplace where there are more than nine but fewer than 20 employees regularly employed:

- Captain Meares Elementary Secondary School
- Kyuquot Elementary Secondary School
- School District Office/Operations Department
- Zeballos Elementary Secondary School

The Occupational Health and Safety Representative must be selected from among the employees at the workplace who do not exercise managerial functions at that workplace.

To the extent practicable, the Occupational Health and Safety Representative works together with his/her Supervisor to:

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 employees and the employer on issues related to occupational health and safety and occupational environment.
4. Make recommendations to the employer and the employees for the improvement of the occupational health and safety of employees and compliance with the regulations, and monitor their effectiveness.
5. Make recommendations to the employer on educational programs promoting the health and safety of employees and compliance with the regulations, and monitor their effectiveness.
6. Advise the employer on programs and policies required under the regulations for the workplace and monitor their effectiveness.
7. Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of employees.
8. Ensure that incident investigations and regular inspections are carried out as required by regulation, and participate in such inspections, investigations and inquiries as provided by regulation.
9. When necessary, request information from the employer about:
 - a. known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - b. health and safety experience and work practices and standards in similar or other locations of which the employer has knowledge.
10. Carry out any other duties and functions prescribed by regulation.

ADDENDUM

Records

Accurate records of all matters that are brought to the attention of the OH&S Representative and the Supervisor will be maintained at the worksite for a period of at least two years, with the exception of the following:

- First aid records must be kept for at least 10 years at the District Office;
- Education and training records should be kept at the District Office for at least three years after the training session.

All reports of inspections and safety issues are to be distributed to employees and posted at each worksite. A copy is to be forwarded to the Human Resources Administrator for distribution to the Superintendent of Schools/Secretary-Treasurer and the Operations Supervisor.

Term of Office

1. The Occupational Health and Safety Representative shall represent the workplace for a minimum of one year.
2. If the Representative is unable to complete the term of office, the non-managerial employees will choose another member.

Recommendations to the Employer

Recommendations will be:

- directly related to health and safety;
- reasonably capable of being done;
- complete (i.e. employer will not need more information to make a decision).

Assistance in Resolving Disagreements

If the Occupational Health and Safety Representative is unable to reach an agreement with the employer on a matter relating to the health and safety of employees at the workplace, WorkSafeBC will be contacted to investigate and attempt to resolve the matter.