



Vancouver Island West School District 84
OCCUPATIONAL HEALTH & SAFETY PROGRAM

SECTION R
ROLES AND RESPONSIBILITIES

	<u>Page</u>
Introduction	1
Purpose	1
Responsibilities	3
Board of Education	
Responsibilities of Supervisors	
Responsibilities of Workers	
Subcontractor/Trade Contractor Responsibilities	
Visitors', Suppliers' and Consultants' Responsibilities	
Enforcement of Health and Safety Program	4
Administration and Distribution of Program	5
APPENDIX 1	
District Policy B.12, Occupational Health and Safety	



Vancouver Island West School District 84
OCCUPATIONAL HEALTH & SAFETY PROGRAM

SECTION R

ROLES AND RESPONSIBILITIES

INTRODUCTION

This Manual describes the health and safety standards which governs work to be performed by School District 84 employees. The health and safety laws and regulations applicable to all of School District 84's work can be complex. The proficiency with which we review, understand and apply them to our assignments will undoubtedly continue to be an ever-increasing challenge. It is important that all employees know and understand his/her 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 84.

School District 84 recognizes that work activities vary considerably in dynamics and hazard potential from site to site. The standards, practices and procedures contained in this manual are applicable to work being performed in all areas and sites. The type of work will determine which portions of this Manual will apply to the individual activities. Health and safety needs will be utilized and developed into the particular area(s).

School District 84 also recognizes that 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 site Joint OH&S Committee and/or Safety Representative.

In each school, 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 B.12 and the well-being of all employees.

PURPOSE

- a. The purpose of the Health and Safety Program is to provide a safe workplace through:
 - i. a practical system of policies, procedures and practices for the prevention and elimination of hazards to people (workers, students and the public), equipment and property damage, machinery, and the environment;
 - ii. situations which will assist and enable all workers to work at minimal risk to themselves, fellow workers and the public;
 - iii. management with reliable information to successfully accomplish their health and safety responsibilities;
 - iv. a consistent approach to health and safety throughout the District; and,
 - v. health and safety standards for the measurement of performance by comparative analysis.

- a. The expectation of School District 84's Occupational Health & Safety Program is for employees to:
 - i. have the opportunity to familiarize themselves with the information contained within the Manual;
 - ii. implement and comply with the safety and health practices and procedures;
 - iii. provide input and feedback to improve the School District's Health and Safety Program on a continuous basis.

Incident Prevention

By definition, incident prevention is the process of reducing or eliminating behaviors and/or conditions having an accident potential within a system or organization.

Incident prevention techniques have become the focus of attention in the 2000's and will continue well into the next century for good reason. Compensation (injury) costs have led to the creation of a multi-billion dollar industry in North America. Although these costs appear to be staggering, what is significantly more important is the fact that these expenditures represent a substantial number of workers being injured on the job.

What are the Solutions?

Realistically, no one has the perfect answers. What we do know, however, is that the list of safety solutions is growing larger and longer and in many ways is in themselves creating restraints to the accident prevention process. Examples of these are increased legislation, litigation and safety and health program requirements. School District 84 believes that, through each employee's commitment to continuous improvement, these challenges can be effectively managed.

What can or should we do?

Again, no one has the perfect solution except that it is certainly worth reviewing the things we currently do and analyzing them. Three important items to focus on are:

- **Positive Reinforcement:**

In order to evaluate the level of safety performance of workers, human behavior is measured against a given set of standards. This measurement process simply quantifies acceptable and unacceptable behavior. Traditionally, organizations have done a good job of correcting unacceptable behavior but have not done a great deal about positive reinforcement of acceptable performance.

The most successful human behavior modification programs to date rely heavily on positive reinforcement techniques. In short, all workers require positive feedback on their work endeavors. They need to know that what they are doing is being acknowledged and appreciated.

- **How We Look at Safety (Our Perception):**

If we perceive safety as in the clinical definition, "*the prevention and control of incidental loss*", this is significantly different than perceiving safety as simply "caring for the safety of ourselves and others".

Studies reveal that directives received in a caring, objective manner are more effective than directives received in a clinical, subjective way. This change of perception influences the day-to-day approach we take when dealing with safety related issues. It also influences the quality of purpose.

- **Quality of Purpose:**

When perception of safety is changed from a clinical, subjective method to a caring objective concept and positive reinforcement techniques are used, the purpose of monitoring and measurement of safety performance takes on a new meaning.

Summary

Simply adding to the constantly growing list of safety solutions or complying with Regulations has its limitations. Reviewing how well we do things with a mind to continuous improvement from all employees is vital to reducing workplace injuries and to the overall success of School District 84's Occupational Health & Safety Program.

1. RESPONSIBILITIES

Board of Education

The Board of Education is responsible for establishing the policy governing the Occupational Health and Safety Program and for reviewing this Policy regularly.

Responsibilities of Supervisors

The responsibilities of Supervisors shall be to:

- ensure the health and safety of all workers under his/her direct supervision, and be knowledgeable about and comply with the *Workers Compensation Act and Regulations* and any applicable orders;
- ensure that such workers are aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and implement practices and procedures to eliminate or reduce hazards;
- ensure that workers comply with the *Workers Compensation Act*, the *Regulations* and any applicable orders, and that they know how to access the Act and Regulations online, at www.worksafebc.com.
- coordinate safety programs such as emergency preparedness, fire and wildlife programs, as well as all programs included in the Occupational Health and Safety Program;
- consult and cooperate with the Joint Occupational Health and Safety Committee or Safety Representative for the workplace;
- ensure that Occupational Health and Safety meetings and inspections occur monthly, that meeting minutes are recorded and potential health and safety concerns are identified;
- investigate and record all accidents and incidents occurring at their worksite of responsibility;
- maintain records and statistics, including minutes of meetings, reports of inspections and accident and incident investigations, and to forward copies to the Superintendent of Schools/Secretary-Treasurer or designate;
- post the names of the Joint Committee members and/or Safety Representative(s), the minutes of the three most recent Occupational Health and Safety meetings, and copies of any applicable orders under the *Act* for the preceding 12 months;
- cooperate with WorkSafeBC, its officers or any other person carrying out a duty under the *Workers Compensation Act and Regulations*;
- set a good example.

Responsibilities of Workers

The responsibilities of workers shall be to:

- take reasonable care to protect his/her health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work;
- carry out his/her work in accordance with established safe work procedures as required by the *Workers Compensation Act and Regulations*;
- use or wear protective equipment, devices and clothing as required by the *Regulations*;
- adopt a responsible attitude towards safety on the job and not engage in horseplay or similar conduct that may endanger the worker or any other person;
- ensure that the worker's ability to work without risk to his/her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes;

- report to the Supervisor or employer any contravention of the *Workers Compensation Act and Regulations* or applicable order of which the worker is aware, and the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the worker considers is likely to endanger the worker or any other person;
- cooperate with the Joint Occupational Health and Safety Committee or Safety Representative for the workplace;
- immediately report all accidents and cooperate in accident investigations, if appropriate;
- comply with the *Workers Compensation Act and Regulations* and any applicable orders;
- cooperate with WorkSafeBC and any other person carrying out a duty under the *Workers Compensation Act and Regulations*;
- set a good example.

Subcontractor/Trade Contractor Responsibilities

The Subcontractor/Trade Contractor working on School District property and/ or projects are responsible for the safety of their employees, and are responsible to:

- a. comply with applicable safety and health legislation;
- b. make arrangements with a School District 84 representative concerning emergency procedures;
- c. immediately correct any unsafe condition or acts observed in their jurisdiction and reporting any out of their jurisdiction;
- d. provide education, training and enforcing the use of applicable personal protective equipment;
- e. report all incidents and injuries, and investigate and report findings of all lost time and serious incidents to their representative;
- f. cooperate with all safety representatives having jurisdiction at the job site;
- g. hold weekly safety meetings with their workers; document the meeting and submit a copy of the minutes to the School Board Office;
- h. maintain a good housekeeping practice in their work area(s);
- i. set a good example.

Visitors', Suppliers' and Consultants' Responsibilities

Visitors, Suppliers and Consultants are responsible for safeguarding their own safety, and also that of the School District and its employees. They are responsible to:

- a. report to the school office before entering a school site;
- b. participate and comply with safety and health directives received from the Principal or Supervisor;
- c. comply with the School District's Health & Safety rules;
- d. wear adequate personal protective equipment;
- e. report any unsafe acts and or unsafe conditions to the School District's representatives, which could have any negative safety or health consequence;
- f. report any injury sustained on School District 84 property;
- g. set a good example.

2. ENFORCEMENT OF HEALTH & SAFETY PROGRAM

Compliance with School District 84's 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 measures 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 84 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:

- failure to correct or notify supervisor of hazard (Act or Condition);
- engaging in dangerous horseplay or fighting;
- possession of or being under the influence of illegal drugs or alcohol on School District property;

- possessing firearms and/or other weapons;
- failure to use personal protective equipment;
- failure to follow established Safe Work Procedures or Manufacturers Instructions;
- tampering with fire or safety equipment; or,
- intentionally endangering a person's well being.

Corrective Action may include one or more of the following:

- revisal or Implementation of Safe Work Procedures;
- re-training and/or counselling;
- progressive discipline;
- termination of employment

3. **ADMINISTRATION AND DISTRIBUTION OF PROGRAM**

Documentation

The Health and Safety Program is comprised of documents, which require continuous improvement and updating.

Reviews and Publications

The Health and Safety Program will be reviewed at least annually and publish in part or as a whole when required. School District 84 may amend the policies at any time.

Distribution

The Human Resources Administrator will distribute all Health & Safety Manuals and updates to all Supervisors and District OH&S Committee members. The OH&S Manual is also posted on the District website at www.sd84.bc.ca.

4. **DISTRICT POLICY B.12, OCCUPATIONAL HEALTH AND SAFETY**

See attached.

POLICY

No. B.12

OCCUPATIONAL HEALTH AND SAFETY

*Adopted: 94-06-13
Amended: 07-01-08
Amended: 10-01-12*

Policy

The purpose of this policy is to promote occupational health and safety in Vancouver Island West School District 84 and to protect workers and other persons present at District worksites from work related risks to their health and safety.

Health and safety provisions of various Acts, including the *Workers Compensation Act and Regulations*, will be complied with in this District.

REGULATION

No. B.12

OCCUPATIONAL HEALTH AND SAFETY

Adopted: 94-06-13
Amended: 07-01-08
Amended: 10-01-12

Regulation

1. Responsibilities of the Employer

The responsibility of the Board shall be to:

- a. ensure a healthy and safe working environment for workers, present at the workplace where District work is being carried out by establishing occupational health and safety policies and programs in accordance with the *Workers Compensation Act and Regulations*;
- b. provide and maintain in good condition protective equipment, devices and clothing as required by *Regulation* and ensure that these are used by workers, when necessary;
- c. provide to the workers the information, training and supervision necessary to ensure their health and safety when performing their duties;
- d. post and keep posted a notice advising workers where a copy of the *Workers Compensation Act and Regulations* are available for review;
- e. post and keep posted the names and work locations of the District Occupational Health and Safety Committee members, the reports of the three most recent District Committee meetings and copies of any applicable orders under the *Act* for the preceding 12 months;
- f. respond in writing within 21 days of receiving the District Occupational Health and Safety Committee's written recommendations, if a response is requested;
- g. cooperate with WorkSafeBC, its officers or any other person carrying out a duty under the *Workers Compensation Act and Regulations*.

2. Responsibilities of Supervisors

The responsibilities of Supervisors shall be to:

- a. ensure the health and safety of all workers under his/her direct supervision, and be knowledgeable about and comply with the *Workers Compensation Act and Regulations* and any applicable orders;
- b. ensure that such workers are aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and implement practices and procedures to eliminate or reduce hazards;
- c. ensure that workers comply with the *Workers Compensation Act*, the *Regulations* and any applicable orders;
- d. coordinate safety programs such as emergency preparedness, fire and wildlife programs, as well as all programs included in the Occupational Health and Safety Program;

REGULATION

- e. consult and cooperate with the Joint Occupational Health and Safety Committee or Safety Representative for the workplace;
- f. ensure that Occupational Health and Safety meetings and inspections occur monthly, that meeting minutes are recorded and potential health and safety concerns are identified;
- g. investigate and record all accidents and incidents occurring at their worksite of responsibility;
- h. maintain records and statistics, including minutes of meetings, reports of inspections and accident and incident investigations, and to forward copies to the Superintendent of Schools/Secretary-Treasurer or designate;
- i. post the names of the Joint Committee members and/or Safety Representative(s), the minutes of the three most recent Occupational Health and Safety meetings, and copies of any applicable orders under the Act for the preceding 12 months;
- j. cooperate with WorkSafeBC, its officers or any other person carrying out a duty under the *Workers Compensation Act and Regulations*.

3. Responsibilities of Workers

The responsibilities of workers shall be to:

- a. take reasonable care to protect his/her health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work;
- b. carry out his/her work in accordance with established safe work procedures as required by the *Workers Compensation Act and Regulations*;
- c. use or wear protective equipment, devices and clothing as required by the *Regulations*;
- d. adopt a responsible attitude towards safety on the job and not engage in horseplay or similar conduct that may endanger the worker or any other person;
- e. ensure that the worker's ability to work without risk to his/her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes;
- f. report to the Supervisor or employer any contravention of the *Workers Compensation Act and Regulations* or applicable order of which the worker is aware, and the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the worker considers is likely to endanger the worker or any other person;
- g. cooperate with the Joint Occupational Health and Safety Committee or Safety Representative for the workplace;
- h. report all accidents and cooperate in accident investigations, if appropriate;
- i. comply with the *Workers Compensation Act and Regulations* and any applicable orders;
- j. cooperate with WorkSafeBC and any other person carrying out a duty under the *Workers Compensation Act and Regulations*.