

OCCUPATIONAL HEALTH AND SAFETY

The purpose of this Administrative Procedure and the District's Occupational Health and Safety Program at <https://sd84.bc.ca/staff-resources/health-safety/> is to promote occupational health and safety in the School District and to protect workers and other persons present at School 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 School District.

1. Responsibilities of the Employer

The responsibility of the School District shall be to:

- a. ensure a healthy and safe working environment for workers, present at the workplace where School 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 School District Occupational Health and Safety Committee members, the reports of the three most recent School 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 School 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;

-
- 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 regularly, 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 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*.

DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Name of Health and Safety Committee

The Committee shall be known as the "District Occupational Health and Safety Committee" for the School District.

Constituency

The employees represented by the Committee include all excluded staff, all Vancouver Island West Teachers' Union members, all Canadian Union of Public Employees Local 2769 members, and all non-certified persons on call.

Purpose of the Committee

The Committee is made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve health and safety problems in support of the School District's Occupational Health and Safety Program: <https://sd84.bc.ca/staff-resources/health-safety/>.

Functions of the Committee

1. Make and review recommendations for the establishment and enforcement of health and safety policies and practices.
2. Promote health and safety programs for the education and information of Vancouver Island West School District 84 employees.
3. Review accident, incident and investigation reports (causes and prevention), accident trends, and records and statistics for the determination of necessary courses of action to prevent future injuries and occupational diseases.
4. Participate in an annual review of the safety programs in place in the District.
5. Consider and, where necessary, investigate complaints respecting health and safety of employees at worksites, and, where necessary, make recommendations to the Board of Education.
6. Establish and maintain strong communication between the District Committee members, the worksite Occupational Health and Safety Committee members and/or Safety Representatives, and the Board of Education.
7. Perform any other duties that a WorkSafeBC Officer may assign to the Committee.

Records

The District Occupational Health and Safety Committee will keep accurate records of all matters that come before it.

Meetings

1. The Committee will be co-chaired by an employer and a worker representative, and will meet at least once annually.
2. Special meetings, if required, will be held at the call of the chairperson.

-
3. A quorum shall consist of representatives of each of the employer, the Vancouver Island West Teachers' Union and CUPE Local 2769.
 4. The Committee will add procedures it considers necessary for the meetings.

Agendas and Minutes

1. An agenda will be prepared under the direction of the co-chairpersons and distributed to Committee members prior to the meeting.
2. Minutes will be prepared as soon as possible after the meeting and copied for the Board of Education, the Superintendent, the Committee members, and posted at each worksite.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

A Joint Occupational Health and Safety Committee is required at any workplaces in School District 84 that has 20 or more employees.

Constituency

The Committee will consist of four members representing the workers and the employer, with at least half the members being worker representatives. It must have two co-chairs, one selected by the worker representatives and the other being the Principal or designate.

Purpose of the Joint Committee

The Committee is made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve health and safety problems in support of the School District's Occupational Health and Safety Program: <https://sd84.bc.ca/staff-resources/health-safety/>.

Functions of the Committee

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.
9. Participate in inspections, investigations and inquiries as provided by regulation.
10. 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.
11. Carry out any other duties and functions prescribed by regulation.

Records

The Committee will keep accurate records of all matters that come before it. The Committee will maintain copies of its minutes for a period of at least two years from the date of the Occupational Health and Safety Committee meeting to which they relate, with the exception of the following:

- first aid records must be kept for at least 10 years at the worksite office;
- education and training related records should be kept at the District Office for at least three years after the training session.

Meetings

1. The Committee will meet regularly at least once each month.
2. The Committee must establish its own rules of procedure, including rules respecting how it is to perform its duties and functions.
3. A report of the meeting will be prepared as soon as possible after the meeting and copied for the Committee members, the employer (District Office), the employees, and posted at the worksite.

Terms of Office

1. Committee members will sit on the Committee for a minimum of one year.
2. If a member of the Committee, chosen by the employees, is unable to complete the term of office, the employees will choose another member.
3. If a member of the Committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
4. All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

Recommendations to the Employer

Recommendations will be:

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

Assistance in Resolving Disagreements Within Committee

If a Joint Occupational Health and Safety Committee is unable to reach agreement on a matter relating to the health and safety of employees at the workplace, a co-chairperson of the Committee will report this to the District Office. If the District Office is unable to resolve the disagreement, the employer will contact WorkSafeBC, which may investigate and attempt to resolve the matter.

OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES

An Occupational Health and Safety Representative is required in each worksite where there are fewer than 20 employees regularly employed.

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.

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 worksite 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 Assistant Superintendent responsible for Human Resources for distribution to the Superintendent, 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 of employees;
- 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.

HAZARDOUS MATERIALS AND SUBSTANCES

The Workplace Hazardous Materials Information System (WHMIS) requires suppliers to provide information in the form of labels and Material Safety Data Sheets (MSDS) for all controlled products that are stored or handled in a workplace, with the exception of those products listed in Section 5.3 of the *Occupational Health & Safety Regulation*.

Vancouver Island West School District 84 Administrators and Supervisors, in consultation with their applicable Joint Occupational Health and Safety Committee and/or Safety Representative, will ensure the following:

1. A complete chemical inventory for products used or stored on site is available.
2. All controlled products on site are identified with supplier or workplace labels.
3. When any amount of a controlled product remains at the worksite in the container in which it was received from the supplier, the label will not be removed, defaced, modified or altered.
4. The supplier's up-to-date Materials Safety Data Sheet for controlled products will be made readily available to employees, with a copy to the Joint Occupational Health and Safety Committee and/or Safety Representative. If a supplier MSDS is not available, the applicable employees will be advised of any hazard information based on the ingredients of the product.
5. All controlled products intended for use in school laboratories will disclose the product identifier, a statement indicating where the MSDS is available, and the risk phrases, precautionary and first aid measures applicable to the product.
6. All tanks, piping systems or other storage containers are labelled or identified as to contents, hazards and precautions for handling.
7. Where necessary, emergency spill clean-up procedures will be developed and posted.
8. Where possible, non-hazardous products will be substituted for controlled products.
9. Personal protective equipment will be used where administrative or engineering controls are not practicable or feasible.
10. This program will be reviewed annually, or more frequently, if necessary.

Education and Training

All employees will receive general WHMIS education on the:

- elements of the WHMIS program;
- major hazards of the controlled products in use in the workplace;
- rights and responsibilities of the District and employees; and,
- content required on labels and MSDS's, and the significance of this information.

All employees who work with or are in proximity to a controlled product received from a supplier will have access to all hazard information concerning that controlled product. Those employees will be trained in the worksite-specific procedures for the safe use, storage, handling and disposal of controlled products, and in the procedures to be followed in the case of an emergency involving a controlled product.

WORKING ALONE OR IN ISOLATION

WorkSafeBC Regulations require the establishment of a specific checking system when employees are required to work alone or in isolation, under conditions which present a risk of disabling injury if the employee might not be able to secure assistance in the event of injury or other misfortune. Administrative Procedure 426, *Safety When Travelling on School District Business*, also outlines the requirement for a specific checking system when travelling alone.

Circumstances where a School District employee may become disabled, to the point of being unable to summon assistance, are rare. Where such circumstances arise, it is possible to reduce or eliminate the risk of disabling injury by instituting work procedures. Where it is determined there is a significant risk to employees in isolation being subjected to the hazard of disabling injury, as defined by the Regulation, the following guidelines will apply in developing work procedures for those employees.

It should be noted that these are guidelines to be used in the development of procedures. Each workplace where employees are working alone or in isolation will need to assess the degree of potential for “disabling injury or other misfortune” and if procedures are required, individual workplace procedures must be developed by the Principal and/or Supervisor, in consultation with the Occupational Health and Safety Committee members and/or Safety Representative and the employees.

Identification

Employees required to work alone or in isolation will be identified by the Principal and/or Supervisor. When employees are required to work alone or in isolation, it is the responsibility of the Principal and/or Supervisor to ensure those employees are familiar with the procedures to be followed and ensure appropriate checks are in place to confirm their well-being. The frequency and nature of checks is determined by the nature of the hazard; i.e. high-risk activities require shorter intervals for checks.

Before instituting any procedure, affected employees will be consulted and, where appropriate, amendments may be made to procedures.

Principal/Supervisor Responsibility

Principals and/or Supervisors are responsible for ensuring employees are familiar with the checking procedures appropriate to their duties. Employees are responsible for ensuring they follow the procedures developed for their protection. Failure by Principals, Supervisors or employees to comply with procedures developed is a serious violation of the School District Administrative Procedures.

Workplace Assessment

Wherever possible, the School District attempts to ensure workers are not required to work alone or in isolation.

When employees are required to work alone or in isolation, the Principal and/or Supervisor will attempt to arrange work schedules and duties to ensure employees are not required to perform duties that might result in the risk of disabling injury. This may include, but not be limited to, restrictions on working from ladders or other elevated work platforms, lifting restrictions (maximum weights, restrictions on lifting awkward loads, etc.), restriction of work areas (e.g. no working in stairwells, confined spaces, crawlspaces, restrictions on equipment to be operated, etc.).

Required Procedures

If it is determined that written work procedures are required, it is the responsibility of the Principal and/or Supervisor, in consultation with the Occupational Health and Safety Committee members and/or Safety Representative and the employees, to develop written procedures.

When working alone in a facility, unless otherwise instructed, all exterior entrances must be secured against entry at all times. Only persons specifically authorized by the Principal and/or Supervisor may be admitted outside normal operating hours.

Voluntary or Personal Activities

If a Principal and/or Supervisor authorizes an employee to enter or use a facility outside normal operating hours, and no other person will be present in the facility, a check-in procedure must be established that is clearly communicated to the employee. If an employee enters or uses a facility outside normal operating hours without the permission of the Principal and/or Supervisor, or without his/her knowledge, then the employee is responsible for establishing a check-in procedure which will ensure his/her safety.

Communication

A person must be designated to establish contact with the employee at predetermined intervals and the person must record the results. Where two-way telephone communication is the designated means of checking on an employee's well-being, the schedule for contacting designated personnel must be strictly adhered to. There should be no more than a five-minute variation in contact time, and only then in unusual circumstances. A check at the end of the work shift must also be done.

In case of emergency, employees are reminded that use of the fire alarm system, or telephoning 911 will summon emergency assistance.

Intruders/Vandals

In accordance with the Violence in the Workplace Program established in the School District, under no circumstances should School District staff become involved in situations involving vandals, intruders or similar situations where their health or safety may be endangered. Employees should retreat to a safe area and summon assistance from the RCMP or other designated agency. Under no circumstances should School District staff attempt to detain persons against their will. If possible, employees should obtain descriptions, license plate numbers or other information that may be of assistance but beyond that, **employees do not become involved**. When possible, a report must be made to the Principal and/or Supervisor.

Changes or Amendments – and Annual Review

The procedure and system for checking an employee's well-being must be reviewed at least annually or more frequently, if necessary. If specific circumstances arise which require changes to these procedures, affected employees will be consulted. Changes will be discussed with and approved by the Principal and/or Supervisor, in consultation with the Occupational Health and Safety Committee and/or Safety Representative.

OFF HOURS ENTRY LOGBOOK

WORKPLACE: _____

[illegible]

WORKPLACE INSPECTION PROGRAM

The School District workplace inspection program is implemented for the detection and control of workplace hazards. Inspections of all worksites in the School District shall be inspected as directed in this program.

Planned Inspections

An inspection program will be developed at each worksite to ensure that regular inspections of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, will take place throughout the year at intervals that will prevent the development of unsafe working conditions.

Inspections must, where feasible, include the participation of members of the Joint Committee or the Health and Safety Representative. In the event that there is no Committee or Health and Safety Representative, the employer will designate an employer representative and the VIWTU and CUPE Local 2769 must designate one worker representative.

The inspections will be conducted far enough ahead of Joint Occupational Health and Safety meetings to allow for the correction of minor housekeeping items before the meeting. The Joint Occupational Health and Safety Committee and/or Safety Representative can then be concerned with more significant matters.

Prior to conducting the inspection, previous inspection reports will be reviewed to ensure that follow-up corrective action has been done.

Inspection team members shall use the **Inspection Checklist** and a map or floor plan (if available) to keep the inspection in focus and to ensure important aspects are not overlooked. A hazard rating will be placed adjacent to each item noted on the inspection tour, to prioritize corrective action according to the degree of severity. The A, B, C Hazard Rating should be used.

A HAZARD Stop work and attend to problem immediately.

B HAZARD Attend to problem without delay but work may continue as long as no employee is exposed.

C HAZARD Low hazard exposure: attend to problem as soon as possible and watch for patterns if they develop.

An **Inspection Report** shall be developed and posted, with a copy to the Joint Occupational Health and Safety Committee or Safety Representative, the Principal or Supervisor, and the District Office.

Correction of Unsafe Conditions

Unsafe or harmful conditions found during the course of an inspection must be remedied without delay. They must be reported as soon as possible to the Principal, Assistant Superintendent responsible for Operations Supervisor or Superintendent (or designate) and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay. If this action requires the attention of the Operations Department, a work order must be completed and forwarded to the Principal or Supervisor for approval.

If the corrective action is not to the satisfaction of the Committee or Safety Representative, then the item should be discussed at the next meeting.

Emergencies

If a condition causes an immediate threat to employees, the Principal or Supervisor will be promptly notified. The Principal or Supervisor will enforce applicable emergency response procedures. Only qualified or properly instructed employees who can correct the unsafe condition may be exposed to the hazard, and every possible effort must be made to control the hazard while this is being done. A report will be made to the Superintendent of Schools or designate as quickly as possible.

Equipment Inspections

Each employee, prior to operating any equipment or machinery, shall ensure that all safeguards are in place and functioning, and that no person shall be endangered by putting the machinery or equipment into operation. Employees will use the safe work procedures established by the District or the equipment manufacturer, and shall conform to the pertinent section of the WorkSafe BC OHS Regulation.

Special Inspections

Special inspections shall be made when required by malfunction or accident. These inspections will include the participation of the Joint Occupational Health and Safety Committee or Safety Representative, and the Principal or Supervisor.

Employees Shall Inspect

Every employee shall inspect his/her work area daily and correct hazards, if possible. Any uncorrected hazards should be reported to the Occupational Health and Safety Committee, the Safety Representative, the Principal and/or the Supervisor as soon as possible.