

# SAFETY

## Background

The District promotes and actively sustains a safe working and learning environment for all students and employees.

## Procedures

1. It shall be the responsibility of management (every Director and Officer of the District) to:
  - 1.1. Provide and maintain District land and premises that are being used as a workplace in a manner that ensures the health and safety of persons at or near the workplace;
  - 1.2. Give to the employer or prime contractor at the workplace the information known to the District that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace;
  - 1.3. Comply with Part 3 Occupational Health and Safety (Workers' Compensation Amendment Act (WCAA) 1998 Chapter 50), and
  - 1.4. Develop work procedures conducive to an environment free from industrial accident and disease.
2. It shall be the responsibility of each Supervisor to ensure that his/her employees are trained in proper work procedures and to enforce the adherence by employees to proper work methods and all pertinent regulations.
3. It shall be the duty of each employee to follow proper work procedures, to observe all regulations pertinent to his work, and to cooperate in attaining the objective of an environment free from industrial accident and disease.
4. In cases of multiple employers occupying the workplace, the District's officer in charge shall:
  - 4.1. Ensure activities relating to health and safety are co-ordinated;
  - 4.2. Do everything reasonable to establish a system to ensure compliance with Part 3 of WCAA regulations, and
  - 4.3. Ensure knowledge of the various employer's supervisors.
5. Responsibilities
  - 5.1. District management is responsible for the following:
    - 5.1.1. Ensuring that a District safety program is developed and maintained;
    - 5.1.2. Ensuring provisions are made for instruction and supervision of employees in the safe performance of their work;
    - 5.1.3. Evaluating, on an annual basis, the **Occupational Health and Safety Program**;
    - 5.1.4. Reviewing reports and statistics regarding the safety program.
  - 5.2. The Health and Safety Officer is responsible for the following:

- 5.2.1. Conducting inspections and audits throughout the District;
- 5.2.2. Assisting in accident investigations as needed;
- 5.2.3. Investigating serious incidents;
- 5.2.4. Ensuring that all accident investigation reports required for insurance purposes or by the Workers' Compensation Board or the Ministry of Education are completed and filed by the designated personnel in a timely fashion, and that any non-conformance with this Administrative Procedure is reported to management;
- 5.2.5. Developing, coordinating, and providing safety training programs for staff;
- 5.2.6. Advising on the development of District safety policies and developing program objectives to be presented to management;
- 5.2.7. Acting as a resource in dealing with safety problems;
- 5.2.8. Conducting, with the District Health and Safety Committee, an annual evaluation of the **Occupational Health and Safety Program**.
- 5.3. Administrative officers and other supervisory staff are responsible for the following:
  - 5.3.1. Conducting inspections of their area of responsibility;
  - 5.3.2. Investigating accidents which occur within their area of responsibility;
  - 5.3.3. Ensuring that their staff have been trained in the safe performance of their work;
  - 5.3.4. Meeting with their staff on a regular basis to review safety matters;
  - 5.3.5. Ensuring that site first aid requirements are met;
  - 5.3.6. Responding to staff safety concerns.
- 5.4. Employees other than District management, administrative officers, and supervisory staff are responsible for the following:
  - 5.4.1. Observing established safe work practices;
  - 5.4.2. Reporting all accidents and injuries to the appropriate Supervisor;
  - 5.4.3. Reporting any unsafe conditions to their Supervisor;
  - 5.4.4. At the direction of their Supervisor, attending safety training sessions provided by the District.
- 5.5. The following must be present at each work site in the District:
  - 5.5.1. A copy of the **District Safety Manual**; District Safety Program
  - 5.5.2. A copy of the Workers' Compensation Board Industrial Health and Safety Regulations;
  - 5.5.3. A notice board accessible to all staff and posted with the following:
    - 5.5.3.1. Site first aid procedures;
    - 5.5.3.2. Site fire and emergency procedures;
    - 5.5.3.3. Members and minutes of the District's Health and Safety Committee meetings;
    - 5.5.3.4. The Workers' Compensation Board "Notice to Workers' placard;

5.5.3.5. Any other item circulated for posting by the Health and Safety Committee or Health and Safety Officer.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Health Act  
Safety Standards Act  
Workers' Compensation Act  
Communicable Diseases Regulation  
Occupational Health and Safety Regulation

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