

## 710: HEALTH AND SAFETY COMMITTEE (P)

Approved: 86 11 04  
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### **POLICY**

**The Board of Education has the responsibility to provide and maintain a safe working environment for all of its employees.**

**The Board establishes a District Health and Safety Committee whose purpose shall be to ensure that *Worksafe BC* Regulations and the Workplace Hazardous Materials Information System (WHMIS) apply to all operations within the District. The District Health and Safety Committee will report to the Board through the Health and Safety Officer.**

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### **ADMINISTRATIVE PROCEDURES**

#### **1.0 COMPOSITION OF THE COMMITTEE**

- 1.1 The Committee shall be comprised of:
  - i) four employer representatives
  - ii) two ADTU representatives
  - iii) two CUPE representatives
- 1.2 The Committee shall have two co-chairs, one of whom is the District Health & Safety Officer and the other will be elected by the committee.
- 1.3 By prior permission of the co-chairs, a specific employee group may be represented at a particular meeting, e.g. Science teachers.

#### **2.0 FUNCTION OF THE COMMITTEE**

- 2.1 The Committee shall recommend actions and procedures to the Board of Education to ensure compliance with WorkSafe BC Regulations.
- 2.2 As required under the WHMIS Legislation, the Committee shall provide for appropriate in-service regarding health hazards of materials used in the workplace, and for required material safety data sheets (MSDS) and labeling to be in place.

### **3.0 IN THE EVENT OF EMPLOYEE INJURY**

- 3.1 Reporting of employee injuries shall comply with WorkSafe BC Regulations.
- 3.2 An employee cannot agree with his employer to waive or forego any benefits. Likewise, the employer may not prevent or dissuade an employee to properly report an accident to WorkSafe BC.

### **4.0 DUTIES OF PRINCIPALS/SUPERVISORS**

Principals/Supervisors shall:

- 4.1 maintain annual inspections of the workplace accompanied by a member of the Joint Site Safety Committee;
- 4.2 instruct employees on the safe performance of their duties and provide written information when applicable to ensure that their work is performed without undue risk;
- 4.3 be conversant with their responsibilities under the Workers' Compensation Act;
- 4.4 ensure that First Aid equipment, supplies and services are maintained to WCB standards;
- 4.5 ensure that employees under their direct supervision report injuries promptly, in writing to the District Health and Safety Officer; and
- 4.6 ensure that employees under their direct supervision report "near-misses" so that potentially hazardous conditions can be eliminated or controlled.

### **5.0 RESPONSIBILITIES OF EMPLOYEES**

All employees are expected:

- 5.1 to become familiar with safety requirements pertaining to their work, to use proper clothing and protective equipment and to perform their work in a safe and proper manner; and to report any unsafe condition observed to their supervisor for necessary action and to report any personal injury as soon as practical.

### **6.0 RESPONSIBILITIES OF THE DISTRICT HEALTH & SAFETY OFFICER**

- Act as Chair for District Health and Safety Committee
- Coordinate and Schedule Meetings

- Compile and distribute monthly District Health and Safety statistics to District Health and Safety Committee
- Prepare District Health and Safety monthly meeting agenda (with input from District Health and Safety Committee members)
- Distribute District Health and Safety monthly meeting minutes
- Track and monitor site-based committee meetings and inspections