



XXXX: HEALTH AND SAFETY COMMITTEE (AP)

Approved: 23 06 13

BACKGROUND

The Board of Education wishes to comply with the WorkSafe BC regulations by ensuring all employees are aware of their responsibilities regarding health and safety. The Regulations to this Administrative Procedure direct supervisors to oversee, inform and instruct employees regarding all health and safety matters and direct employees to report injuries and hazards. All accidents/injuries will be referred to the Joint Site Safety Committee for review and possible recommendations.

REGULATIONS

1.0 IN THE EVENT OF EMPLOYEE INJURY

1.1 Reporting of employee injuries shall comply with WorkSafe BC Regulations.

1.2 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.

2.0 RESPONSIBILITIES OF SUPERVISORS

Supervisors shall:

- 2.1 Maintain annual inspections of the workplace accompanied by a member of the Joint Site Safety Committee;
- 2.2 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;
- 2.3 Be conversant with their responsibilities under the Workers' Compensation Act;
- 2.4 Ensure that First Aid equipment, supplies and services are maintained to WCB standards;
- 2.5 Ensure that employees under their direct supervision report injuries promptly, in writing to the District Health and Safety Officer; and
- 2.6 Ensure that employees under their direct supervision report "near-misses" so that potentially hazardous conditions can be eliminated or controlled.

3.0 RESPONSIBILITIES OF EMPLOYEES

All employees are expected:

- 3.1 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.



4.0 RESPONSIBILITIES OF THE DISTRICT HEALTH & SAFETY OFFICER

- 4.1 Act as Chair for District Health and Safety Committee
- 4.2 Coordinate and Schedule Meetings
- 4.3 Compile and distribute monthly District Health and Safety statistics to District Health and Safety Committee
- 4.4 Prepare District Health and Safety monthly meeting agenda (with input from District Health and Safety Committee members)
- 4.5 Distribute District Health and Safety monthly meeting minutes
- 4.6 Track and monitor site-based committee meetings and inspections