

Section:	District Administration	
Title:	Health and Safety	2.5

Purpose

To outline the responsibility of providing a healthy and safe work environment.

Policy

The School District is committed to promoting a safe and healthy workplace and environment for all employees, volunteers, workers of other employers, as well as students and the public, and to establish and maintain safe working practices through proper procedures and direction.

Safety is everyone's responsibility. It rests with all levels of management and each employee. This includes establishing and maintaining high standards of maintenance of facilities and equipment, as well as ensuring that physical and health hazards are guarded against or eliminated, and employees are properly trained and supervised in safe work procedures.

1) Managements' Responsibility:

- a) To provide a safe work environment;
- b) To establish and maintain adequate standards, policies, procedures, work practices and maintenance of building and equipment;
- c) To ensure that all supervisors are instructed and trained in safe work practices;
- d) To ensure applicable changes to Workers Compensation Board regulations are incorporated into the District Health and Safety program.

2) Supervisors' Responsibility

- a) To ensure the health and safety of all workers under the direct supervision of the supervisor;
- b) Inform workers about any known workplace hazards, existing controls for those hazards and/or safe work practices
- c) Must involve workers in the process of hazard identification and controls
- d) Must ensure all workers have the proper training and equipment for the job
- e) Must know and communicate workers' health and safety rights and responsibilities

3) Employees' Responsibility

- a) To follow all safe work procedures and OHS regulations;
- b) To promote a positive attitude towards accident prevention;
- c) To correct all hazards and unsafe conditions;
- d) To report immediately to a supervisor when observing unsafe acts/ conditions.

Knowledge of health and safety matters is of critical importance to all employees, therefore regular training must be a cornerstone of the School District's Health and Safety Program.

All employees have the right to refuse unsafe work.

Date of Original Board Approval: March 13, 2018

Date Reviewed / Amended: September 2018

Legal Reference: (*Workers Compensation Act, Worksafe BC*)

Cross Reference: ([Worksafe Procedures](#))