

<b>Section:</b>	<b>District Administration</b>
<b>Title:</b>	<b>Health and Safety Policy</b>

## Purpose

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

## Policy

The School District is committed to fostering a safe and healthy workplace and environment for all employees, volunteers, workers of other employers, students, and the public. 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.

**Safety is everyone's responsibility.** It rests with the Board, all levels of management, and each employee. Safety means establishing and maintaining safe working practices, procedures, and direction to preserve the health and well-being of individuals and the community by guarding against, eliminating, or controlling cultural, psychological, physical, and health hazards and conditions, including maintaining facilities and equipment.

## Managements' Responsibility:

- a) To provide a safe work environment;
- b) To establish and maintain adequate standards, policies, procedures, work practices;
- c) To establish schedules and processes to fully maintain buildings and equipment;
- d) To ensure employees are fully trained and supervised in safe work procedures;
- e) To train and instruct all supervisors in safe work practices; and
- f) To ensure Workers Compensation Board regulations are incorporated into the District Health and Safety program.

## Supervisors' Responsibility

- a) To make sure that all workers under your supervision are healthy and safe;
- b) To 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; and
- e) Must know and communicate workers' health and safety rights and responsibilities.

## Employees' Responsibility

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

All employees have the right to refuse unsafe work.

**Date of Original Board Approval:** March 13, 2018  
**Date Reviewed / Amended:** September 2018  
May 21, 2024

**Legal Reference:** *(Workers Compensation Act, Worksafe BC)*  
**Cross Reference:** *Equity, Diversity, and Inclusion Policy*  
*Safe, Caring, and Respectful Workplaces*  
*Safe Work Procedures*

## Annual Review:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_