

## Administrative Procedure 160

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# OCCUPATIONAL HEALTH AND SAFETY (OHS)

## Background

The District is committed to maintaining a safe working environment for all its employees by implementing and maintaining a comprehensive Occupational Health and Safety program which complies with the [Workers Compensation Act](#) and [Occupational Health and Safety Regulation](#).

## Procedures

1. The Occupational Health and Safety Manager is responsible for:
  - 1.1. Establishing and maintaining the District OHS Program.
  - 1.2. Supporting administrators, managers and workers with carrying out their roles and responsibilities in workplace health and safety.
  - 1.3. Developing health and safety programs, education and training material to provide to workers.
  - 1.4. Ensuring the District Health and Safety Committee and Worksite Health and Safety Committees are established and functioning.
  - 1.5. Ensuring regular Joint Health and Safety Committee meetings and safety inspections occur throughout the District, including buildings, grounds and equipment.
  - 1.6. Maintaining workplace accident and incident reports, statistics and records.
2. Principals and Managers shall be responsible for:
  - 2.1. Ensuring compliance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation.
  - 2.2. Implementing the District OHS Program at their school/facility.
  - 2.3. Ensuring employees are knowledgeable about and comply with the policies, work practices and procedures in accordance with the Workers Compensation Act and Occupational Health and Safety Regulation.
  - 2.4. Providing employees with the information, instruction, training and supervision necessary to ensure the health and safety of those employees in carrying out their work, and to ensure the health and safety of other employees at the workplace.
  - 2.5. Establishing and maintaining appropriate procedures and work practices in compliance with the Workers Compensation Act and Occupational Health and Safety Regulation.
  - 2.6. Providing any required Personal Protective Equipment (PPE) or clothing and ensuring employees are trained in the use, care and maintenance of PPE.

- 2.7. Ensuring that the building, facilities and equipment are maintained in a safe manner.
  - 2.8. Ensuring unsafe acts and/or conditions are remedied without undue delay.
  - 2.9. Ensuring investigations of workplace accidents and incidents are conducted without undue delay and ensuring causes are identified and corresponding corrective measures are implemented and are effective in preventing a recurrence of a similar nature.
  - 2.10. Ensuring adequate First Aid Attendant coverage, facilities and equipment at their school/facilities.
  - 2.11. Responding to health and safety concerns identified by employees, worksite Health and Safety committees, or the District Health and Safety committee.
  - 2.12. Consulting and cooperating with the Site-Based Committee.
  - 2.13. Cooperating with WorkSafeBC Officers as they carry out a duty under the Act and/or OHS Regulation.
  - 2.14. Ensuring the Site Joint Health and Safety Committee meets monthly and that minutes are posted for a minimum of 3 months.
3. Supervisors are responsible for:
    - 3.1. Ensuring the health and safety of all employees under the direct supervision of the supervisor.
    - 3.2. Correcting and/or reporting unsafe work practices and/or conditions.
    - 3.3. Ensuring Personal Protective Equipment (PPE) or clothing is being used as required and ensuring employees are trained in the use, care and maintenance of PPE.
    - 3.4. Being aware of all known or reasonable foreseeable health or safety hazards in the area where they work.
    - 3.5. Consulting and cooperating with the Site-Based Committee.
    - 3.6. Cooperating with WorkSafeBC Officers as they carry out a duty under the Act and/or OH&S Regulation.
4. Employees are responsible for:
    - 4.1. Complying with the District's safety policies, procedures and work practices.
    - 4.2. Taking reasonable care to protect the employee's health and safety and the health and safety of other persons who may be affected by the employee's acts or omissions at work.
    - 4.3. Not entering or remaining at any workplace while their ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.
    - 4.4. Performing their duties in a manner that will not cause injury to themselves or endanger fellow employees, students and/or the general public.
    - 4.5. Reporting or correcting any unsafe acts and conditions that they observe.
    - 4.6. Using and maintaining approved personal protective equipment where required.
    - 4.7. Reporting all work-related injuries to their supervisor and First Aid Attendant (where applicable).
    - 4.8. Promptly notifying their supervisor when equipment needs repair or replacement.

- 4.9. Complying with the Act and OHS Regulations.
5. Worksite Health and Safety Committees are responsible for:
  - 5.1. Identifying situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
  - 5.2. Considering and expeditiously dealing with complaints relating to the health and safety of workers.
  - 5.3. Consulting with workers and the employer on issues related to occupational health and safety and occupational environment.
  - 5.4. Making recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers.
  - 5.5. Making recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions and the regulations and to monitor their effectiveness.
  - 5.6. Advising the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness.
  - 5.7. Advising the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers.
  - 5.8. Ensuring that accident investigations and regular inspections are carried out as required by the OHS provisions and the regulations.
  - 5.9. Participating in inspections, investigations and inquiries as provided in the OHS provisions and the regulations.
  - 5.10. Holding regular meetings at least once a month, keeping minutes and forwarding minutes to the District Health and Safety Department.
  - 5.11. Carrying out any other duties and functions prescribed by OHS Regulation.
6. District Health and Safety Committee is responsible for:
  - 6.1. Holding regular meetings at least once a month and keeping minutes.
  - 6.2. Reviewing reports from Worksite Health and Safety committees.
  - 6.3. Providing guidance and support to Worksite Health and Safety Committees and school administrators.
  - 6.4. Making recommendations to the District on educational programs promoting the health and safety of workers.

Reference: Workers' Compensation Act  
Occupational Health and Safety Regulation

Adopted: June 7, 1974  
Revised: October 15, 1984; April 25, 2006; December 15, 2020