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## SAFETY IN THE WORKPLACE

### Background

The District recognizes the importance of maintaining a safe, danger free environment for all employees and students and encourages all employees, students, and management staff to work together towards this goal.

### Procedures

#### 1. General

- 1.1. Each Principal or Supervisor has a responsibility to ensure that a regular inspection and subsequent reporting of all safety hazards is done for the facilities in their charge. Also included as part of these responsibilities is that of ensuring that all employees are aware of safe work practices and how to handle emergency work procedures.

#### 2. Joint Occupational Health & Safety Committee

- 2.1. There shall be a Joint Occupational Health & Safety Committee established for each school and department (worksites) consisting of a minimum of the Principal or Supervisor and one CUPE and one PRDTA employee, where possible, selected by the workers in that location. Members of the Joint Occupational Health & Safety Committee shall be elected by their union or be volunteers as per WorkSafe BC.

#### 3. Inspections and Reporting

- 3.1. Each committee shall ensure that a complete inspection of the workplace is done at least once a month and more often where the situation is warranted. This report shall be forwarded to the District Safety Officer.
- 3.2. All employees who operate or supervise the operation of hazardous machinery shall examine their equipment on a regular basis and immediately report any dangerous situations to their Supervisor. Any equipment in an unsafe condition must be immediately disconnected and not used until the problem is rectified.
- 3.3. The District Safety Officer will perform special inspections of work locations upon request from the site based Joint Occupational Health & Safety Committee and report problem areas to the District Safety Committee.
- 3.4. Any safety problems that cannot be secured immediately must be reported verbally to the Director of Operations who shall ensure proper measures are taken.

### 4. Accident Reporting/investigation

All Accidents and Injuries must be reported:

- 4.1. Minor Injuries (i.e., not likely to require medical attention)  
These injuries must be reported to the First Aid Attendant and site administrator. All minor injuries are to be reviewed by the on-site Safety Committee monthly and a copy of the First Aid Report and Preliminary Incident Investigation must be completed within 48 hours of the injury being reported and emailed to [healthandsafety@sd47.bc.ca](mailto:healthandsafety@sd47.bc.ca).
- 4.2. Accidents beyond the qualifications of the on-site First Aid Attendant or requiring medical attention or having the potential to require medical attention:  
Accidents falling under these circumstances are to use the following procedures:
  - 4.2.1. It is the responsibility of the injured employee to report the accident to their supervisor and on-site First Aid Attendant.
  - 4.2.2. It is the responsibility of the Supervisor to report the accident to the Human Resource Department and the District Safety Officer by way of [healthandsafety@sd47.bc.ca](mailto:healthandsafety@sd47.bc.ca)
  - 4.2.3. It is the responsibility of the Director of Human Resources to report the accident, on a Form 7, to WorkSafe BC.
- 4.3. Follow Up – The Accident Investigation  
Each completed Form 7 requires an accident investigation report (Exhibit B).
- 4.4. Follow Up Procedure for Accident Investigation
  - 4.4.1. The Director of Human Resources will immediately request the on-site supervisor to complete an accident investigation report with a member of the Joint Occupational Health & Safety Committee.
  - 4.4.2. When completed, this report shall be forwarded to the Director of Human Resources and to the District Safety Officer without undue delay.
  - 4.4.3. The Director of Human Resources shall produce copies for:
    - 4.4.3.1. File.
    - 4.4.3.2. WorkSafe BC.
    - 4.4.3.3. The District Safety Officer.
    - 4.4.3.4. The District Safety Officer will review all accident investigation reports at their regular meetings and make recommendations as necessary.

### 5. District Safety Committee Membership

- 5.1. The District Safety Committee shall be made up of two CUPE representatives, two teacher representatives and two management representatives, and meet monthly.  
  
\* NOTE: The District Safety Committee is not a requirement of WorkSafe BC, the District meets the requirement by having a Joint Occupational Health & Safety Representative at

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each applicable work site. The site committee must have a terms of reference in accordance with WorkSafe BC.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Health Act  
Safety Standards Act  
Workers' Compensation Act  
Communicable Diseases Regulation  
Occupational Health and Safety Regulation

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