



AP S3 Creating and Managing a Healthy and Safe Workplace

Legislative References: WorksafeBC Occupational Health and Safety Regulations, Part 3; *Workers Compensation Act*, Sections 21-46

Policy Reference: 2.10 Inclusive and Respectful Environments; 4.10 Healthy and Safe Environments

Collective Agreement References: GITA Articles B.24, D.29, D.30; CUPE Article 26.07, 26.08, 30.01

Date: October 10, 2024

School District 64 (Gulf Islands) is committed to establishing and maintaining a safe, healthy, and respectful working environment. This administrative practice outlines the responsibilities, training, compliance measures, and action steps necessary to prevent workplace injuries and promote a culture of safety. By adhering to these guidelines, the District ensures that all employees and contractors work in accordance with applicable health and safety legislation, fostering a collaborative and supportive environment for all.

This administrative practice applies to all District employees, contractors, and sites.

Definitions

Employee: an individual who is employed by School District No. 64 (Gulf Islands).

Supervisor: an employee responsible for directing, controlling, or instructing other employees in their duties including principals, vice-principals, managers, and directors.

Workplace Violence: the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that they are at risk of injury. (WorksafeBC, 2024)

Bullying and Harassment: when someone takes an action that they knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. (WorkSafeBC, 2024)

Processes

1. Occupational Health and Safety Program

- 1.1. The District's Occupational Health and Safety (OHS) program includes preventive measures against workplace injuries and illnesses through proper training, adherence to health and safety practices, and prompt addressing of unsafe conditions.



- 1.2. All employees and service contractors are required to adhere to the District's policies, guidelines, and safe work procedures, maintaining compliance with applicable health and safety legislation.

2. Annual Training Requirements

- 2.1. Training will be conducted annually and will address the following:
 - 2.1.1. Recognition and management of workplace violence, bullying, and harassment.
 - 2.1.2. Definitions of discrimination, abuse of power, and the process for reporting such incidents.
 - 2.1.3. Procedures for incident resolution, including how to report and respond to workplace safety concerns.
 - 2.1.4. Specific training for first aid attendants and supervisors on updated health and safety protocols.

3. Responsibilities

- 3.1. District Responsibilities
 - 3.1.1. Establish and maintain an effective OHS program with relevant policies and practices.
 - 3.1.2. Provide necessary protective equipment, devices, and clothing to ensure employee safety.
 - 3.1.3. Ensure supervisors receive training and support to fulfill their health and safety responsibilities.
 - 3.1.4. Regularly review health and safety incidents, assess trends, and implement corrective actions where necessary.
 - 3.1.5. Establish a process for standardized hazard identification and reporting to ensure consistent and effective management of workplace safety risks.
 - 3.1.6. Ensure streamlined procedures for reporting workplace injuries using WorkSafe BC Forms 7 and 6a.
 - 3.1.7. Develop alternative rescue procedures for workers in accordance with section 4.13 of the Regulation.
 - 3.1.8. Establish and update critical incident response protocols, that include proper procedures for managing emergencies and investigating incidents.
 - 3.1.9. Conduct site-based training and drills.
 - 3.1.10. Ensure WHMIS training for facilities staff is current and all OHS and violence prevention resources are centralized on a shared, accessible platform for staff.



3.2. Superintendent Responsibilities

- 3.2.1. Oversee the implementation of the OHS program.
- 3.2.2. Delegate responsibilities to school administrators, facilities managers, and directors overseeing District sites.
- 3.2.3. Ensure the establishment of documented protocols for workplace incident investigations.

3.3. Supervisor Responsibilities

- 3.3.1. Conduct health and safety orientations for new staff, ensuring awareness of workplace hazards, safe work practices, and site-specific first aid procedures.
- 3.3.2. Ensure the availability, use, and maintenance of personal protective equipment (PPE).
- 3.3.3. Enforce proper work procedures, promptly correct unsafe conditions, and encourage proactive safety reporting.
- 3.3.4. Conduct regular safety inspections and ensure incidents are properly reported and investigated.
- 3.3.5. Ensure supervisors receive ongoing training on their Occupational Health and Safety responsibilities, including risk management.
- 3.3.6. Implement pre-job hazard analysis protocols to identify risks before tasks begin.
- 3.3.7. Ensure that new employees receive workplace health and safety presentations as part of their orientation.

3.4. Employee Responsibilities

- 3.4.1. Perform all tasks safely and report any health or safety hazards to supervisors.
- 3.4.2. Use PPE as required and follow all health and safety regulations.
- 3.4.3. Participate in safety inspections and investigations when required.
- 3.4.4. Familiarize themselves with the forms and procedures for refusing unsafe work.

3.5. Joint Health and Safety Committee – site based

- 3.5.1. Each site-based committee shall consist of no less than four members, with at least half being worker representatives (as outlined by WorkSafeBC). Each committee will have two co-chairs, one from worker representatives and one from employer representatives. It is the committee's responsibility to:
 - a. Identify and report unsafe conditions, consult with the employer, and recommend corrective actions.



- b. Monitor safety programs, participate in inspections, and investigate complaints.
 - c. Review and update the committee's mandate annually to ensure alignment with current regulations.
 - 3.5.2. Members must complete a minimum of eight hours of training within six months of appointment. Ongoing training and participation in incident investigations are mandatory to fulfill regulatory responsibilities.
- 3.6. First Aid Attendants
 - 3.6.1. Must hold and maintain valid BC First Aid Certificates as required by WorkSafeBC. Section 3.15.
 - 3.6.2. Maintain appropriate equipment, supplies, and facilities, ensuring compliance with the WorksafeBC Regulations, sections 3.16 (schedule 3A).
 - 3.6.3. Complete all required documentation and consult with safety committees on health and safety improvements.
- 4. Selection and Training of First Aid Attendants
 - 4.1. Supervisors will select qualified First Aid Attendants who must be on-site regularly and agree to serve for a minimum of one year.
 - 4.2. Attendants must inform the District Health and Safety Officer of planned absences to ensure adequate coverage.
- 5. Compensation for First Aid Attendants
 - 5.1. Employees, who are approved by the Health and Safety Committee and act a designated first aid attendant, shall receive additional compensation in accordance with their Collective Agreement or as provided under WorkSafeBC Regulations (pro-rated based on time and duties performed).
- 6. Review and Continuous Improvement
 - 6.1. This administrative practice will be reviewed annually by the District's Health and Safety Committee to ensure alignment with the District's commitment to maintaining a safe and healthy workplace and compliance with updated regulatory requirements.