
SCHOOL DISTRICT NO.36 (SURREY)

No. 5206.1

REGULATION: OCCUPATIONAL HEALTH AND SAFETY

The Occupational Health and Safety Regulation applies to all employers, workers and all other persons working for or contributing to the operations of Surrey School District. (section 2.1 OH&S Regulation)

Despite the absence of a specific requirement, all work must be carried out without undue risk of injury or occupational disease to any person. (section 2.2 OH&S Regulation)

I. DEFINITIONS

SUPERVISOR

A person who instructs, directs and controls workers in the performance of their duties.

EMPLOYER

Every person having in their service under a contract of hiring or apprenticeship, written or oral, express or implied, a person engaged in work in or about an industry.

II. RESPONSIBILITIES

General Duties of Employer

Ensure the health and safety of:

- All employees working for the employer, and
- Any other employees present at a workplace at which the employer's work is being carried out.
- Comply with the WCB Act and OH&S Regulations.

General Duties of Supervisors

- Ensure the health and safety of all employees under the direct supervision of the supervisor.
- Be knowledgeable about the Act and Regulations applicable to the work being supervised.
- Comply with the WCB Act and OH&S Regulations.

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REGULATION: OCCUPATIONAL HEALTH AND SAFETY

General Duties of Workers

- Take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work.
- Perform their duties in a manner that will not cause injury to themselves or endanger fellow employees, students and/or the general public.
- Report all unsafe acts and conditions that they observe.
- Wear approved personal protective equipment where required.
- Report all work-related injuries to their supervisor.
- Promptly notify their supervisor when equipment needs repair or replacement.
- Comply with the WCB Act and OH&S Regulations.

III. HEALTH & SAFETY PROGRAM

The Executive Director for Human Resources is responsible for ensuring that OH&S is an integral part of the District planning process and that the OH&S Program is developed and implemented in accordance with regulatory and corporate standards.

This includes ensuring:

1. Supervisors and workers are trained in work procedures and responsibilities.
2. Safety programs are developed, implemented and monitored.
3. Annual reviews are carried out on the effectiveness of safety programs and corrective measures taken as necessary.
4. Reports of unsafe conditions or activities are investigated and corrections made without delay.
5. Regular department meetings include discussion on health and safety items.
6. Written work procedures and instructions are developed and implemented for critical tasks.

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REGULATION: OCCUPATIONAL HEALTH AND SAFETY

7. All accidents and “near misses” are reported promptly and that reports are completed properly.
8. Workers are aware of the hazards and incident reporting process.

IV. JOINT SITE-BASED HEALTH AND SAFETY COMMITTEES

1. Committee Structure

Health and Safety Committees will be established and maintained in each School District facility in accordance with the Workers Compensation Act and the OH&S Regulations.

2. Minutes of Meetings

Minutes must be kept for a minimum of two years. Minutes of three meetings must be posted at the site level of the Health & Safety Board. A copy of the minutes must be provided to the Health & Safety Department.

3. Quorum

Site-Based Committees will establish rules for a quorum in their “Terms of Reference”.

4. Meeting Agenda

Site-Based Committees will establish rules for establishing the committee agenda in their “Terms of Reference”.

5. Inspections

Inspections will be conducted in accordance with the Work Procedures for “Inspections”.

6. Committee Recommendations

Site-Based Committee recommendations will be communicated to the site-based supervisor. Employer response will be in accordance with Section 133 of the Act.

REGULATION: OCCUPATIONAL HEALTH AND SAFETY

V. DISTRICT HEALTH AND SAFETY COMMITTEE

The District Health & Safety Committee is a contractual committee in accordance with the CUPE and STA Collective Agreements.

The District Health & Safety Committee is not required by WorkSafeBC.

While the Site-Based Health & Safety Committees are the committees with the responsibility under the WCB Act and OH&S Regulations, it is recognized that the District Committee can fulfill an important role too. Specifically, this role could be from a broader perspective and making recommendations to the employer.

Revised: 2011-05-19
Revised: 1997-08-28
1988/10
1988/01
Approved: 1983/06
