



Occupational Health & Safety Program

SECTION 1

ROLES AND RESPONSIBILITIES

	<u>PAGE</u>
1.1 INTRODUCTION	1
Purpose	1-2
Incident Prevention	2
What Are the Solutions?	2
What Can or Should We Do?	2-3
Summary	3
1.2 RESPONSIBILITIES	4-8
Safety Chain of Command Flow Chart	4
Board of Education Trustees	5
Superintendent of Schools	5
Admin. Officers (School Principals), Managers	5-6
Supervisors	6
Workers	7
Subcontractors/Trade Contractors	7-8
Visitors, Suppliers and Consultants	8
1.3 ENFORCEMENT OF HEALTH & SAFETY PROGRAM	8-9
1.4 ADMINISTRATION AND DISTRIBUTION OF PROGRAM	9
Documentation	9
Reviews and Publications	9
Distribution	9

ROLES AND RESPONSIBILITIES

1.1 INTRODUCTION

This Manual outlines the health and safety standards that govern work performed by School District No. 54 employees. Provincial health and safety laws and regulations apply to all district operations, and it is essential that all employees understand their responsibilities and how these requirements relate to their duties.

Full compliance with all applicable safety and health statutory requirements is the minimum acceptable standard for all facilities and operations within School District No. 54.

School District No. 54 recognizes that work activities vary considerably in dynamics and hazard potential from site to site. The standards, practices and procedures contained in this manual are applicable to work being performed in all departments, areas and sites.

The type of work will determine the portions of this manual, which will apply to the individual activities. Health and safety needs will be utilized and developed into the particular area(s).

School District No. 54 also recognizes that circumstances or situations may require the need for the development of “site specific procedures”. These procedures must comply with provincial legislation and be accepted by management in consultation with the site Joint OH&S Committee.

In each school, every reasonable and practicable effort will be made to sustain the integrity of the District’s Health and Safety Program with a focus on maintaining the integrity of the District’s Safety and Health policy statement and the well-being of all employees.

Purpose

The purpose of the Occupational Health and Safety Program is to provide a safe workplace through:

1. A practical system of policies, procedures and practices for the prevention and elimination of hazards to:
 - (a) People (workers, students and the public),
 - (b) Equipment and property damage,
 - (c) Machinery,
 - (d) Environment.
2. Situations which will assist and enable all workers to work at minimal risk to themselves, fellow workers and public.

3. Line management with reliable information to successfully accomplish their health and safety responsibilities.
4. Consistent approach to health and safety throughout the District.
5. Health and safety standards for the measurement of performance by comparative analysis.

The expectation of the School District No. 54 Occupational Health & Safety Program is for personnel to:

1. Have the opportunity to familiarize themselves with the information contained within the manual.
2. Implement and comply with the safety and health practices and procedures.
3. Provide input and feedback to improve the School District's Health and Safety program on a continuous basis.

Incident Prevention

By definition, incident prevention is the process of reducing or eliminating behaviors and/or conditions having an accident potential within a system or organization.

Incident prevention techniques have become the focus of attention in the 1990's and will continue. Workers Compensation (injury) costs have led to the creation of a multi-billion-dollar industry in North America. Although these costs appear to be staggering, what is significantly more important is the fact that these expenditures represent a substantial number of workers being injured on the job. Therefore, incident prevention is of great importance. The costs are avoidable.

What Are the Solutions?

School District No. 54 is committed to maintaining safe and healthy worksites by continuously improving its practices and supporting employees in meeting all applicable health and safety requirements. Effective safety systems rely on shared responsibility, ongoing learning, and proactive identification of hazards.

What Can or Should We Do?

Again, no one has the perfect solution except that it is certainly worth reviewing the things we currently do and analyze them. Three important items to focus on are:

1. Positive Reinforcement:

In order to evaluate the level of safety performance of workers, human behavior is measured against a given set of standards. This measurement process simply quantifies acceptable and unacceptable behavior.

Traditionally, organizations have done a good job of correcting unacceptable behavior but have not done a great deal about positive reinforcement of acceptable performance.

The most successful human behavior modification programs to date rely heavily on positive reinforcement techniques. In short, all workers require positive feedback on their work endeavors. They need to know that what they are doing is being acknowledged and appreciated.

2. *How We Look at Safety (Our Perception):*

If we perceive safety as in the clinical definition, “*the prevention and control of incidental loss*”, this is significantly different than perceiving safety as simply “caring for the safety of ourselves and others”. Studies reveal that directives received in a caring, objective manner are more effective than directives received in a clinical, subjective way. This change of perception influences the day-to-day approach we take when dealing with safety related issues. It also influences the quality of purpose.

3. *Quality of Purpose:*

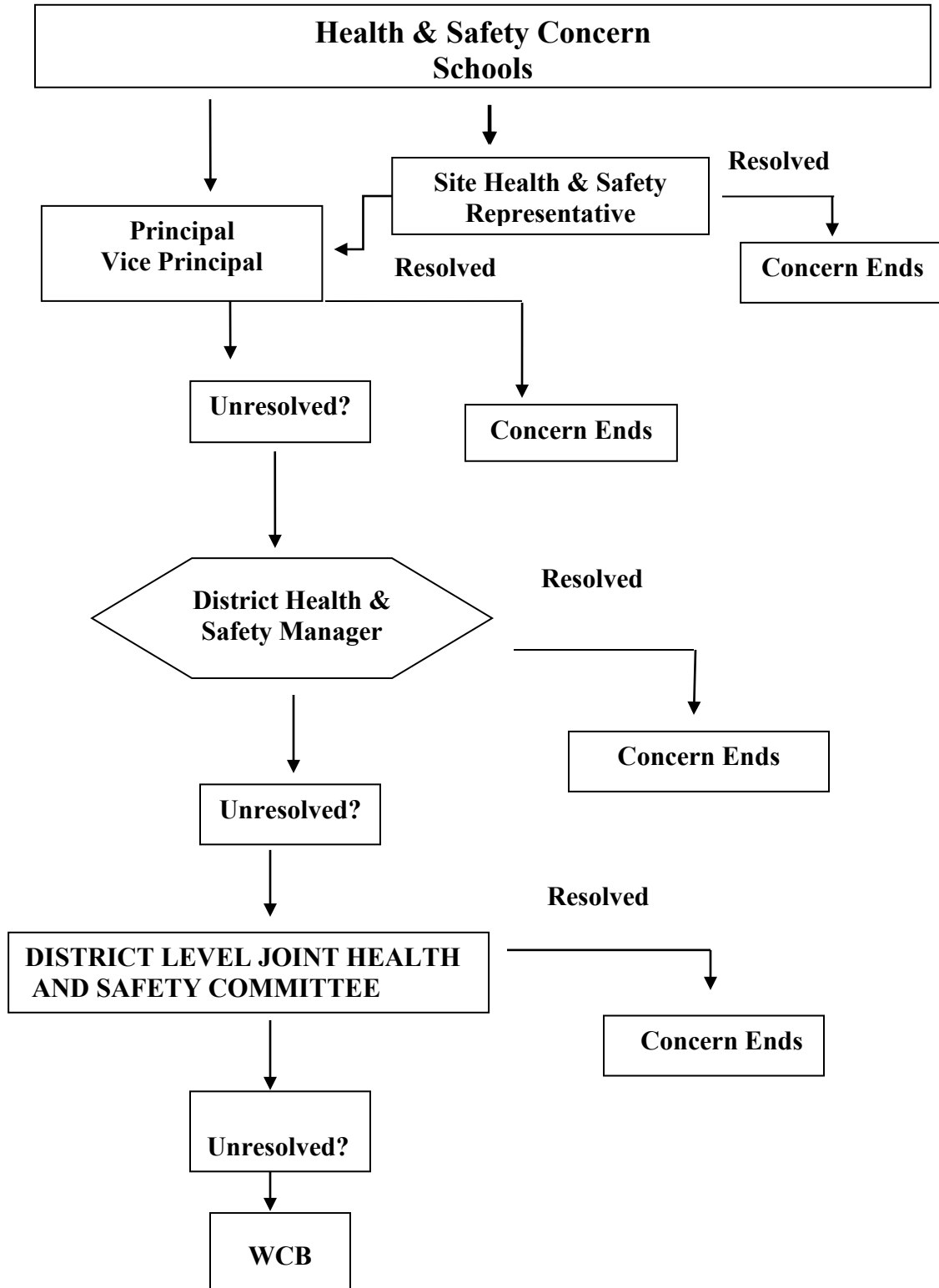
When perception of safety is changed from a clinical, subjective method to a caring objective concept and positive reinforcement techniques are used, the purpose of monitoring and measurement of safety performance takes on a new meaning.

Summary

Simply adding to the constantly growing list of safety solutions or complying with Regulations has its limitations. Reviewing how well we do things with a mind to continuous improvement from all employees is vital to reducing workplace injuries and to the overall success of the School District No. 54 Occupational Health & Safety Program.

1.2 RESPONSIBILITIES

SAFETY CHAIN OF COMMAND



Board of Education Trustees Responsibilities

The Board of School Trustees is responsible for establishing the policy governing the Occupational Health and Safety Program. Responsibilities include:

- Providing a statement of Policy from the Chair of the Board of Education Trustees relating to the Safety and Health program. The statement provides a commitment and philosophy that sets levels of expectations for safety and health performance throughout the organization.
- Reviewing Policy statement annually.

Superintendent of Schools Responsibilities

The Superintendent of Schools is responsible for the overall Health & Safety Program. Responsibilities include:

- Maintain overall control of the Health and Safety Program direction.
- Ensure all established safety and health policies are administered and enforced in all areas.
- Ensure that all personnel are aware of and effectively practice the policies and procedures set out in the safety and health management system.
- Maintain communications with the Joint Safety Committees, Administrative Officers, Directors, and Managers.

Administrative Officers (School Principals), Managers Responsibilities

The Principal of the School, Directors, and Managers are responsible for assisting in the development and implementation of the Health & Safety Program for their area of responsibilities. Responsibilities include:

- Ensure implementation and maintenance of the established safety and health policies and practices specific to their respective areas of jurisdiction.
- Ensure the maintenance of the highest standards of performance with respect to the safety and health management system; also, accountable for the safe performance of personnel and equipment throughout the worksite.
- Implement and develop a clear understanding of safety and health responsibilities and specific duties for each supervisor. The Principal must be knowledgeable of, and responsible for, complying with all regulations, laws and codes.
- Ensure supervisory staff is trained and educated on safety and health policies and procedures.
- Hold at least one safety meeting monthly with the supervisory staff to review safety conditions and general safety and health policies and practices.
- Make daily observations of safety and health activities in their area of responsibilities.
- Undertake the investigation of incidents or near misses or determine the underlying causes. These must be reported in detail to the Assistant Superintendent of Schools and the required report forms completed on a timely basis.

- Accompany government Inspectors during inspection of their area.
- Ensure that new or transferred employees receive detailed safety and health instructions before they are allowed to start work. Temporary or new employees should be assigned
- To work with other employees who are familiar with the job/task and are aware of any specific safety and health rules, hazards and regulations that are in force.
- Setting a good example.

Supervisors' Responsibilities

The Supervisor(s) and Coordinator(s) assist with the development, implementation and monitoring of the Health & Safety Program and their job/task related practices and procedures. Responsibilities include:

- Provide safe working conditions for all workers under their supervision; provide instructions to workers in safe work procedures and practices;
- As part of the routine duties, the Supervisor(s) shall require employees to use personal protective equipment as appropriate, e.g. hard hats, goggles, masks, respirators, safety glasses or other items deemed necessary;
- Undertake the investigation of incidents or near misses to determine the underlying causes. These must be reported in detail to the Supervisor(s) and Coordinator(s) and the required report forms completed on a timely basis;
- Provide a good example for employees by always directing and performing work in a safe manner;
- Conduct regular inspections of their area of responsibilities. If unsafe practices or conditions are identified, ensure prompt corrective action is taken to eliminate their causes;
- Work in cooperation with other supervisory personnel in determining safe practices, enforcing their observations, and developing procedures for dealing with violations and developing other general safety and incident prevention;
- Provide each employee with information about the hazards of the job and how to avoid them;
- Ensure that employees are trained and educated in the appropriate safety and health policies and procedures;
- Maintain involvement in employee training;
- Maintain a housekeeping standard and assign definite responsibilities to individuals for good housekeeping;
- Enforce all established safety and health laws and regulations and work methods. Take disciplinary action as necessary to ensure compliance with the rules;
- Conduct a minimum of one safety and health meeting a month with your crew and record minutes on the prescribed form;
- Ongoing risk assessment;
- Setting a good example.

Workers Responsibilities

All workers are responsible for safeguarding their own safety and the health and safety of their fellow workers. Every worker must:

- 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, and;
- Comply with the WCB Act, the Regulation and any applicable orders;
- Without limiting the above, a worker must:
 1. Carry out his or her work in accordance with established safe work procedures as required;
 2. Use or wear protective equipment, devices and clothing as required;
 3. Not engage in horseplay or similar conduct that may endanger the worker or any other person.
- Carry out their work in a manner that will not create a hazard to their own safety and health or other employees;
- Assist supervision in the reduction and controlling of incident producing conditions and unsafe acts at the job/task or work area;
- Report any incidents, near misses and/or injuries immediately to their supervisor;
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following an injury;
- Ensure that the worker's ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes;
- Report to the supervisor or employer:
 1. Any contravention of this Part, the regulations or an applicable order of which the worker is aware, and;
 2. The absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the worker considers is likely to endanger the worker or any other person.
- Cooperate with the board, officers of the board and any other person carrying out a duty under this Part or the regulations;
- Cooperate with the joint committee or worker health and safety representative for the workplace;
- Exercise their Right to Refuse any unsafe work or condition;
- Set a good example.

Subcontractors/Trade Contractors Responsibilities

The Subcontractor/Trade Contractor working on School District property and/ or projects are responsible for the safety of their employees. Responsibilities include:

- Complying with applicable safety and health legislation;
- Making arrangements with School District No. 54 representative concerning emergency procedures;

- Immediately correcting any unsafe condition or acts observed in their jurisdiction and reporting any out of their jurisdiction;
- Providing education, training and enforcing the use of applicable personal protective equipment;
- Reporting of all incidents and injuries, also investigate and report findings of all lost time and serious incidents to their representative;
- Cooperate with all safety representatives having jurisdiction at the job site;
- Hold weekly safety meetings with their workers; document the meeting and submitting a copy of the minutes to the School Districts Health & Safety Manager;
- Maintain a good housekeeping practice in their work area(s);
- Setting a good example.

Visitors, Suppliers and Consultants Responsibilities

Visitors, Suppliers and Consultants are responsible for safe guarding their own safety, and also that of the School Districts and their employees.

Responsibilities include:

- Reporting to the school office before entering a school site;
- Participating and complying with safety and health directives received from the General Manager;
- Complying with the School District's Health & Safety rules;
- Wearing adequate personal protective equipment;
- Reporting any unsafe acts and or unsafe conditions to the School District's representatives, which could have any negative safety or health consequence;
- Reporting any injury sustained on School District No. 54 property;
- Setting a good example.

1.3 ENFORCEMENT OF HEALTH & SAFETY PROGRAM

Compliance with the School District No. 54 Health & Safety Program and Legislative Health and Safety Standards is necessary to maintain a healthy and safe work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance. For any safety infractions, the guidelines set forth by the School District will be followed.

School District No. 54 reserves the right to terminate any employee on a single safety or health infraction, with or without prior notice and in no event shall any employee be allowed more than the guidelines provided. Serious safety violations, which will result in Corrective Action, include:

- Failure to correct or notify supervisor of hazard (Act or Condition);
- Engaging in dangerous Horseplay or Fighting;
- Possession of or being under the influence of illegal drugs or alcohol on School District property;

- Possessing firearms and/or other weapons;
- Failure to use personal protective equipment;
- Failure to follow established Safe Work Procedures or Manufacturers Instructions;
- Tampering with fire or safety equipment, or intentionally endangering a person's well being.

Corrective Action may include one or more of the following:

- Revisal or Implementation of Safe Work Procedures
- Re-Training and/or Counseling
- Progressive Discipline
- Termination of Employment

1.4 ADMINISTRATION AND DISTRIBUTION OF PROGRAM

Documentation

The Health and Safety Program is comprised of documents, which require continuous improvement and updating.

Reviews and Publications

The Health and Safety Program will be reviewed at least annually and publish in part or as a whole when required. School District No. 54 may amend the policies at any time.

Distribution

The Assistant Superintendent of Schools will distribute all Health & Safety Manuals and updates to all Department Managers and Supervisory personnel. Additional manuals and subsequent updating will be distributed to other personnel as identified by Director's, Manager(s) or Principals.

Each person who receives a Health & Safety Manual must sign the acknowledgement form and return this to the District Health and Safety Manager's office. The health and safety manual control system is necessary so that everyone has the latest manual at any given time.