



Occupational Health & Safety Program

HEALTH AND SAFETY MISSION STATEMENT

School District No. 54 believes its workplace should be a healthy and safe environment. To achieve this, our District has established and will maintain an Occupational Health and Safety Program designed to reduce the risk of injuries and disease. We are responsible for ensuring workers are provided with adequate instruction in health and safety, and for addressing unsafe situations in a timely, effective manner.

All staff is required to work within the WorkSafe BC Regulation, and comply with other legislative standards. External service contractors must follow School District guidelines for safe work procedures, and comply with those regulations applicable to their work.

Board of Education responsibilities include:

- Provide direction to the Superintendent of Schools regarding the development and implementation of the District's Occupational Health and Safety Program
- Establishing policy governing the Occupational Health and Safety Program

Superintendent of Schools responsibilities include:

- Provide a mission statement for inclusion into the Occupational Health and Safety Program
- Delegating an annual review of the Occupational Health and Safety Program
- Ensuring Senior Management has knowledge of the Occupational Health and Safety Program
- Ensuring the Health and Safety Program is being maintained.

Principals/ Supervisors responsibilities include:

- Providing a healthy and safe environment
- Providing orientation to new employees
- Providing ongoing training to employees
- Participating in monthly safety meetings
- Performing inspections and conducting incident investigations
- Correcting unsafe acts, health or safety hazards
- Ensuring employees have knowledge of, and follow, all requirements of the District's Occupational Health and Safety Program

Employees' responsibilities include:

- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Participating in inspections and incident investigations when required
- Using personal protective equipment where required
- Helping to keep a safe workplace by recommending ways to improve the Occupational Health and Safety Program

Signed 

(Superintendent of Schools)

Oct. 24/25

(Date)