



**DISTRICT PRACTICE 10000**  
**OCCUPATIONAL HEALTH AND SAFETY**

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**DISTRICT PRACTICE:**

Notwithstanding the requirements of the [Workers' Compensation Act](#) and [Occupational Health and Safety Regulations](#), the responsibilities to ensure healthy and safe work sites in our school district are assigned as follows:

**1. Senior leadership team responsibilities:**

- 1.1 Understanding the *Workers Compensation Act* and district health and safety program and ensuring timely and appropriate reporting and action;
- 1.2 Ensuring that the district health and safety program is being maintained;
- 1.3 Orientation of new principals, supervisors, and coordinators;
- 1.4 Providing ongoing training of principals, supervisors and coordinators.

**2. Principals', supervisors', and coordinators' responsibilities:**

- 2.1 Understanding the district health and safety program and applicable regulations of the work they supervise;
- 2.2 Ensuring the health and safety of all workers under their supervision by (not limited to):
  - providing orientation of new workers;
  - providing ongoing training of workers;
  - ensuring all workers are aware of all health and safety policies, regulations and safe work procedures;
  - providing workers with proper, well-maintained tools, equipment and any personal protective devices when required;
  - making workers aware of all known or reasonably foreseeable health or safety hazards and how to isolate, prevent or remove them;
  - performing regular inspections of the workplace;
  - correcting unsafe acts, health or safety hazards;
  - ensuring all work is carried out in compliance with School District safe work procedures and regulations applicable to their work;
  - participating in regular safety meetings;
  - performing inspections, conducting incident investigations, taking timely and appropriate action, and reporting the outcomes to workers and committees, as appropriate; and
  - providing regular reports of the work of the Health and Safety Committees to the worksite staff.

**POLICY 10000 OCCUPATIONAL HEALTH AND SAFETY**

**REFERENCES:** [Worker's Compensation Act BC](#), School District No. 6 (Rocky Mountain) Health and Safety Manual, School District Emergency Flip Chart

**ADOPTED:** December 9 2008  
**Amended:** April 14, 2020



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**3. Workers' responsibilities:**

- 3.1 Understanding the district health and safety program;
- 3.2 Learning and following safe work procedures and those regulations applicable to their work;
- 3.3 Taking reasonable precautions to protect the safety of themselves and other persons;
- 3.4 Using personal protective equipment where required;
- 3.5 Correcting hazards and/or reporting them to supervisors;
- 3.6 Participating in inspections and incident investigations when required;
- 3.7 Reporting all accidents/incidents to their supervisor as soon as possible;
- 3.8 Helping to keep a safe workplace for individuals by recommending ways to improve the District's health and safety program, to be discussed at the local committee level and forwarded to the District Health and Safety Committee.

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