

# DISTRICT HEALTH AND SAFETY PROGRAM

## Background

The District and its staff shall be committed to providing the means to achieve a safe and healthy environment for students and employees.

## Procedures

1. A comprehensive occupational health and safety program shall be established, supported, maintained and integrated with operational activities undertaken to achieve organizational excellence. The [District Health and Safety Program Manual](#) will be present in all schools and on the District Health and Safety site for all employees. The Manual will be reviewed annually by the Safety Committee and changes will be posted to all employees.
2. The guidelines and policies of Work Safe BC will be used to develop a comprehensive and responsive health and safety program. Mercury or Mercury products shall not be purchased, housed or brought into any District facility (for demonstration purposes or other).
3. The administration and coordination of the Health and Safety Program shall be accomplished by the Secretary Treasurer as the District Health and Safety Officer and management staff supported by District Health and Safety Committees and Health and Safety Committee representatives at each work site.
4. The District Health and Safety Officer, management, executive officers, supervisors and employees of the District shall be committed to maintain a cooperative interest in health and safety for themselves, their fellow workers and students.
5. It shall be the responsibility of management to:
  - 5.1. Establish and maintain adequate standards of maintenance of facilities and equipment to ensure that physical and health hazards are guarded against, and to develop work procedures conducive to maximum safety.
  - 5.2. Develop appropriate written instructions, available for reference by all workers, to supplement this Administrative Procedure.
  - 5.3. Hold periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action.
  - 5.4. Provide for prompt and effective investigation of incidents to determine the action necessary to prevent their recurrence.
  - 5.5. Maintain records and gather statistics, including reports of inspections and incident investigations, with provision for making this information available to the joint committee or worker health and safety representative, as applicable and, upon request, to an officer, the union representing the workers at the workplace or, if there is no union, the workers at the workplace.

- 5.6. Provide instruction and supervision of workers in the safe performance of their work.
6. It shall be the responsibility of every supervisory employee to ensure that their subordinates are trained in proper work procedures to allow duties to be carried out in an environment of maximum safety and to enforce the observation by employees of proper work methods and all pertinent regulations.
7. It shall be the duty of every employee to follow proper work procedures, to observe all regulations pertaining to their work and to cooperate in attaining the objective of maximum safety.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Health Act  
Safety Standards Act  
Workers' Compensation Act  
Communicable Diseases Regulation  
Occupational Health and Safety Regulation

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