
ADMINISTRATIVE PROCEDURE 450 OCCUPATIONAL HEALTH AND SAFETY

The Chilliwack School District is committed to an occupational health and safety management system that protects its employees and therefore also protects its students, volunteers, contractors, and the general public. The District recognizes that it is an employee's right to work in a safe and healthy environment.

In addition, the District supports Stay at Work and Graduated Return to Work initiatives in order to keep employees connected to the workplace and to support them in their rehabilitation efforts to return to their pre-injury occupation in the shortest possible time.

Responsibilities:

The development and maintenance of a safe and healthy environment is a shared responsibility. Employees at every level are responsible for the District's health and safety culture.

1. Employer – consists of senior leadership responsible for the oversight of all operations of the school district. It shall be the responsibility of the Employer to:
 - establish and maintain adequate standards of maintenance of facilities and equipment.
 - mitigate physical and health hazards and to develop appropriate work procedures.
 - have first aid equipment and attendants as per an assessment.
 - provide employees with the information, instruction, and supervision necessary for the health and safety of employees in carrying out their work.
 - implement health and safety programs and procedures for all employees at the worksite.
 - promote compliance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulations and orders.
2. Supervisor – persons who instruct, direct, and control employees in the performance of their duties (examples: principals, vice principals, managers, teachers in charge, foreman lead custodians, etc). It shall be the responsibility of the Supervisor to:
 - inform and instruct employees in the proper work procedures to obtain optimal output without accidents and occupational disease.
 - secure the observance by employees of proper work methods and regulatory compliance.
 - correct unsafe work practices.
 - be aware of their work area's potential hazards.
 - consult and cooperate with site-based joint occupational health and safety committee representatives.
3. Worker – every employee of the District. It is the responsibility of every employee to:
 - follow procedures, to observe regulations pertaining to their work.
 - report unsafe acts and conditions that they observe.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



- report workplace injuries, exposures, or occupational diseases to their supervisor.
 - cooperate in achieving the objective of a healthy and safe workplace.
4. Occupational Health and Safety Manager - responsible for program developments and implementation in accordance with regulatory and district requirements. This includes:
- developing, implementing, and monitoring health and safety programs.
 - informing all district employees in program procedures and responsibilities.
 - conducting reviews on the effectiveness of programs and taking corrective action as necessary.
5. Joint Occupational Health and Safety Committee (JOHSC) - site-based committees as required by the Workers Compensation Act and Occupation Health and Safety Regulations consisting of employer and worker representatives. The JOHSC is responsible to:
- identify and collaboratively resolve health and safety issues at the worksite.
 - conduct worksite safety inspections.
 - participate in formal incident investigations.
6. District Advisory Committee on Health and Safety (DACHS) - a contractual committee in accordance with the CUPE and CTA Collective Agreements. This Committee is not required by WorkSafeBC. While the site-based Joint Occupational Health and Safety Committees are identified in the Workers Compensation Act and Occupational Health and Safety Regulations, it is recognized that the District Advisory Committee can fulfill an important role from a broader perspective.