



Administrative Procedure 5160

Workplace Safety and Health – Duties/Responsibilities for Safety and Health

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Workplace Safety and Health](#)

[Workplace Safety and Health – Contractors](#)

[Workplace Safety and Health - Inspections](#)

[Workplace Safety and Health – Investigating Workplace Incidents and Refusals to Work](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Workplace Safety and Health Act](#)

[Workplace Hazardous Materials Information System \(WHMIS\)](#)

Date Adopted: May 2005

Amended: December 2017

Employers, supervisors, workers and owners have duties and responsibilities under the Workplace Safety and Health program. In order to ensure, as far as is reasonably practicable, the safety, health and welfare at work of all workers, the following duties/responsibilities are provided:

The Board of Trustees requires administration to ensure Division adherence to the *Workplace Safety and Health Act*.

The **Superintendent/CEO**, so far as is reasonably practicable:

- ensures adherence to *Workplace Safety and Health Act* and regulations, so as to provide a safe and healthy environment for employees and students;
- ensures all staff are aware of their rights and responsibilities under the *Workplace Safety and Health Act*;
- ensures the Division operates in compliance with provincial and local health and safety regulations; and
- ensures that a Workplace Safety and Health Committee is in place and that staff are allowed to participate effectively.

Assistant Superintendents, so far as is reasonably practicable:

- ensures adherence to the *Workplace Safety and Health Act* and regulations under the direction of the Superintendent/CEO, so as to provide a safe and healthy environment for employees and students under their supervision;
- ensures staff under their supervision are aware of their rights and responsibilities under the *Workplace Safety and Health Act*;
- supervises the operations of their assigned schools in compliance with provincial and local health and safety regulations;
- supervises the provision of staff in having adequate safety training for their positions; and
- supervises the safety and health performance of school leaders, specialists and other supervisors under their jurisdiction.

Secretary-Treasurer, so far as is reasonably practicable:

- ensures adherence to the *Workplace Safety and Health Act* under the direction of the Superintendent/CEO or designate, so as to ensure that the Maintenance and Transportation Facilities and the Administration Office are a safe and healthy environment for employees and students;
- ensures that a Workplace Safety and Health Committee is in operation and that all staff are allowed to participate effectively;
- ensures all staff are aware of their rights and responsibilities under the *Workplace Safety and Health Act*;
- ensures that Maintenance and Transportation Facilities and the Administration Office operate in compliance with provincial and local health and safety regulations; and
- manages the safety and health performance of supervisors and directors under their supervision.

Supervisors/Directors, so far as is reasonably practicable:

- ensure adherence to the *Workplace Safety and Health Act* under the direction of Senior Administration, so as to ensure that workplaces under their supervision are a safe and healthy environment for employees and students;
- ensure staff being supervised are aware of their rights and responsibilities under the *Workplace Safety and Health Act*;

- ensure workplaces under their supervision operate in compliance with provincial and local health and safety regulations; and
- ensure staff being supervised have adequate safety training for their position.

School Leaders/Administrators, so far as is reasonably practicable:

- ensure adherence to the *Workplace Safety and Health Act* under the direction of their Assistant Superintendent, so as to ensure that their school, including grounds and play structures, is a safe and healthy environment for employees and students;
- ensure all staff are aware of their rights and responsibilities under the *Workplace Safety and Health Act*;
- ensure that their school operates in compliance with provincial and local health and safety regulations;
- are responsible for maintaining a master binder of current MSDS sheets for their school;
- are responsible for conducting annual school inspections and accident investigations as required; and
- ensure staff have adequate safety training for their position.

Teachers, so far as is reasonably practicable:

- ensure adherence to the *Workplace Safety and Health Act* under the direction of their School Leader, so as to ensure that their classroom is a safe and healthy environment for other employees and students;
- understand their rights and responsibilities under the *Workplace Safety and Health Act*;
- ensure the classroom is operated in compliance with provincial and local health and safety regulations;
- incorporate safety into their daily operation and curriculum; ensure that any hazardous or controlled substances in the classroom are handled and labeled in accordance with *Workplace Hazardous Materials Information System (WHMIS)*; and
- ensure that safe workplace procedures are in place and followed for any hazardous materials in the classroom.

Custodians, so far as is reasonably practicable:

- ensure adherence to the *Workplace Safety and Health Act* under the direction of their School Leader and maintenance supervisors, so as to ensure that their school is a safe and healthy environment for employees and students;
- be aware of their rights and responsibilities under the *Workplace Safety and Health Act*;
- ensure that their school operates in compliance with provincial and local health and safety regulations;
- ensure that any hazardous or controlled substances under their control are handled and labeled in accordance with *Workplace Hazardous Materials Information System (WHMIS)*;
- ensure that safe work procedures are in place and followed for any hazardous equipment; and
- are responsible for participating in school inspections according to current legislation.

Workplace Safety and Health Committee, so far as is reasonably practicable:

- is responsible for providing recommendations to Senior Administration on workplace safety and health matters, including development of administrative procedures;
- ensures that all employee groups and management are represented on the Committee;
- monitors the workplace safety system to ensure it is operating effectively;
- reviews the annual school inspection reports; and
- is responsible for development and review of the Workplace Safety and Health program.

Workplace Safety and Health Representatives and Safety Officer, so far as is reasonably practicable:

- are responsible for monitoring the workplace safety operation in their school/workplace to ensure it is operating properly;
- are responsible for participating in school inspections, completing the inspection reports, and forwarding to the Workplace Safety and Health Committee;

- ensure that unsafe acts and workplace hazards are reported to the School Leader, maintenance supervisors or Workplace Safety and Health Committee as applicable; and
- ensure that accidents, near misses, injuries and illnesses are reported immediately to the School Leader, maintenance supervisors or Workplace Safety and Health Committee as applicable.

Other Staff, so far as is reasonably practicable:

- are aware of their rights and responsibilities under the *Workplace Safety and Health Act*;
- conduct themselves in compliance with provincial and local health and safety regulations;
- report unsafe acts and workplace hazards to their School Leader/supervisor and school/workplace safety representative;
- ensure that accidents, near misses, injuries and illnesses are reported immediately to the School Leader/supervisor and school/workplace safety representative; and
- cooperate with management and the Workplace Safety and Health Committee on safety and health issues.