

The Sea to Sky School District is committed to the promotion of safety consciousness within the district. Therefore, the Board has specified the responsibilities and duties of all employees and established committees to support the policy.

The personal health and safety of each employee of the District is of primary importance. The District is committed to a health and safety management system that protects our workers, volunteers, contractors and the general public who enter our property. Work-related incidents are preventable and their elimination is integral in achieving excellence in education.

The development and maintenance of a safe and healthy work environment is a shared responsibility. Employees at every level are responsible and accountable for the District's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that the District expects. The District believes that a healthy, injury-free workplace can be achieved by working together.

1. Responsibilities and Duties
  - 1.1. It shall be the responsibility of management to establish and maintain adequate standards of maintenance of facilities and equipment to ensure that physical and health hazards are guarded against or eliminated and to develop work procedures conducive to an accident and disease-free working environment.
  - 1.2. It shall be the responsibility of every supervisory employee to ensure that employees whom they supervise are trained in proper workforce procedures to obtain optimal output without accidents and industrial disease and to enforce the observance of proper work methods and all pertinent Worksafe BC regulations.
  - 1.3. It is the duty of every employee to follow proper procedures, to observe all regulations pertaining to their work and to cooperate in achieving the objective of accident and occupational disease-free production.
2. The District Occupational Health and Safety Committee and the Site safety Committees and the health and safety program will be established in accordance with Worksafe BC Occupational Health and Safety Regulation Core Requirements effective April 15, 1998. The composition of the committees and program will be specified in the Sea to Sky School District [Occupational Health & Safety Program manual](#).
3. Activities and functions associated with the health and safety program include but are not limited to the following:
  - 3.1. Written Standards - to include written information on hazards common to the school district work environment, work procedures for high hazard work, etc.
  - 3.2. Training of Employees - to include general induction training in health and safety concerns and specific training in high hazard work activity, etc., annual training for all members of the health and safety committees and W. H. M. I. S. training for all employees working with or in proximity to controlled products.
  - 3.3. Supervision of Employees - to include evaluation of work practices used to accomplish hazardous work and also adequate direction of workers in the safe performance of their duties.
  - 3.4. Regular Inspection of Work Premises - to include the regular inspection of work site premises and work conditions.

- 3.5. Hazardous Materials - to include the proper labelling of all potentially hazardous materials, the availability of Material Safety Data Sheets and the removal of unneeded materials and appropriate training and education.
- 3.6. Monitoring of Workplace Exposures - to include measurement of exposures to chemical agents such as asbestos dust and physical agents such as noise.
- 3.7. Health Monitoring - to include hearing tests for employees routinely exposed to high noise levels.
- 3.8. First Aid Services - to include the provision of services, supplies and equipment.
- 3.9. Investigation of Injuries and Diseases - to include an investigation into the causes of all incidents resulting in injury requiring medical treatment and those incidents that did not involve injury but had the potential for causing serious injury.
- 3.10. Occupational Health and Safety Committees - to include regular meetings of site staff to discuss and resolve health and safety concerns.
- 3.11. Records and Statistics - to include the maintenance of accident statistics, first aid records, investigation reports, Material Safety Data Sheets, site inspection reports and related work and purchase requisitions, safety meeting minutes, hearing test records, induction forms, training records, personal protective equipment issues records, etc.
- 3.12. Ongoing Evaluation of the Program - to include a written evaluation of progress achieved in implementing the program.