



Memorandum *VS*B

Vancouver Board of Education

February 22, 2017

ITEM 1

TO: Personnel and Staff Services Committee (Committee IV)

FROM: Murray Doucette, Associate Superintendent, Employee Services
Collette O'Reilly, Health & Safety Manager

RE: Occupational Health and Safety – Policy and Regulation Review

INTRODUCTION:

This memo provides a recommendation for the Committee's consideration related to the compliance requirements of *WorkSafeBC* that an organization's occupational health and safety program be supported at its senior levels in the form of a policy.

BACKGROUND:

In order to address this requirement, a draft policy and regulation has been developed jointly by the District Health and Safety Committee for review by Committee IV. The District Health and Safety Committee is recommending to management the adoption of this policy and regulation. Please note that this is a new policy. This policy has been discussed and recommended for proposal from the District and our Union partners.

RECOMMENDATION:

IT IS RECOMMENDED THAT the following new policy proposal and new regulation proposal be adopted as a compliance requirement of *WorkSafeBC*.

NEW POLICY PROPOSAL

Occupational Health and Safety Policy

The Vancouver Board of Education recognizes that the health and safety of all employees is of primary importance and contributes to the overall safety of the school community. The Board is committed to providing healthy and safe working environments by promoting safe working practices.

NEW REGULATION PROPOSAL

Occupational Health and Safety Regulation

The Vancouver Board of Education is committed to compliance with the *Workers' Compensation Act of British Columbia* and the *Occupational Health and Safety Regulation*.

Responsibilities

The Board of Trustees is responsible to:

- understand, support, and maintain the *Occupational Health and Safety Policy* and the district occupational health and safety program.

District Management is responsible to:

- implement and operationalize the *Occupational Health and Safety Policy* and the district occupational health and safety program;
- provide safe working environments and be accountable for compliance with applicable health and safety requirements;
- ensure all employees, through supervisors, principals and managers, are provided with ongoing information and the resources necessary for healthy and safe working environments.

Principals, Vice-Principals and Supervisors are responsible to:

- ensure employees comply with the *Occupational Health and Safety Policy*, procedures and programs;
- ensure employees are informed and trained in all relevant workplace safety practices;
- take reasonable precautions in the circumstances for the protection of an employee, including informing employees of hazard(s) in the workplace and taking prompt corrective action should a hazard arise.

Employees are responsible to:

- work in a safe manner;
- participate in the Occupational Health and Safety process, and comply with *Occupational Health and Safety Policy*, relevant safety regulations, and safe work procedures;
- Report immediately to their supervisor any safety hazards of which they become aware.