

Administrative Procedure 3041 MR1

Safety Practices and Responsibilities

1. District Management

District management is responsible for the following:

- a) ensuring that a district safety program is developed and maintained;
- b) ensuring provisions are made for instruction and supervision of employees in the safe performance of their work;
- c) evaluating, on an annual basis, the Occupational Health and Safety Program;
- d) reviewing reports and statistics regarding the safety program.

2. Health and Safety Officer

The Health and Safety Officer is responsible for the following:

- a) conducting inspections and audits throughout the district;
- b) assisting in accident investigations as needed;
- c) investigating serious incidents;
- d) ensuring that all accident investigation reports required for insurance purposes or by the Workers' Compensation Board or the Ministry of Education are completed and filed by the designated personnel in a timely fashion, and that any non-conformance with this regulation is reported to management;
- e) developing, coordinating, and providing safety training programs for staff;
- f) advising on the development of district safety policies and developing program objectives to be presented to management;

- g) acting as a resource in dealing with safety problems;
- h) conducting, with the District Health and Safety Committee, an annual evaluation of the Occupational Health and Safety Program.

3. **Supervisory Staff**

Administrative officers and other supervisory staff are responsible for the following:

- a) conducting inspections of their area of responsibility;
- b) investigating accidents which occur within their area of responsibility;
- c) ensuring that their staff have been trained in the safe performance of their work;
- d) meeting with their staff on a regular basis to review safety matters;
- e) ensuring that site first aid requirements are met;
- f) responding to staff safety concerns.

4. **Other Employees**

Employees other than district management, administrative officers, and supervisory staff are responsible for the following:

- a) observing established safe work practices;
- b) reporting all accidents and injuries to the appropriate supervisor;
- c) reporting any unsafe conditions to their supervisor;
- d) at the direction of their supervisor, attending safety training sessions provided by the district.

5. **Site Requirements**

The following must be present at each work site in the district:

- a) a copy of the District Safety Manual;
- b) a copy of the Workers' Compensation Board Industrial Health and Safety Regulations;
- c) a notice board accessible to all staff and posted with the following:
 - site first aid procedures;
 - site fire and emergency procedures;
 - members and minutes of the district's Health and Safety Committee meetings;
 - the Workers' Compensation Board "Notice to Workers' placard;
 - any other item circulated for posting by the Health and Safety Committee or Health and Safety Officer.