

AP 4200: Health and Safety in the Workplace

The district recognizes the importance of providing a safe and healthy working environment. The district will maintain safe and healthy working conditions and operating practices and will ensure that its practices and procedures conform to applicable occupational health and safety legislation.

To achieve this, the district will establish and maintain an occupational health and safety program designed to prevent worker injuries and disease and will be responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All employees and contractors are required to work safely and to know and follow the district's administrative procedures, guidelines, and safe work procedures.

The district's health and safety program fosters a collaborative approach built on the cooperation between the Joint Health and Safety Committees and the Joint Safety Advisory Committee.

Definitions

Supervisor is defined as "a person who instructs, direct and controls workers in the performance of their duties." Any person, regardless of title, who meets this definition even temporarily, has the responsibilities of a supervisor for the workers under their control.

Procedures

1. A District Joint Health and Safety Committee shall be established as required by the Workers' Compensation Act. Representation will include management and both employee groups (CUPE and KLTF).
2. Each worksite will establish a worksite Joint Health and Safety Committee. Representation will include management and both employee groups (CUPE and KLTF).
3. All accidents and near miss incidents will be reported and investigated in accordance with the Workers' Compensation Act.
4. Supervisors will ensure that the employees they supervise are informed of the hazards of their work and how to perform their job safely by:
 - 4.1 Providing a health and safety orientation to new workers at the worksite.
 - 4.2 Ensuring that workers are made aware of all known or reasonably foreseeable health and safety hazards where they work.
 - 4.3 Conducting regular inspections and ensuring workplace incidents are reported and investigated.

- 4.4 Ensuring that the appropriate personal protective equipment and clothing are available, properly worn when required, and properly inspected and maintained.
- 4.5 Correcting unsafe acts and conditions without delay.
- 5. All employees are responsible for acting in the interests of their personal safety by:
 - 5.1 Knowing and following safe work procedures and safety rules.
 - 5.2 Correcting hazards or reporting them to supervisors.
 - 5.3 Participating in inspections and investigations where appropriate.
 - 5.4 Using personal protective equipment where required.
 - 5.5 Performing work in a safe manner and not engaging in horseplay.
 - 5.6 Not working while impaired by alcohol, drugs, or other substances.
 - 5.7 Helping to create a safe workplace by recommending ways to improve the health and safety program.