

School District #62 (Sooke)

HEALTH AND SAFETY	No.: E-520
	Effective: Oct. 23/90 Revised: Sept. 22/92; May 23/95; Jan. 27/15; June 3/16 (housekeeping)

ADMINISTRATIVE REGULATIONS

1. RESPONSIBILITIES

Principles of Health and Safety

- 1) Every employee of the Sooke School District has a duty to work in a safe manner, to ensure safe working conditions, report any unsafe conditions, and to promote safe working practices and positive attitudes toward accident prevention.
- 2) Every employee shall perform his/her job only if it is safe to do so.

The Board will:

- 1) endeavour to provide and maintain a healthy and safe working and learning environment.
- 2) be responsible for ensuring that adequate direction is given to employees in the safe performance of their duties.
- 3) ensure that regular inspections are conducted, at appropriate intervals, of all district premises, equipment, work methods and work practices, and ensure that prompt action is undertaken to correct any hazardous conditions found.

Administrative Staff will:

("Administrative Staff" refers to Board Office staff and site managers, i.e. School Principals, Facilities Director.)

- 1) ensure that adequate standards, policies, procedures and work practices for maintenance of buildings and equipment and for the performance of all potentially hazardous tasks are established to ensure a healthy and safe working and learning environment.
- 2) provide instruction in supervision of workers in the safe performance of their work.
- 3) co-ordinate safety programs such as earthquake safety and hazardous materials programs.
- 4) upon identification and investigation of hazardous working and learning conditions, will forward concerns to and review recommendations of the Site and District Joint Health and Safety Committees and implement practices and procedures to eliminate or effectively control hazards.

- 5) ensure that safeguards, safety appliances and devices, including personal protective equipment necessary for the protection of employees and students, are available and are used by the individuals involved.
- 6) comply with WorkSafeBC First Aid regulations and ensure that persons with valid First Aid Certificate are employed where required by WorkSafeBC regulations, and that appropriately equipped first aid facilities are present at each work site.
- 7) ensure that a District Health and Safety Committee, and Site Joint Health and Safety Committees are established and meet regularly.
- 8) ensure that all pertinent and required records and statistics are maintained and reviewed.
- 9) ensure that regular inspections are carried out at each site in accordance with District and W.C.B. regulations.

Supervisors will:

("Supervisors" refers to school vice-principals, foremen and other direct supervisors.)

- 1) ensure that all new/transferred employees receive proper orientation and are provided with training in all safe work procedures required for their job.
- 2) be alert to unsafe working practices and conditions, and deal with them promptly and effectively.
- 3) report any real or potential hazard(s) to the Facilities Manager and the Site Joint Health and Safety Committee. (See Appendix C.)
- 4) ensure that all incidents and accidents are investigated to determine probable cause, that an accident report form is completed, and where required, a written accident investigation report including recommendations to reduce the possibility of recurrence, is submitted to the District OH&S Coordinator and the Site and District Health and Safety Committees.
- 5) enforce safety regulations.
- 6) enforce the use of safeguards, safety appliances and devices, including the wearing of personal protective equipment.
- 7) establish, maintain, and update safe work procedures and policies at the worksite.
- 8) set a good example of safe and healthy work habits.
- 9) ensure regular maintenance is carried out on equipment and machinery.
- 10) encourage incident, accident and hazard reporting.
- 11) carry out, with their staff, regular inspections of their designated areas on site, as directed by administrative staff, and in accordance with District and WorkSafeBC regulations.

Employees will:

- 1) perform all tasks using safe work procedures required to ensure minimum risk of injury or accident to themselves and others.
- 2) report all injuries, incidents and accidents to their supervisor and assist in completing the appropriate report forms.

- 3) wear and/or use personal protective clothing and equipment as well as safeguards, safety appliances and devices, as required.
- 4) comply with all health and safety regulations and directives.
- 5) report all health and safety hazards to their supervisor.
- 6) not remove, impair or render ineffective any safeguard provided for protection.
- 7) adopt a responsible attitude toward health and safety on the job.
- 8) familiarize themselves with the procedures for refusing unsafe work.

Refusal of Unsafe Work

1) Responsibilities

EMPLOYEE:	<p>Do not carry out, or cause to be carried out, any work or process that could harm another person.</p> <p>Immediately report the unsafe condition or process to Principal/Supervisor.</p> <p>Provide input for resolving the refusal.</p> <p>If no resolution can be found, after following the refusal process as outlined below, notify WorkSafeBC.</p>
UNION REPRESENTATIVE:	<p>When requested, as outlined in WorkSafeBC regulation 3.12, provide input for resolving the refusal.</p>
PRINCIPAL/SUPERVISOR:	<p>Immediately investigate reported refusal to work.</p> <p>Resolve the hazard reported by the employee or indicate to the employee why the situation is not considered a hazard.</p> <p>If no resolution can be found, notify WorkSafeBC.</p> <p>Provide alternate, constructive work while the issue is being resolved.</p>

2) Process

- Step 1:** Employee reports hazard and Principal/Supervisor investigates.
- Step 2:** If the situation is not resolved in step 1, it is further investigated by the Human Resources Director (or designate) in the presence of a union representative and the reporting employee.
- Step 3:** If the situation is not resolved in step 2, the Human Resources Director (or designate) and the employee shall separately notify WorkSafeBC.

Non-Conformance

Safety rules and regulation will be enforced by supervisors and managers. Any employee who fails to comply with District or WorkSafeBC health and safety regulations will be subject to the District's progressive discipline process.

2. GENERAL RULES

The following general safety rules are provided to help everyone do their job correctly and safely. Compliance with these common sense rules and procedures is necessary to prevent injury and accident.

- A. All employees will accomplish their work in accordance with all WorkSafeBC regulations related to the tasks they perform.
- B. All real or potential hazards, injuries, incidents or accidents, must be reported to supervisors. (See Appendix C)
- C. Personal protective equipment including hearing and eye protection, respirators, and other safety equipment, must be worn where specified.
- D. Consumption of alcohol, illicit or non-medical drugs, or other intoxicating substances is incompatible with safe and healthy working and learning conditions. Employees under the influence of drugs or alcohol will be sent home and appropriate disciplinary action may be taken.
- E. No persons shall carry or have in their possession a burning cigarette, cigar, pipe containing burning tobacco or electronic cigarette (e-cigarette), or burn tobacco in any other manner in any school yard or inside any part of a building, structure or vehicle which is owned or operated by the school district, or where a district educational program is offered. (See School Board Policy E-530.)
- F. Horseplay is not permitted.
- G. All employees who operate school district equipment or motor vehicles must do so in a manner which adheres to WorkSafeBC regulations, provincial motor vehicle laws, and the standards laid down by the School Board. (See "Vehicle Safety" in the District Safe Work Procedures library.)
- H. Employees required to work in areas where noise exceeds 85 dBA must wear hearing protection. WorkSafeBC Regulation 13.35 requires that workers exposed to noise levels in excess of 85 dBA steady state noise for eight hours must have their hearing tested annually. Supervisors shall ensure that this testing takes place.
- I. All employees must be trained in emergency evacuation procedures to be used in the event of fire or earthquake at their worksite. (See School Board Policy F-501)
- J. Workers involved in repair of electrical machinery must practice lock-out procedures to ensure that the flow of energy to the machinery is shut off and will remain so until the worker effecting the repairs re-engages power.

3. WRITTEN SAFE WORK PRACTICES AND PROCEDURES

A. Overview

All hazardous work processes used by School Board employees will have written safe work procedures or, where there is more than one way to complete a task, written best practices. All employees required to perform work processes or operate machinery will receive proper instruction and training, and written safe work procedures will be made accessible and available to all employees, on the District intranet site in a 'safe work procedures library'.

The site supervisor will ensure that safe work procedures specific to the work site are provided. These will likely include, but not be limited to: emergency evacuation procedures (see Board Policy and Regulations F-501), operation of equipment, safe work procedures for science lab workers, shops, and art departments (teachers and assistants), safe work procedures for working with chemicals (custodians, facilities staff)

Employees for whom trade qualifications are required to perform their duties will be deemed to have had proper training in the safe work procedures associated with the machinery and processes related to that trade. Trade certificates will be retained as required records, and supervisors of these employees will ensure that standards of safety are maintained.

Revision of safe work procedures and retraining of staff will be conducted as required.

B. How to Write Safe Work Procedures

Safe work procedures should be developed by supervisors in consultation with workers and site or District joint health and safety committee members.

Remember to review the safe work procedures regularly to ensure they are accurate and effective. If a task or equipment changes, the safe work procedure(s) that relate to this change must also be updated.

Job Hazard Assessments, Operator's Manuals, and the internet can be great sources of information to be used as a reference for writing safe work procedures.

The safe work procedures will include:

- Name or description of the work task.
- Date the SWP was created and date it was last reviewed or revised.
- Hazards that may cause harm to a worker, other staff or students. While a hazard may only be present for part of the task, or later in the procedure, it needs to be listed at the *beginning* of the Safe Work Procedure form.
- Equipment/devices, personal protective equipment (PPE), or other safety considerations necessary to perform the task safely.
- Required training and/or relevant documentation needed to perform the task safely.
- Steps to perform the task safely, in chronological order. A general rule of thumb is that most jobs can be described in less than ten steps, and no more than fifteen. It is often helpful for this part of the process, to watch someone complete the task.

The District Safe Work Procedure template should be used when writing or reviewing procedures.

C. Safe Work Procedure Template

SD62 Safe Work Procedures and Best Practices



Title: **Enter Name of Procedure**

Review Date:

Reviewed By:

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change.

Potential Hazards

- Delete this text and enter all potential hazards associated with this procedure

Required Personal Protective Equipment and Devices Delete this text and the Pictograms that do not apply. Add any additional personal protective equipment required and devices.



Eye Protection Required



Approved Dust Mask Required



Face-Shield Required



Protective Apron Required



CSA Approved Safety Footwear Required



Long or loose hair must be tied back or contained



Hearing Protection Required



No jewelry, watches, rings, necklaces etc.



Define type Gloves Required



Gloves must not be worn when operating this equipment



Protective Clothing Required



Laboratory Coat Required



NIOSH Approved Respirator Required



Fume Hood Required



Fall Protection Required



No loose fitting clothing

Required Training

Delete this text and list all training that is required prior to completing this procedure. E.g.

- Trades Training
- In house training from experienced driver
- Operating manual

Pre-Operational Safety Checks

- Delete this text and enter Pre-Operational checks that must be completed prior to completing this procedure. If there are no pre-operational checks to be performed, Delete this table.

Prohibited Activities

- Delete this text and enter any acts that are prohibited while completing this procedure. For example;
- Do not Smoke (Fire Hazard)
- Do not cut tree branches with this equipment
- Do not cut pieces of wood with nails in them
- Do not leave this equipment unattended while running

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Delete this text and continue writing procedure. Enter any caution statements as required.
- 4.
- 5.
- 6.

CAUTION:

- 7.
- 8.

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.
REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY***

Housekeeping

Delete this text and enter any housekeeping items that are required after completing the job.

For Example:

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

Date Approved:

Approved By: type name of Director/Manager/Principal

Signature: _____

4. HAZARD IDENTIFICATION AND CONTROL

The District #62 School Board (Sooke) is committed to identify hazards and implement controls.

Hazard identification and risk assessment provide an opportunity to recognize health and safety problems before they result in injury or damage. The results of this process will also be used to develop or update safe work procedures, emergency response procedures, training for workers, inspections and assisting joint health and safety committees.

Managers and Supervisors are responsible for ensuring that hazard identification and risk assessments are done. Workers and Joint Health and Safety Committee members need to be involved in the process, as they are most familiar with their work, so may be able to provide a greater insight to the risk and possible controls. All those involved in the process shall be trained in the process.

Hazard assessments should be done any time a new job/task is introduced, or when a job/task changes. Jobs/tasks that have been assessed to be High risk need to be reviewed regularly, to ensure that controls are still adequate.

A. Definitions:

Hazard: any condition or circumstance that has the potential to cause injury, illness, disease or damage to property and equipment.

Types of hazards:

- Chemical – e.g. solvents, fumes, dusts.
- Biological – e.g. Hantavirus, Hep B or C, other blood borne pathogens.
- Physical – e.g. crush, slips, trips, falls, strains/sprains.
- Psychosocial – stress, violence.

Risk: combination of probability of injury or illness and its severity.

B. Steps:

- 1) Identify/inventory all work done.
- 2) Identify the hazards with each task.
- 3) Rate the hazards by their degree of risk.
- 4) Ensure the controls in place are appropriate.
- 5) Assess the residual risk.

C. Rating the Hazards

Once hazards have been identified it is important that they be evaluated in terms of the danger or risk they pose to workers. This ensures hazards that create the greatest problems are dealt with first.

There are many tools available that can be used to assess risks. Any can be used, but they should include:

- assigning a value to the potential severity of the outcome (the consequence of the hazard),
- assigning a value to the likelihood of the outcome occurring the hazard (the probability of the consequence occurring),

- assigning a value to the frequency of worker exposure to the hazard.
- combining these values (either by addition or multiplication) to come up with an overall rating for the risk.

D. Controls:

Once it is determined that an exposure problem exists, means shall be developed to control it. The following priority approach shall be used to reduce the hazard/exposure level of personnel:

Elimination:

- Develop a new way of doing the task that eliminates the hazard.

Substitution:

- Replace the hazard with a substance or process that is less hazardous.

Engineering Controls:

- Design out the hazard.
- Enclose the process.
- Substitute materials.
- Change the process.

Administrative Controls:

- Establish good work standards and practices that ensure proper handling of hazardous materials.
- Institute a work rest regime to reduce exposure time.
- Change the work practice so that worker is isolated from the hazard.

Personal Protective Equipment:

- The last line of defence if the other two can't or don't work.
- Proper protective equipment is used for the hazard.

E. Assess the Residual Risk

Repeat the risk assessment evaluation for the hazard with all controls in place to determine the new level of risk. If the residual risk is moderate or high, the process should be repeated again.

F. Hazard Identification and Assessment Form

A standard form shall be provided for District hazard identification and risk assessments, but different forms may be used for different kinds of assessments. See the following pages for the District form.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL WORKSHEET



Department: _____ Position: _____

Done by: _____ Date: _____

Job/Task: _____

Hazard	Severity	Probability	Frequency	Risk Rating	Existing Controls	Recommendations	Date to be Complete by	Person Responsible	Initial when done	Residual Risk

See "Steps" on next page.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL WORKSHEET

STEPS

- 1) Identify the hazards with each job or task.
- 2) Rate the hazards by their degree of risk (without controls in place) using the following charts.
- 3) List current controls.
- 4) Make recommendations for new controls if needed. Try elimination or substitution first, then engineering controls (guards, screens, mufflers, ventilation, etc) first, then administrative controls (signage, pylons, reminders, shift changes, etc.), and only then consider personal protective equipment (gloves, goggles, masks, etc).
- 5) Determine how quickly the recommended controls should/can be put in place and assign responsibility for ensuring the work is done.
- 6) Reassess the level of risk with all controls in place. This residual risk should be low.

Rating the Risk

Consequences

Level	Rating
<i>Severity of Consequence:</i>	
Numerous fatalities; extensive damage (over \$1,000,000); major disruption	100
Several fatalities; damage \$500,000 to \$999,999	75
Fatality; damage \$100,000 to \$499,999	50
Extremely serious injury/ disease (permanent disability); damage \$1,000 to \$99,999	30
Disabling injuries, reversible tissue damage; damage up to \$999	10
Minor cuts, bruises, irritations; minor damage	2

Probability

Level	Rating
<i>The injury/ disease and the determined consequences ...</i>	
Are the <i>most likely</i> & expected result.	10
Are quite possible, would not be unusual, having a 50/50 chance.	6
Would be an <i>unusual</i> sequence or coincidence.	3
Would be a remotely possible coincidence. It has been known, however, to have happened.	1
Would be extremely remote but conceivably possible	
Has never happened after many years of exposure.	0.5
Would be practically impossible: a "one in a million" possibility. Has never happened despite exposure over many years.	0.1

Exposure

Level	Rating
<i>The worker is exposed to the hazard...</i>	
Continuously (or many times daily)	10
Frequently (approximately once daily)	6
Usually (from once per week to once per month)	3
Occasionally (from once per month to once per year)	2
Rarely (it has been known to occur)	1
Very rarely (not known to have occurred, but considered remotely possible)	0.5

Risk Rating = C x E x P

20-80	Low
90-250	Moderate
270-750	High
750+	Very High

5. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

The District #62 School Board (Sooke) is committed to identify and catalogue all chemicals and harmful substances used at work sites under its control. A full inventory will be developed by the district's OH&S Coordinator for all hazardous materials and substances at each work site. The basis of this procedure is the WHMIS legislation. This includes:

- A. an inventory of all controlled products used/stored on School Board property.
- B. labelling of all controlled products before they are used.
- C. acquisition of Safety Data Sheets for all controlled products used/stored on School Board property.
- D. adequate and proper education and training for all School Board employees regarding the handling, storage and use of controlled products.
- E. development of, education and training in safe work procedures, spill clean up, emergency procedures and first aid procedures specific to the treatment of hazardous materials and substances.

A WHMIS program has been implemented and the maintenance thereof shall be the responsibility of the District OH&S Coordinator and the District Health and Safety Committees. (See Appendix B, WHMIS Program and Procedures.)

Note: The Government of Canada has committed to move to the Global Harmonized System (GHS) by June 2015. When this happens, the District will make the appropriate changes to comply with the new regulations.

6. TRAINING OF WORKERS AND SUPERVISORS

Induction and orientation of new or transferred employees will be conducted on site as indicated on the Employee Health and Safety Orientation Form, and will include:

- A. familiarization with the School Board's Health and Safety Program, and required safe work procedures.
- B. the location of First Aid services.
- C. procedures for reporting injuries, incidents and accidents.
- D. procedures for reporting hazards.
- E. emergency procedures.
- F. the location of Material Safety Data Sheets.
- G. review of existing hazards or problems at the work area.
- H. specific safe work procedures directly related to the employee's job.
- I. the location and proper use of personal protective equipment.
- J. expected quality and quantity of work, and expected behaviour.
- K. WHMIS instruction and training.

Supervisors will receive specific training and direction, where necessary, to carry out their duties. This will include:

- A. discussion of safety activities at management meetings.
- B. training in techniques of effective communication, motivation, instruction/training, and supervision.
- C. how to conduct inspections.
- D. how to conduct accident investigations.
- E. use and care of site related personal protective equipment.
- F. emergency procedures.
- G. how to conduct staff meetings/crew talks.

EMPLOYEE HEALTH AND SAFETY ORIENTATION FORM



EMPLOYEE: _____
DATE: _____
POSITION: _____
DEPT./SCHOOL: _____
SUPERVISOR: _____

DEPARTMENT/SCHOOL CHECKLIST

- ___ New Worker Orientation Handbook (read)
- ___ Procedures for reporting injury, incident and accident
- ___ Procedures for reporting hazard(s)
- ___ Worksite location of First Aid services
- ___ Worksite Emergency procedures (fire, earthquake)
- ___ Location of Safety Data Sheets
- ___ Student Safety Plans (if applicable)
- ___ Working Alone Procedures
- ___ Joint H&S Committee information

SUPERVISOR CHECKLIST

- ___ Review of existing hazards/problems at worksite
- ___ Job related safe work procedures
- ___ Location/use of emergency equipment
- ___ Location/use of personal protective equipment
- ___ Procedure for summoning assistance
- ___ Expected quality, quantity of work
- ___ Expected behaviour

OTHER TRAINING: specify:

DATE: _____

Supervisor Signature: _____

Employee Signature: _____

7. MONITORING WORKPLACE EXPOSURES

To protect employees from exposure to agents hazardous to their health, whether chemical, physical or biological, at worksites within the jurisdiction of the Sooke School Board, every effort will be made to ensure that all such agents are recognized, evaluated and that exposure is effectively controlled. Workplace exposures will be monitored as follows:

Noise exposure levels will be monitored annually in areas where noise exceeds 85 DBA on a regular basis, to ensure that the hearing protection prescribed for that area is adequate to eliminate this hazard. Work areas where steady state noise levels exceed 85 dBa will be indicated with warning signs.

Airborne contaminant levels will be monitored as and where there is reason to believe permissible levels have been exceeded.

Confined space entry monitoring for toxic chemicals, combustible gases and oxygen levels will be conducted prior to entry, as required. (See District Confined Space Entry Program.)

If a worker feels endangered as a result of potentially harmful agents, whether chemical, physical or biological, he/she is to notify their supervisor of the condition, and the supervisor will take action to investigate and, if required, evacuate the area to prevent accident or injury.

In instances where harmful agents are found in excess of permissible concentrations, control measures will be implemented by the School Board, and their effectiveness will be evaluated by further sampling. Workers will receive training when those measures include the use of personal protective equipment, or other worker controlled device and such training will be documented.

8. MEDICAL EXAMINATIONS AND HEALTH MONITORING

Records of any and all health monitoring must be kept by the Personnel Department and evaluated to determine if the present program of hazard control is effective.

The District #62 School Board (Sooke) will conduct annual hearing testing for all employees regularly exposed to noise in excess of 85 dBa.

Hearing protection will be provided and must be worn where prescribed.

Records of health monitoring must be maintained by the Human Resources Department. Statistics and analytical information generated from health monitoring reports will be reviewed by the District Health and Safety Committee and the Board to determine if the present program of hazard control is effective and if other action is required. Confidentiality of health monitoring records will be maintained.

9. SUPERVISION OF WORKERS

The Board of School Trustees will ensure that supervision of workers is provided to ensure that work is planned and carried out in accordance with safe work procedures.

A supervisor is a person who instructs or directs employees in the safe performance of their duties. Those who directly supervise workers have the most influence over safety performance by correcting unsafe behaviour while recognising and reinforcing safe work practices.

Monthly management meetings will include discussion of health and safety activities and accident trends to determine necessary courses of action.

Monthly staff meetings will include discussion of health and safety developments which concern employees.

Pre-job planning must take place for all major projects to ensure proper co-ordination of all departments involved and to ensure other affected agencies are notified and consulted.

10. INSPECTION AND MONITORING

Inspections of all work sites, including buildings, structures, grounds, excavations, tools, equipment, machinery, work methods and practices shall be done by site staff in accordance with WorkSafeBC Regulation.

All areas will be inspected at least quarterly (September, January, March and June) with the following exceptions:

Monthly Inspections:

- Facilities complex (excluding administration area)
- All Industrial Education teaching areas
- All Home Economics teaching areas
- All playground areas and equipment
- Any area that the Site Administrator deems to be necessary
- All Science areas

Bi-Annual Inspections:

Inspect all sites, during working hours, to ensure that proper safe work procedures are being used.

Inspection of Machinery, Tools and Equipment:

Machinery, tools and equipment shall be inspected in accordance with the manufacturer's recommendations or as otherwise specified in relevant sections of the WorkSafeBC Regulations.

All inspections shall be carried out by the Site Joint Health and Safety Committee or other staff trained to complete inspections.

Copies of site inspection reports will be reviewed and retained by the Site Joint Health and Safety Committee and a copy shall be sent to the District Health and Safety Committee.

Where unsafe or harmful conditions, procedures or practices exist, supervisors shall take action to have the hazard corrected without undue delay.

Any corrective action required must be recorded in the Site Monthly Safety Meeting minutes.

Sample inspection checklists are posted on the District Sharepoint site.

11. FIRST AID SERVICES AND EQUIPMENT

The Sooke School Board will ensure that adequate First Aid attendant(s) are available at each work site and that facilities, equipment and supplies adequate to the workforce are also available, as required by WorkSafeBC regulation.

The First aid attendant will keep treatment records reflecting identification of the patient, a factual account of the accident, injuries and treatment given. These records will be reviewed regularly by the Site Joint Occupational Health and Safety Committee and forwarded to the District Joint Health and Safety Committee. The First Aid attendant will have adequate training in emergency procedures in the event of exposure to hazardous substances, and how to find necessary information on Safety Data Sheets.

Any incidents that result in the worker seeking further treatment by doctor or other medical professional shall be documented on a WSBC Form 7 and reported to Human Resources staff, who will report to WorkSafeBC as soon as possible (within 3 working days).

Site Joint Health and Safety Committees will complete an annual First Aid Assessment.

SD62 First Aid Assessment Worksheet

1. Name of workplace: _____	
<i>Conduct a separate assessment for each identified workplace (see flow chart Step 1)</i>	
2(a) Hazard rating on Assigned Hazard Rating List	L <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/>
2(b) Job functions, work processes and tools	
	Typical of industry? Yes <input type="checkbox"/> No <input type="checkbox"/>
2(c) Types of injuries that can potentially occur	
	Typical of industry? Yes <input type="checkbox"/> No <input type="checkbox"/>
2(d) Rating adjustment: if hazard rating is adjusted, provide documentation.	
Overall workplace hazard rating	
	L <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/>
3(a) Surface travel time to hospital	<input type="checkbox"/> greater than 20 minutes <input type="checkbox"/> 20 minutes or less
4(b) Total number of workers per shift _____ (include dispatched workers and workers in lodgings)	
5(f) Barriers to first aid	

ASSESSMENT RESULTS
<i>(different shifts may require different first aid services)</i>
5(a) Supplies/equipment/facilities required _____
5(c) Number and level of first aid attendants _____
5(e) Transportation needs _____

Date: _____	Change in Business Operations: _____
Consulted (health and safety committee, worker representative, others):	
Name: _____	Signature: _____

12. ERGONOMICS PROGRAM

A. Introduction

Ergonomics is the study of people and their interaction with the elements of their jobs or tasks, including equipment, tools, facilities, processes, and environment. It is a multidisciplinary field of study that integrates engineering, medicine, design, and industrial psychology.

In a more practical sense, ergonomics is the science of human comfort. When aspects of work or the workplace challenge or stress the human body beyond its capabilities, the result is often a musculoskeletal injury (MSI). MSIs are also known by several other names, including:

- O/E (overexertion injury)
- RSIs (repetitive stress or repetitive strain injuries)
- ASTDs (activity-related soft tissue disorders)
- CTDs (cumulative trauma disorders)

Whatever name is used, these injuries belong to a group of sprain and strain injuries that can affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal discs in the body. MSIs do not include injuries resulting from slips, trips, falls, cuts, motor vehicle accidents, or similar accidents; however, a close look at the causes of these acute injuries often reveals design problems that can be corrected.

To help avoid MSIs, work demands should not exceed the physical capabilities of the worker.

B. Program

The School District will initiate and maintain and regularly review an ergonomic program that will include records documenting the identification, assessment, and control of worker exposure to ergonomics risk factors, in accordance with the Occupational Health and Safety Regulation of British Columbia.

The ergonomics program is a collaborative effort that includes managers, supervisors, and workers. The Health and Safety Coordinator shall be responsible for the program's implementation, management, and record-keeping requirements, and will report from time to time (at least annually) to the District Joint health and safety committee on the status and activities of the program.

13. INVESTIGATION OF ACCIDENTS AND OCCUPATIONAL DISEASES

All injuries or accidents no matter how minor are to be reported to supervisors for immediate action. Supervisors must notify the Department/School manager, and the Site Occupational Health and Safety Committee to arrange for an accident investigation, if one is warranted.

Investigations of accidents and occupational diseases will be conducted in order to determine the probable cause(s), to identify any unsafe conditions, actions or procedures which may have contributed to the result, and to develop corrective measures to prevent similar accidents or occurrences. The investigation report shall be submitted to Human Resources.

WorkSafeBC must be immediately be notified by the Human Resources Department in the following situations:

- death or critical condition with serious risk of death.
- major structural failure or collapse of a building, bridge, tower, crane hoist, temporary construction support system, or excavation.
- major release of toxic or hazardous substance.
- blasting or diving accident.

Any other incident that results in a serious or major loss must also be investigated. These would include:

- accidents which result in an injury requiring medical treatment or time off work.
- accidents which did not involve injury but had a potential for causing serious injury. (WCB Act Part 3 Division 10 Section 173)

The investigation team will consist of a worker representative and an employer representative. Where feasible, a member of the Site Joint Health and Safety Committee should also be part of the investigation team.

The investigation report shall be recorded on a WSBC Form 52E40 and will include:

- place, date, time of accident.
- names, positions of persons injured.
- names of witnesses and how they can be contacted.
- brief description of accident.
- statement of sequence of events which preceded the accident.
- identification of unsafe conditions, actions and procedures which contributed to the accident.
- recommended actions to prevent similar accidents, and deadlines for actions.
- names of persons on the investigation team.

Copies of the accident report will be forwarded without delay to the District and Site Joint Health and Safety Committees, and the WorkSafeBC for review. Corrective action will be initiated immediately to prevent recurrence, and a report of action taken directed to the District and Site Joint Health and Safety Committees. The accident area will be left untouched until the investigation is completed and evidence retained, except where actions are necessary to prevent further injury, if rescue operations are in progress, or until permission to clear the scene has been granted by the WorkSafeBC officer. Feedback will be directed to the investigation team through the Joint Health and Safety Committees.

14. RECORDS AND STATISTICS

Sufficient records and statistics will be maintained by each Site Joint Health and Safety Committee and by the District Health and Safety Committee in order to be available for review and identification of problem areas and trends, such that proper actions can be initiated where required.

Records which must be kept include:

- A. first aid records.
- B. accident investigation reports.
- C. inspection reports.
- D. WorkSafeBC inspection reports.
- E. hazard assessment reports.
- F. Health and Safety Committee reports and minutes of meetings.
- G. Material Safety Data Sheets.
- H. environmental monitoring reports.
- I. audiometric test records.
- J. medical reports.
- K. training records.
- L. staff meeting minutes
- M. Maintenance records for machinery and vehicles must also be maintained.

15. JOINT OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

The District Joint Health and Safety Committee has been established and consists of the following members:

EMPLOYEE REPRESENTATIVES:

- 1 custodial staff representative
- 1 clerical staff representative
- 1 bus driver representative
- 1 education assistant representative
- 1 trade representatives
- 2 Sooke Teachers' Association representatives
- 1 Principal/Vice Principal representative

EMPLOYER REPRESENTATIVES:

- 1 Occupational H&S Coordinator
- 1 Facilities Manager

Committee members shall commit to a term of one year. The OH&S Coordinator will act as management co-chair and the membership shall elect a worker chairperson and secretary from among them, The District Health and Safety Committee will hold regular meetings at least once a month, and will record and maintain minutes of proceedings. However, in place of meetings the committee may, from time to time, perform District inspections of work sites and work practices. Copies of minutes will be made available to all employees.

The District Health and Safety Committee shall:

- A. make recommendations to the employer for the establishment and enforcement of health and safety policies and practices.
- B. participate in the identification of dangers to health and safety within the jurisdiction of the Sooke School district and recommend means of controlling dangers.
- C. advise on and promote health and safety programs for the education and instruction of the School Board and its employees.
- D. review and where necessary investigate complaints respecting health and safety of workers within the Sooke School district, and where necessary make recommendations to the School Board.
- E. maintain records regarding complaints received and the resolution of those complaints.
- F. where applicable, review information resulting from monitoring and measuring procedures, and where necessary make recommendations to the School Board.
- G. assist in encouraging a safe environment for students, staff and visitors within the Sooke School district.
- H. review all reports and minutes from site Joint Health and Safety Committees.
- I. determine that regular inspections of each work site have been carried out and that accident investigations have been performed.

Site Joint Health and Safety Committees have been established and will consist of employer and worker representatives to total not less than 4 members. They will hold regular meetings at least once per month, and will record and maintain minutes of proceedings. Copies of minutes will be forwarded to the District Health and Safety Committee, and site supervisors.

The Site Joint Health and Safety Committee shall:

- A. assist in encouraging a safe environment for students, staff and visitors at the work site.
- B. recommend actions which will improve the effectiveness of the health and safety program.
- C. conduct and/or ensure that regular inspections are conducted at the work site.
- D. where feasible, participate in accident investigations, together with employer and worker representatives, and recommend measures to prevent similar situations.
- E. review and where necessary investigate complaints and concerns respecting the health and safety of workers at the work site, and where necessary, make recommendations.
- F. promote, and recommend measures which will help the work site attain compliance with regulations, and maintain a hazard-free environment.

The names and work locations of each of the District and Site Joint Health and Safety Committee members shall be posted in a conspicuous place or places where they are most likely to come to the attention of the workers.

16. CONTRACTORS

Administrative Process for Hiring Contractors or Designating a Prime Contractor

in Accordance with the Workers Compensation Act and the Occupational Health and Safety Regulation

Unless otherwise agreed in writing, School District No. 62 (Sooke) is directly responsible for the occupational health and safety of all workers, contractors or other persons on the work site.

Parties that may be involved:

- SD62 representative (e.g. secretary-treasurer, facilities manager, facilities supervisor, energy manager, finance director, finance manager, purchasing staff).
- SD62 Facility Operations.
- SD62 Finance Department.

A *Single Contractor* is a person or firm engaged to perform specific work or to provide a service during a specified time period that does not coordinate the occupational health and safety of other contractors. The Single Contractor enters into a written agreement with the School District to confirm the Single Contractor's responsibility for the occupational health and safety of its employees.

A *Prime Contractor* is a person or firm that enters into a written agreement with the School District to coordinate the occupational health and safety activities of the Prime Contractor's employees and other employers, workers and persons on a multiple-employer SD62 worksite. Reference: the Workers Compensation Act of BC Section 118.

Procedure

1. The SD62 Purchasing and/or Facilities representative will include the following language in the invitation to tender, and will select the contractor in accordance with the SD62 Purchasing Policy F-200:

Contractor Responsibilities

Prior to commencement of work the Contractor shall:

- Review, complete and sign the "Single/Prime (chosed one) Contractor Agreement".
- Review Appendix "A" — Pre-Existing Hazard Assessment and plan the work accordingly.
- Review, complete and sign Appendix "B" - Confirmation of Responsibilities.

2. The SD62 representative, assisted by the facilities manager if preferred, will determine if there are any extraordinary pre-existing hazards and will complete and sign "Appendix A – Pre-Existing Hazard Assessment".

3. SD62 Purchasing and/or the Facilities representative will provide contract documents including either the Prime or the Single Contractor Agreement and the Appendices to the contractor for signature.

4. The contractor will complete and return the documentation to the SD62 representative for retention.

CONTRACT DESCRIPTION: _____

SINGLE CONTRACTOR AGREEMENT FOR OCCUPATIONAL HEALTH & SAFETY

Definitions:

Owner (School District No. 62): According to the Workers Compensation Act (Part 3 Section 106)

Contractor: "Contractor" means a contractor, employer or person who enters into this written agreement with School District No. 62 (Sooke) to abide by the Workers Compensation Act and the Occupational Health and Safety Regulation.

Designation:

By signing this agreement, _____ agrees to assume the responsibilities of a contractor for the purpose of compliance with the Workers Compensation Act and the Occupational Health and Safety Regulation.

As a Contractor signing this agreement with SD62, you are agreeing that your personnel will comply with the Workers Compensation Act and the Occupational Health and Safety Regulation.

CONTRACTOR RESPONSIBILITIES:

The Contractor will provide the following information to School District No. 62:

- Proof that they are registered with WorkSafeBC and a commitment to notify SD62 of any change of status during the course of the project or the term of the contract,
- Proof that they are up-to-date on WorkSafeBC assessment payments,
- If applicable, proof that they have taken optional coverage for self and family members working on the contract,
- Proof that they have taken appropriate coverage for the work being done (i.e. ensure they are in the correct assessment classification).

Prior to commencement of work the Contractor shall:

- Review, complete and sign this "Single Contractor Agreement".
- Review Appendix "A" – Pre-Existing Hazard Assessment and plan the work accordingly.
- Review, complete and sign Appendix "B" - Confirmation of Responsibilities.

During work the Contractor shall:

- Assume responsibility for the health and safety of its workers on the site,
- Establish and maintain a system or process that will ensure its workers comply with the Workers Compensation Act and the WorkSafeBC OH&S Regulation,
- Ensure that its workers at the workplace are informed of pre-existing workplace hazards, and of any hazards on the workplace that will be created by the work,
- Ensure that its workers are adequately trained in the performance of their job tasks with particular reference to any job or task which may cause a risk to themselves, their co-workers or to any third party,
- Ensure that its workers are adequately protected from the hazards throughout the duration of the work activity,
- Ensure that if there is an accident, where there is an injury requiring medical attention or loss of life or where there was potential for an accident leading to loss of life, the School District is advised forthwith of the details and any other information. This will be provided to SD62 for information purposes only,
- Ensure that its workers comply with any other statute, regulation or by-law which is in place to provide worker safety,
- Immediately report to the School District any unforeseen critical health or safety hazard that is identified during work. Together with the School District, determine and implement an effective control. Work will be allowed to continue only when the situation has been made safe.

CONCLUSION:

Any occupational health and safety violation by the Contractor shall be considered a breach of contract which may result in termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of School District No. 62 (Sooke).

Any penalties, sanctions or additional costs levied against the Contractor will be the sole responsibility of the Contractor.

I, the undersigned, acknowledge having read and understand the information above.

By signing this agreement, I agree as a representative of the firm noted below, to assume the responsibilities of the Contractor.

Contractor Firm Name (print)

Contractor (signature)

Date

School District No. 62 (Sooke)

CONTRACT DESCRIPTION: _____

PRIME CONTRACTOR DESIGNATION FOR OCCUPATIONAL HEALTH & SAFETY

Definitions:

Owner (School District No. 62):

According to the Workers Compensation Act (Part 3 Section 106)

Prime Contractor:

A person or firm that enters into a written agreement with School District No. 62 (Sooke) to coordinate the occupational health and safety activities of the Prime Contractor's employees and other employers, workers and persons on a multiple-employer SD62 worksite. (Refer to the Workers Compensation Act Part 3 Section 118)

Designation:

By signing this agreement, _____ agrees to assume the responsibilities of a Prime Contractor as outlined in the Workers Compensation Act Section 118 and Occupational Health and Safety Regulation 20.3. In general, the Prime Contractor coordinates the occupational health and safety activities of all employers, workers and other persons at the workplace.

By signing this agreement you are agreeing that your personnel will comply with the Workers Compensation Act and the Occupational Health and Safety Regulation.

If the Prime Contractor wishes to designate another firm as the Prime Contractor, they shall advise School District No. 62 of their intentions in writing and obtain approval from the District prior to the commencement of the new Prime Contractor designation. The new Prime Contractor must agree through signature to all the terms of this agreement.

PRIME CONTRACTOR RESPONSIBILITIES:

The Prime Contractor will provide the following information:

- Proof that they are registered with WorkSafeBC and a commitment to notify SD62 of any change of status during the course of the project.
- Proof that they are up-to-date on WorkSafeBC assessment payments.

- If applicable, proof that they have taken optional coverage for self and family members working on the contract.
- Proof that they have taken appropriate coverage for the work being done (i.e. ensure they are in the correct assessment classification).

Prior to commencement of work the Prime Contractor shall:

- Review, complete and sign this “Prime Contractor Designation”.
- Review Appendix “A” – Pre-Existing Hazard Assessment and plan the work accordingly.
- Review, complete and sign Appendix “B” - Confirmation of Responsibilities.
- Review, complete and sign Appendix “C” – Records to be Maintained and Available.
- Submit the Notice of Project to WorkSafeBC, where required on a construction workplace. See OH&S Regulation 20.2 for the general requirements of a Notice of Project.

During work the Prime Contractor shall:

- Inform all other employers for the project of the designation of Prime Contractor.
- Be directly responsible for the health and safety of the Prime Contractor’s workers.
- Coordinate the activities of other employers, workers and persons at the workplace relating to occupational health and safety.
- Identify and designate a person to be the qualified coordinator, who must co-ordinate health and safety activities in the workplace, if the workplace is a construction workplace of more than one employer with a combined workforce of more than five (5) workers.
- Establish and maintain a system or process that will ensure all employers, workers and other persons at the workplace comply with the Workers Compensation Act and the OH&S Regulation.
- Immediately report to SD62 any critical health or safety hazard that is identified during work. Together with the School District, determine and implement an effective control. Work will be allowed to continue only when the situation has been made safe.

Prime Contractor Qualified Coordinator:

The responsibilities of the qualified coordinator are listed in OH&S Regulation 20.3. The Prime Contractor’s Qualified Coordinator must:

- Coordinate all health and safety activities for the project.
- Know who all other contractor’s qualified persons are, if it is a construction workplace.
- Ensure that all workers at the workplace are informed of pre-existing workplace hazards, and of any hazards on the workplace that will be created by the work.
- Ensure that all workers are adequately trained in the performance of their job tasks with particular reference to any job or task which may cause a risk to themselves, their co-workers or to any third party.
- Ensure that hazards are addressed throughout the duration of the work activity.
- Ensure there are written procedures for safe work practices to be followed at the workplace.
- Have a workplace drawing showing where all employers at the workplace are working, where first aid is located, emergency transportation system for injured workers, and

evacuation marshalling points. This document must be provided to School District No. 62 prior to the commencement of work activity.

- Ensure that if there is an accident, where there is loss of life or where there was potential for an accident leading to loss of life, the School District is advised forthwith of the details and any other information. This will be provided to SD62 for information purposes only.
- Ensure that workplace safety meetings are held and documented.
- Ensure that there is compliance with any other statute, regulation or by-law which is in place to provide worker safety.

CONCLUSION:

Any occupational health and safety violation by the Prime Contractor or any other employer, worker or other person on the workplace shall be considered a breach of contract which may result in termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of School District No. 62 (Sooke).

Any penalties, sanctions or additional costs levied against the Prime Contractor or sub-contractors will be the sole responsibility of the Prime Contractor or the sub-contractors.

I, the undersigned, acknowledge having read and understand the information above.

By signing this agreement, I agree as a representative of the firm noted below, to assume the responsibilities of the Prime Contractor for this work.

Prime Contractor Firm Name (print)

Prime Contractor (signature)

Date

School District No. 62 (Sooke)

CONTRACTOR NAME: _____

CONTRACT DESCRIPTION: _____

APPENDIX "A" – EXTRAORDINARY PRE-EXISTING HAZARD ASSESSMENT

NOTE: To be completed by the SD62 representative to make the Prime Contractor aware of any extraordinary pre-existing hazards peculiar to the contract. This list does not include the routine hazards of the job or hazards not known to the School District. Due caution is always required by the contractor. Check one of the following:

- No extraordinary pre-existing hazards identified at this time. If extraordinary pre-existing hazards are known at a future date they will be discussed with the contractor prior to commencement of work.

- The following extraordinary pre-existing hazards are known to exist.

Extraordinary Pre-Existing Hazards
<input type="checkbox"/> Working in an excavation <input type="checkbox"/> Underground utilities (e.g. gas, electricity, telecommunications, sewer, water) <input type="checkbox"/> Electric power lines – above ground or overhead <input type="checkbox"/> Asbestos or other toxic materials <input type="checkbox"/> Contaminated atmosphere <input type="checkbox"/> Danger trees <input type="checkbox"/> Sloping or uneven ground <input type="checkbox"/> Confined spaces <input type="checkbox"/> Working at elevation <input type="checkbox"/> Working on or above water <input type="checkbox"/> Energized or pressurized systems requiring lock-out <input type="checkbox"/> Dangerous vehicular traffic <input type="checkbox"/> Potentially dangerous persons or animals
Other – not specified above

School District Representative

_____ (Signature and Date)

School District No. 62 (Sooke)

CONTRACT DESCRIPTION: _____

APPENDIX “B” – Confirmation of OCCUPATIONAL HEALTH & SAFETY Responsibilities

• Prime contractor understands that in any conflict of directions, the Workers Compensation Act and/or the OH&S Regulation shall prevail.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Appendix “A” Pre-Existing Hazard Assessment form received and reviewed.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor will communicate hazards to its workers and other contractors and ensure that appropriate measures are taken for worker protection.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor will immediately report to SD62 any critical health or safety hazard that is identified during work and will not undertake further work until it is safe to do so.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor accepts that written documentation (e.g. Notice of Project, engineering certifications, safety program, safe work practices, notes, records, inspections, meetings etc.) on health and safety issues relating to the contract must be available upon request to SD62 and/or to a WorkSafeBC officer.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor confirms that safety orientation for new and young workers will be provided.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor confirms that adequate training will be provided for all workers to safely perform the duties for which they are assigned.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor will assess and coordinate the first aid requirements for all employers, workers and others at the workplace.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor assumes responsibility for the health and safety of all employers, workers and others at the workplace and for ensuring compliance with the WC Act and the OH&S Regulation.	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor understands any OH&S violation by the prime contractor may be considered a breach of contract resulting in possible termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of School District No. 62 (Sooke).	<input type="checkbox"/> yes <input type="checkbox"/> no
• Prime contractor understands any penalties, sanctions or additional costs levied against the prime or other contractors will be their sole responsibility.	<input type="checkbox"/> yes <input type="checkbox"/> no

Firm Name (Prime Contractor) _____

Prime Contractor Rep (Signature and Date) _____

School District No. 62 (Sooke)

CONTRACT DESCRIPTION: _____

APPENDIX “C” – RECORDS TO BE MAINTAINED AND AVAILABLE

The documents required to be maintained and available by the Prime Contractor will include, but will not be limited to:

- Any written agreements between the prime contractor and sub-contractors regarding OH&S responsibilities.
- All notices which the Prime Contractor is required to provide to WorkSafeBC by the OH&S Regulation (for example, a Notice of Project).
- Engineering certifications or plans required to be available at the worksite.
- Any documentation of remedial actions taken to reduce occupational health and safety risk within the area of responsibility.
- All directives and inspection reports issued by WorkSafeBC relating to work undertaken as a result of this project.
- Reports on incidents and accidents occurring within the Prime Contractor's area of responsibility for which notification to the WorkSafeBC is required.
- Records of all safety meetings held between contractors and their workers.
- Records of workplace health and safety orientation.
- Worker training records.
- Written evidence of inspections within the workplace.
- Occupational first aid assessment and records.
- Traffic control plans.

I agree to maintain and have available the records as listed.

Firm Name (Prime Contractor) _____

Prime Contractor Rep (Signature and Date) _____

17. REVIEW OF HEALTH AND SAFETY PROGRAM

The Sooke School District Occupational Health and Safety Program will be reviewed on an annual basis to identify the extent and effectiveness of existing health and safety activities as well as to identify deficiencies in the program.

The District is committed to maintaining WorkSafeBC Certificate of Recognition status through its certifying partner, currently the BC Municipalities Safety Association. One of the prime requirements of COR certification is an annual audit (performed by an external auditor in every third year, and by trained SD62 staff in the other years) using the BCMSA audit tool.

APPENDIX A RELATED PROCEDURES, POLICIES, REGULATIONS

Please also see these related documents:

Administrative Procedures and Code of Conduct

Board policies/regulations:

- A-110 Board – Staff Communication
- C-310 Student Behaviour
- C-314 Alcohol and Other Drugs
- C-320 Bus Supervision
- C-330 Student Travel
- C-410 Child Abuse
- C-429 Anaphylaxis
- C-430 Student Accident and Illness
- C-432 Protection of Students and Maintenance of Order
- C-433 HIV Aids
- D-111 Volunteers in Schools
- E-101 Personal Safety and Security
- E-153 Employee Assistance Program
- E-154 Personal Harassment
- E-155 Sexual Harassment
- E -530 Smoking
- F-330 Document Retention
- F-501 Emergency Preparedness

Copies can be found on the District Website and the District Sharepoint website.

APPENDIX B WHMIS PROGRAM AND PROCEDURES

1. WHMIS PROGRAM

- A. School Principals and Facilities supervisors, in consultation with the OH&S Coordinator, will ensure that an inventory of controlled products will be developed and maintained.
- B. The manager/supervisor will ensure that Safety Data Sheets are requested for all controlled products purchased and submitted to the OH&S Coordinator for addition to the inventory. The end recipient of the controlled product will ensure that proper supplier labels and Safety Data Sheets are received and current, and report any deficiencies to the manager/supervisor.
- C. Hazards related to the storage, handling and use of controlled products will be identified and reviewed by the OH&S Coordinator, and brought to the attention of the District Health and Safety Committee for recommendation and action.
- D. All employees will receive introductory training and education regarding the WHMIS program upon induction. Specific training will be given for those employees who are required to work with or in close proximity to hazardous materials. This will include Secondary School Science, Art, and Industrial Arts teachers, as well as certain Facilities staff, First Aid attendants (as regards hazardous materials contamination treatment), and other employees as required.
- E. Records of WHMIS training will be kept and maintained.

2. SAFE WORK PROCEDURES FOR HANDLING HAZARDOUS MATERIALS

- A. Familiarize yourself with the location and proper use of the following emergency equipment:
 - 1) first aid kit
 - 2) spill clean-up kit
 - 3) eyewash station
 - 4) fire extinguisher
 - 5) fire blanket
 - 6) respirator
 - 7) Material Safety Data Sheets (SDSs)
- B. Get in the habit of reading product labels and the Material Safety Data Sheet for the substance you intend to use before you use it, even if you are familiar with the substance. The data sheet may have been updated.
- C. Wear the prescribed personal protective gear . This way you are protected in the event of an unforeseen accident.

- D. Check the MSDS sheet for cautions regarding contact lenses
- E. Label all decanted substances (materials transferred from their original container to other containers).
- F. Good housekeeping is a must. After use, return cleaned equipment and unused substances to their original location, and check the MSDS before disposing of waste hazardous materials. Non-biodegradable or toxic wastes must be labelled with the name of the substance, the date it was produced, a description of the hazard (ie. flammable liquid), and your initials, and stored in a safe location for future disposal.
- G. Make sure your work area is clean before leaving.
- H. WASH HANDS THOROUGHLY AFTER USE OF ANY HAZARDOUS SUBSTANCE. Most ingestion injuries occur when hazardous substances are transferred from hands to mouth.

3. MINOR CHEMICAL SPILL CLEAN-UP PROCEDURES

These instructions are intended for small spills only. For large spill that may present a hazard to the environment, a health hazard, or for which you lack the expertise to handle yourself, personnel familiar with environmental regulations should be consulted before proceeding with clean-up.

All employees working with, or in close proximity to hazardous materials should make themselves familiar with the location and proper use of personal protective and emergency equipment. These may include: chemical safety goggles, spill pillows/dikes, gloves, eyewash station, lab coat/apron, first aid kit, respirator, Material Safety Data Sheets, spill clean-up kit.

4. FOR ALL CHEMICAL SPILLS:

- A. Identify the chemical involved.
- B. Prevent spread into sewer or drains.
- C. Report all chemical spills immediately to the site supervisor.
- D. Consult the Material Safety Data Sheet for proper personal protective gear, and any special precautions required for that substance.
- E. Wear the proper personal protective gear before proceeding to clean up any spill.
- F. Make sure the area is well ventilated.
- G. Separate the spill area from the rest of the workplace, and clear out any unnecessary people and equipment.
- H. Use spill kit and spill pillows or dikes to absorb the material, neutralize if required, and scoop into heavy plastic bags or other suitable container. READ INSTRUCTIONS IN SPILL KIT.

- I. Any material retrieved for disposal as hazardous waste must be labelled with the chemical name, date of spill, nature of the hazard (i.e. flammable liquid), and your initials.
- J. Be sure to wash your hands thoroughly with soap and water afterwards. *****IF YOU ARE UNSURE OF HOW TO PROCEED, GET HELP!***** Contact the Facilities Manager or the OH&S Coordinator.

5. HAZARDOUS WASTE MANAGEMENT PROCEDURES

Any hazardous waste produced at any of the School district work sites must be properly identified and stored for future disposal. Hazardous waste must be stored in heavy plastic bags or other suitable container and labelled with the name of the substance, the date it was produced, the nature of the hazard (i.e. flammable liquid), and your initials. The storage area must be labelled to alert other employees as to the presence of hazardous waste. Disposal will be arranged by work order through the Facilities Office. Your work site chemical inventory should reflect the presence of hazardous waste and its location.

6. FIRST AID PROCEDURES RELATED TO HAZARDOUS MATERIALS

First Aid attendants must have adequate and special training regarding the treatment of injuries resulting from contact with hazardous materials. They must know the location of the Material Safety Data Sheets and how to find first aid information contained therein. When contamination with a hazardous material has occurred:

- 1. Identify the hazardous substance.
- 2. Find the corresponding data sheet.
- 3. Follow the prescribed treatment.

FOR CONTACT WITH EYES: flush the eyes with large quantities of water for at least 15 minutes. Contact physician.

FOR CONTACT WITH SKIN: flush the area with large quantities of water, then wash with soap and water.

FOR INHALATION: remove to fresh air. If not breathing, give mouth-to-mouth resuscitation. Call physician.

FOR INGESTION: CONSULT MSDS - this is imperative as some substances are caustic and inducing vomiting will cause further damage. Call physician.

7. WHMIS Program Annual Review: Supervisors

- 1. Are new products being used this year at your work site?
If "yes", have employees been trained in their use/hazards/disposal and are MSDS sheets readily available to staff?

Name of Product	Date Training Done	SDS Sheet Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2. Do you have any employees who are new to your work site this year?
If "yes", did you review with them the specific controlled substances used in your department and how to work safely with them?

Name of New Employee	Date Training Done
_____	_____
_____	_____
_____	_____

Please complete and return this form to Human Resources by

8. SD62 WHMIS Program Annual Review: Employees

(if more space needed, please write on back of this sheet)

1. Which three (3) controlled products or potentially hazardous chemicals do you most frequently use?

2. What are the hazards of each product or chemical?

3. How do you protect yourself?

4. What should you do in case of an emergency spill?

5. Where do you get more information on these products?

6. Have you started to use any new controlled products this year, and if so, were you trained in the hazards and safe use of the product?

Product Name

Training received

yes no

yes no

If you do not know the answers to these questions, you will be asked to take a WHMIS training course.

Please complete and return this form to Human Resources by _____

APPENDIX C

HAZARD REPORTING PROCEDURE

All real or potential hazards, injuries, incidents and accidents must be reported in order to develop corrective action to prevent the situation from recurring.

If you observe a hazardous condition or action:

1. Identify the hazard and take corrective action where possible.
2. Report the hazard in writing, corrected or not, to your supervisor. The supervisor will investigate the hazard and take or recommendation corrective action to the Site Joint Health and Safety Committee. Responsibility for action and a timeframe for completion will be established.
3. If no action is observed and the hazard persists, notify the Site Joint Health and Safety Committee. In instances where hazardous materials are involved, notify the OH&S Coordinator.

Incidents or "near-misses" should be reported to your supervisor so that the problem can be addressed before an accident occurs.

EMERGENCY MEDICAL PROCEDURES

WHEN IN DOUBT CALL 911

All injuries should be treated in the following manner:

1. Send for the Site First Aid Attendant.
2. Provide whatever assistance is within your capabilities until the first aid attendant arrives.
3. In case of student injury, contact parents immediately.
4. The first aid attendant should:
 - determine the extent of the injury (medical, trauma, non-emergency)
 - give appropriate treatment (if it is within the capabilities of the first aid attendant)
 - **Call 911 in the event of the following:**
 - Injuries affecting **levels of consciousness** (head injuries, suspected overdoses, either medical or drug related)
 - **Respiratory problems**
 - **Severe bleeding**
 - **Ingested or inhaled foreign objects**
 - **Fractures**
 - For first aid emergencies resulting from hazardous materials contamination, consult the **MSDS**.
5. Ensure all necessary paperwork is completed, signed, processed and filed. This could include:
 - a) In case of staff - First Aid Report, Employers Report (Form 7), Investigation Report (52E40) all need to be completed and sent to Human Resources.
 - b) In case of student - School Protection Program (SPP) Accident Form is completed online.