



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### GBEA – WORKPLACE SAFE AND HEALTH

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The Rolling River School Division is committed to providing a safe and healthy work environment for all employees. The Division is committed to establishing and maintaining a productive and participatory Workplace Safety and Health Program to ensure the goals of this policy are met.

Safety and health are important to protect employees, students and the general public from danger or injury and to ensure a sense of pride and comfort in our workplace.

The Division recognizes the roles, rights, and responsibilities of all employees to participate in ensuring that legislated workplace safety and health practices are known and followed. Employees will participate in developing, implementing, monitoring, and maintaining safe work practices. All employees are accountable for implementing the Division's safety program and the Division will deal with safety and health errors, omissions and/or infractions quickly and seriously.

The Division will provide the financial and human resources to support a safe workplace.

Workplace safety and health is a shared responsibility as follows:

#### **Employer responsibilities:**

- Provide a safe and healthy workplace
- Ensure that legal safety and health requirements are met
- Establish and maintain an effective safety and health program and obtain input from the Workplace Safety and Health Committee
- Allocate enough resources to implement the program
- Ensure that managers and supervisors are trained, supported and held accountable for fulfilling their workplace safety and health requirements
- Manage the safety and health performance of managers and supervisors
- Ensure workers have the information, training, certification, supervision and experience to do their jobs safely
- Ensure medical/first aid facilities are provided as needed
- Establish effective workplace safety and health committees and ensure that workers have the means to allow them to participate effectively in safety and health discussions
- Co-operate with other parties in dealing with safety and health issues

#### **Supervisor responsibilities:**

- Understand and ensure compliance with workplace safety and health requirements
- Cooperate with the workplace safety and health committee
- Ensure hazards are identified and proper steps are taken to control the risks

- Inspect work areas and correct unsafe acts and conditions
- Instruct and coach workers to follow safe work procedures
- Ensure only authorized, competent workers operate equipment
- Ensure equipment is properly maintained
- Ensure the necessary personal protective equipment is provided to workers and used properly
- Know how to safely handle, store, produce and dispose of chemical and biological substances at the workplace
- Understand and implement emergency procedures
- Report and investigate incidents and near misses
- Promote safety and health awareness
- Cooperate with other parties in dealing with safety and health issues

**Employee responsibilities:**

- Understand and follow legislation and workplace safety and health requirements
- Follow safe work procedures
- Use safety equipment, machine guards, safety devices and personal protective equipment
- Report unsafe acts and workplace hazards
- Report incidents, near misses, injuries or illnesses immediately
- Work and act safely and help others to work and act safely
- Cooperate with the workplace safety and health committee and others on safety and health issues.

**Date Adopted:** April 22, 2004

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**Date Reaffirmed:** January 18, 2017

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