

AP 414 – Occupational Health and Safety

Purpose

The Board of Nanaimo Ladysmith Public Schools is committed to the promotion of safe and healthy working conditions and attitudes within the district.

It shall be the responsibility of the Board to establish and maintain adequate standards of maintenance of school district buildings and equipment to ensure that physical and health hazards are guarded against or eliminated, and to develop safe work procedures conducive to industrial accident prevention and to provide an industrial disease-free work environment.

It shall be the responsibility of every supervising employee to ensure that their workers are trained in safe work procedures to obtain optimal productivity without accidents or industrial disease, and to ensure that employees follow safe work methods and observe all pertinent safety regulations.

It shall be the duty of every employee to follow safe work procedures, to observe all safety regulations pertaining to their work and to cooperate in attaining a safe and healthy work environment.

Procedure

The Board of Nanaimo Ladysmith Public Schools is committed to the goals of providing safe and healthy working conditions and promoting positive attitudes towards health and safety. We will use our Occupational Health and Safety Program to help us achieve this.

Management's responsibility is to ensure:

- the ongoing operation of an effective Occupational Health and Safety Program;
- workers are adequately trained and instructed in the safe performance of their duties;
- workers are supervised and inspections are undertaken to determine that safe work procedures are followed and that risks are controlled;
- buildings, grounds, tools and equipment are maintained in a safe condition;
- the necessary personal protective equipment is available and used;
- adequate First Aid and emergency procedures are provided; and
- accidents are investigated and the necessary corrective and preventative action is completed.

Supervisor's responsibilities include:

- training and instructing workers in safe work procedures;

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- ensuring workers are familiar with safety rules and regulations and aware of any known hazards; and
- observing work areas, equipment and procedures to ensure that risks are controlled and safe work procedures are followed.

Worker's responsibilities include:

- understanding and following acceptable safe work procedures, safety rules and regulations that apply to their job;
- only performing work or using equipment for which you are trained and authorized;
- refusing to do anything that could create a risk to yourself or others; and
- reporting to the supervisor any unsafe acts or conditions and any injuries or close calls.

Adopted: January 17, 1990

Amended: May 31, 2007