

OCCUPATIONAL HEALTH AND SAFETY STUDENTS AND STAFF

Background

The Board of Education establishes the School District's commitment to safety and delegates authority and accountability for safety to line management through our Leadership Team to staff members.

The Board of Education is committed to providing a safe and healthy study and work environment. An Occupational Health and Safety Management System shall ensure that safety education is integrated in all areas of District work and with all disciplines. Our workers, volunteers, contractors are responsible and accountable for the District's health and safety performance to ensure they are protected from harm. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that the District expects. The District believes that a healthy, injury free work place can be achieved by working together.

Procedures

1. The District recognizes the importance of a planned safety program to ensure a safe environment for all personnel and students. Therefore, the Superintendent or designate will develop and implement a safety program which will include:
 - 1.1 Compliance with all provincial and deferral laws, rules, and regulations.
 - 1.2 Provisions for safety instruction; school facility safety; safety in transportation and safe crossing for students.
 - 1.3 Communications among staff, student, parent, community officials, and the media; and designated safety personnel.
2. Under the Occupational Health and Safety Regulation, all staff members have the responsibility to ensure the health and safety of students, themselves and their colleagues.
 - 2.1 All District administrators, staff and contractors shall comply with the Worker's Compensation Act, Occupational Health and Safety Regulation, and applicable legislation.
 - 2.2 All students in laboratory courses shall have a safety training session.
3. **Principals and supervisors** must:
 - 3.1 Ensure Workplace Hazardous Materials Information System (WHMIS) program is implemented and reviewed annually or when significant changes in the workplace occur
4. Appropriate staff shall participate in WHMIS information programs provided by the District.

5. Each Principal shall develop procedures that prescribe the rules of safe operation of all laboratories within the school. Such procedures shall address:
 - 5.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
 - 5.2 Safe and secure storage and use of laboratory equipment;
 - 5.3 Safe use of natural gas and security when gas is not in use;
 - 5.4 Appropriate teacher supervision of students in all laboratory activities;
 - 5.5 The training of staff in the use and maintenance of safety equipment, and the use and hazards of any equipment or chemicals they may use as well as the safety requirements of any procedure or activity they may use;
 - 5.6 The training of students in any safety procedures relevant to the work they are doing; and
 - 5.7 Any other measures required to ensure the safety of students and staff in any school laboratory.
6. The development and implementation of safety and incident/accident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety. The District will:
 - 6.1 Provide the education and tools required so all employees are aware of their responsibilities and duties under the Occupational Health and Safety Regulation.
 - 6.2 Workers must participate in training to ensure risks of harm are prevented and mitigated.
 - 6.3 Ensure that there is a Joint Occupational Health and Safety Committee with representation from all areas of the District to review relevant issues and provide recommendations.
7. The provision of instruction and training to students and staff is essential in order to encourage safe working practices and to ensure appropriate response in the event of an accident.
 - 7.1 In order to ensure that there are staff members proficient in administering First Aid, the District encourages staff members to take a standard First Aid course.
 - 7.2 Upon approval and the successful completion of a standard First Aid Course, the school/site will reimburse the staff member's registration fee.
 - 7.3 All staff members injured while carrying out his/her duties to the District must, within the specified time, fill out any forms required under Worker's Compensation.
 - 7.4 **Volunteers** not covered under Worker's Compensation shall report to their immediate supervisor any injury caused by an accident while carrying out their duties to the District.
 - 7.5 The application of Universal Precautions, meaning the application of strategies for isolation precautions to prevent the spread of blood-borne infections by applying Blood and Body Fluid precautions universally to all persons regardless of their presumed infection status, is mandatory for all staff members.

- 7.6 Universal Precautions in a school setting shall apply to isolation of all moist and potentially infectious body substances (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all persons regardless of their presumed infection status through the use of protective gloves.
- 7.7 Staff members shall put on clean protective gloves just before contact with mucous membranes, non-intact skin and for anticipated contact with moist body substances. Protective gloves are to be removed promptly after use, before handling non-contaminated items or environmental surfaces. Hands are to be washed immediately to avoid transfer of micro-organisms to others or environments.
- 7.8 The Principal or District Office administrator shall ensure that an adequate supply of protective gloves is available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves.
- 7.9 Principals shall ensure that procedures are developed for the application of Universal Precautions in the school environment.

Reference: **Sections 17, 20, 22, 65, 85 School Act**
Health Act
Safety Standards Act
Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Regulation

Teachers' responsibilities

17 (1)A teacher's responsibilities include designing, supervising and assessing educational programs and instructing, assessing and evaluating individual students and groups of students.

(2)Teachers must perform the duties set out in the regulations.

Teachers' assistants

18 (1)A board may employ persons other than teachers to assist teachers in carrying out their responsibilities and duties under this Act.

(2)Persons employed under subsection (1) must work under the general supervision of a teacher, principal, vice principal or director of instruction.

Employee qualifications

19 (1)Subject to subsection (2), a board must not employ a person as a teacher, principal, vice principal, director of instruction, superintendent of schools or assistant superintendent of schools unless that person

(a)holds a certificate of qualification as a teacher, or

(b)holds a letter of permission to teach issued under the [Teachers Act](#).

(2)A board may employ a person who possesses qualifications approved by the board, but does not meet the requirements of subsection (1), if that person is

(a)employed for 20 or fewer consecutive teaching days and teaching a particular class or classes where no teacher holding a certificate of qualification is available, or

(b)instructing a general interest course that is not leading to school graduation.

Principal, vice principal and director of instruction

20 (1)A board may appoint a person as a principal, vice principal or director of instruction to perform the duties and have the powers set out in the regulations.

(2)A principal, vice principal or director of instruction is not an employee within the meaning of the [Labour Relations Code](#).

(3)A principal, vice principal or director of instruction who is responsible for evaluating a teacher in a specialized assignment may

(a)consult with a resource person who has relevant specialized technical knowledge, and

(b)use information obtained from the consultation in the evaluation.

Superintendent of schools

22 (1)A board must appoint a superintendent of schools for the school district who, under the general direction of the board,

(a)has general supervision and direction over the educational staff employed by the board of that school district,

(b)is responsible

(i)to the board, for improvement of student achievement in that school district,

(ii)for the general organization, administration, supervision and evaluation of all educational programs provided by the board, and

(iii)for the operation of schools in the school district, and

(b.1)[Repealed 2015-24-11.]

(c)must perform other duties set out in the regulations.

(2)A board may appoint one or more assistant superintendents of schools to perform those duties assigned by the superintendent of schools for that school district.

Board is a corporation

65 (1)The trustees elected or appointed under this Act for each school district and their successors in office constitute a board of education for the district and are continued as a corporation under the name of "The Board of Education of School District No. 5 (Southeast Kootenay)", or as the case may be.

(1.1)A board is responsible for the improvement of student achievement in the school district.

(2)A board may

(a)establish committees and specify the functions and duties of those committees,

(b)establish a district advisory council comprised of persons representing parents' advisory councils and other organizations in the community, and

(c)delegate specific and general administrative and management duties to one or more of its employees.

(3)Committees of trustees or individual trustees may not exercise the rights, duties and powers of the board.

(4) Unless expressly required to be exercised by bylaw, all powers of a board may be exercised by bylaw or by resolution.

(5) A board may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw.

Trades programs

82.2 (1) In this section, "**trades program**" means an educational activity that is designed to certify a student for a particular occupation, and includes an apprenticeship for students registered with the Industry Training Authority under the *Industry Training Authority Act*.

(2) Despite section 82, but subject to section 82.4, a board may do the following in relation to a student enrolled in an educational program that has a trades program component:

(a) charge fees for the purchase or rental of tools, equipment and materials necessary for the student's participation in the trades program;

(b) require the student to provide his or her own tools, equipment and materials necessary for the student's participation in the trades program.

Training of student teachers

87 (1) If a board receives a request from a university established under the *University Act* or an institution for the training of teachers established under any other Act for permission for student teachers to practise and observe teaching, the board must permit student teachers enrolled at the university or institution reasonable access to all classrooms and other school accommodation in accordance with arrangements made by the superintendent of schools for the purposes of practising teaching, supervising, observing teaching and any related duties.

(2) A student teacher engaged in any of the duties referred to in subsection (1) has the same disciplinary authority as a teacher in the school.

Definitions for this Division

87.1 In this Division:

"**minister of health**" means the minister responsible for the administration of the *Public Health Act*;

"**school medical officer**" means a medical health officer under the *Public Health Act* who is designated as a school medical officer under section 89 (1) of this Act.

Support services for schools

88 (1)A board must provide health services, social services and other support services for schools in accordance with any orders made by the minister.

(2)[Repealed 2008-28-156.]

School medical officer

89 (1)Each regional health board under the *Health Authorities Act* must designate a school medical officer for each school district.

(2)The minister of health may appoint persons other than school medical officers to perform any duties that he or she considers advisable in respect of the health inspection of schools, francophone schools and the students and francophone students of those schools.

(3)A school medical officer designated under subsection (1) has the same rights, powers and duties in respect of francophone schools located in the school district as that medical officer has for other schools in that district.

Inspection and closure of school

90 (1)A school medical officer must, as required by the minister of health, cause an inspection to be made of school buildings and school surroundings and must report to the board and the minister of health fully and in detail the result of all examinations and set out any recommendations in the report.

(2)A school medical officer may require a board to close a school when the school medical officer considers that the health or safety of students is at risk.

Examinations and reports by school medical officer

91 (1)A school medical officer may and when required by the minister of health must examine or cause examinations to be made as to the general health of students of the schools in the school district.

(2)If the school medical officer considers that the health condition of any student is such as to endanger the health or welfare of the students of a school or the employees of the board, the school medical officer must so report to the board, giving the name of the student concerned.

(3)The board must promptly act on a report under subsection (2) and must remove from a school a student whose health condition is reported by the school medical officer as being dangerous.

(4)A student who is removed from a school under subsection (3) must not be permitted to return to the school until he or she delivers to the board a certificate signed by the school medical officer permitting the student to return to the school.

(5) If a teacher, principal, vice principal or director of instruction suspects a student is suffering from a communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students, the teacher, the principal, the vice principal or the director of instruction

(a) must report the matter to the school medical officer, to the school principal and to the superintendent of schools for the district, and

(b) may exclude the student from school until a certificate is obtained for the student from the school medical officer, a private medical practitioner or a private nurse practitioner permitting the student to return to the school.

(6) If a student is removed or excluded from school under subsection (3) or (5), the board must continue to make available to the student

(a) if the student is enrolled in more than one educational program, the educational program for which the board is responsible, or

(b) in any other case, an educational program.

Board may require employee to undergo examination

92 (1) In this section, "**contractor**" means a person who is not an employee of a board and

(a) is present at a school, or

(b) has contact with one or more students,

because of a contract with a board.

(2) On the advice of the school medical officer, a board may, by notice to an employee of the board or to a contractor, require the employee or the contractor to undergo an examination

(a) by a medical practitioner, and to submit to the school medical officer a certificate signed by the medical practitioner setting out the medical practitioner's conclusions regarding the physical, mental and emotional health of the employee or contractor, or

(b) by a qualified person designated by the minister of health, and to submit to the school medical officer a certificate signed by the person conducting the examination setting out the person's conclusions regarding the physical, mental and emotional health of the employee or contractor.

(3) If an employee fails without reasonable excuse to take the examination required under subsection (2) within 14 days from the date of receiving notice from the board under that subsection, the board may summarily dismiss the employee.

(4) If a certificate submitted to the school medical officer under subsection (2) shows that the physical, mental or emotional health of the employee examined is such as to endanger the health or welfare of the students of the school, the board must

(a) suspend the employee and not permit the employee to return to his or her duties until the board receives from the employee a certificate signed by the school medical officer permitting the employee to return to his or her duties, and

(b) if the employee is a certificate holder, report the circumstances to the commissioner.

(5) An employee who fails to take an examination required under subsection (2) or who is suspended under subsection (4) must not be offered or accept a position with a board or a francophone education authority until the employee submits to the board or francophone education authority a medical certificate satisfactory to the board or francophone education authority or, if the employee is a certificate holder, satisfactory to the director of certification.

(6) An employee who is granted a superannuation allowance on medical evidence of total and permanent disability must not be offered or accept a position with a board or a francophone education authority until he or she submits to the minister a medical certificate, satisfactory to the minister, that the disability no longer exists.

(7) If a contractor fails to take the examination required under subsection (2) within 14 days from the date of receiving notice from the board under that subsection, the board may require the person who entered into the contract with the board to provide a replacement contractor.

(8) Expenses necessarily incurred by a board under this section must be included in the operating expenses of the board.

SD No. 40 (New Westminster)

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