



INSTRUCTION OF WORKERS

APPENDIX 2

No. of Pages 10

ALL SCHOOL STAFF (Teaching & Support) ORIENTATION

All School Staff (teaching and support) Orientation

Health & Safety – Occupational Health and Safety Program.

WorkSafeBC requires that the procedures and documents connected with each item will be reviewed with all staff. **The items will also be briefly reviewed in January to provide the opportunity for any further clarification required.**

Item	Yearly reminders to staff.
School District No. 54 Safety Program	<ul style="list-style-type: none"> The following items are connected to the Districts Health & Safety Program. The Program can be accessed online at www.sd54.bc.ca and available at your work site. All staff are given an orientation prior to reporting to work upon hire including COVID training. This information is meant, as per WSBC regulation, as ongoing reminders to all staff.
Supervisor	<ul style="list-style-type: none"> Name and contact information of supervisor must be known to all workers. At schools that would be Principal/Vice Principal not teaching staff.
Worker Roles & Responsibilities <i>WCA Part 2 Division 4 22 - Read/understand/sign SD54 Safety Plan, Section 1</i>	<ul style="list-style-type: none"> Take care to protect their own safety and that of others Use safety equipment provided Follow safe work procedures And report hazards to their employers Employees must read and sign Division 2 Part 4 of the Act (link below and attached) ~ usually covered in site based orientation. https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/part-2-occupational-health-and-safety#29B686DBBDB148B788F7F90DAC1F1FA5
Site Safety Committee BVTU/CUPE Representative <i>SD54 Safety Plan section 7</i>	<ul style="list-style-type: none"> Members are elected to the committees by their Unions. An employee may be appointed as a member to the committee if no names come forward. Sites with less than 20 staff require a representative as opposed to a committee Advise of Committee member names BVTU/CUPE/ADMIN at your site
First Aid Written Procedures (When & how to report injuries) <i>SD54 Safety Plan, Section 9</i>	<ul style="list-style-type: none"> All employees will be made aware of first aid written procedures, the location of first aid, names and location of the first aid attendant First Aid Room - Signs will clearly indicate the location of and how to call for first aid First Aid Book location - First aid records must be kept on site for 3 years Minimum requirements of first aid kits. https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements
Site Sign-in Book <i>SD54 Safety Plan Safe Operating and Work Procedure 0026</i>	<ul style="list-style-type: none"> Required for all staff and visitors to SD No. 54 worksites. For the safety of workers and visitors while working or visiting at a site in the event of an emergency such as lock down, fire, gas leak, etc.
Bullying & Harassment <i>Board Policy: 175127-d5b44ed3-d84d-4bf2-9855-</i>	<p>All SD54 staff are assigned Bullying & Harassment training prior to working their first shift. Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.</p> <ul style="list-style-type: none"> Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but



<p>c9d4f0b41d69.pdf (edl.io) Appendix: 175127-482af5a3-9d1d-4a25-b7a9-7b2dbcf0c171.pdf (edl.io)</p>	<ul style="list-style-type: none"> Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment <p>Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.</p>
<p>Violence in the Workplace</p> <p><i>Board Policy 6.410 SD54 Safety Plan 3.7. 7</i></p>	<ul style="list-style-type: none"> Attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that her or she is at risk of injury. Inform all workers possibly affected by an act or threat of violence; Train workers required to deal with students and/or the public in Violence Prevention methods at no expense to workers
<p>Working Alone Guidelines</p> <p><i>SD54 Safety Plan 3.7.8</i></p>	<ul style="list-style-type: none"> Checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune. Worksites to develop - If staff member is going to be working alone please see your immediate supervisor for working alone plans. We do have a call-in center – R. Lavallee for more information ~ 250-847-2865 or email rolanda.lavallee@sd54.bc.ca
<p>Site Emergency Flip Chart</p>	<ul style="list-style-type: none"> Please take time to familiarize yourself with Emergency and Crisis Response. Each school has 2 copies of the flip chart – office and staff room
<p>Fire drills</p>	<ul style="list-style-type: none"> 3 drills per fall and spring season (6 total). Fire plans posted with emergency exits and muster stations.
<p>Lock out Procedures</p>	<ul style="list-style-type: none"> Before you start repairs on a machine, it must be locked out.
<p>CANADA SDS</p>	<ul style="list-style-type: none"> SDS must be accessed prior to using chemical - before you open the container. WHMIS can be done online – information attached. CanadaSDS can be found on our sd54 website under staff resources. https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1098450&type=d&pREC_ID=1373846
<p>Earthquake</p>	<ul style="list-style-type: none"> SD54 is not in an earthquake zone
<p>Right to Refuse unsafe Work</p> <p><i>WorkSafeBC Section 3.12 SD54 Safety Plan 3.6.3</i></p> <p><small>Q:\Health and Safety\SD No. 54 (Bulkley Valley) Health and Safety Plan\SD Procedures\Maintenance\MAINTENANCE OFFICE STAFF Check in Service Set up sheet.doc</small></p>	<ul style="list-style-type: none"> A person must not carry out or cause to be carried out any work if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person Unsafe work is reported immediately to supervisor. Each employee has the right to refuse work that he or she believes is unusually dangerous. The unusual danger may threaten the worker or others and could include: a danger that is not normal for the job: a danger that would normally stop work: or a situation for which the worker isn't properly trained, equipped or experienced In most cases issue resolved by changing the work procedure – or giving information
<p>Right to Know</p>	<ul style="list-style-type: none"> About the hazards in the workplace/how to identify and protection from Asbestos Management Plan
<p>Right to Participate</p>	<ul style="list-style-type: none"> In workplace health and safety activities through the Joint Health and Safety Committee or Worker Representative
<p>Right to no Discrimination</p>	<ul style="list-style-type: none"> You can't be dismissed or disciplined for participating in health and safety activities.



COVID	<ul style="list-style-type: none">• Links for information on COVID 19 can be found at https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1099054&type=d&pREC_ID=1371813	
Important websites	<ul style="list-style-type: none">• www.sd54.bc.ca• https://22.files.edl.io/b2f8/02/06/19/230543-4d16a42b-3fbc-40c2-8a1d-dd249ba09295.pdf (Custodian)• www.worksafebc.com• https://www.worksafebc.com/en/health-safety/create-manage/joint-health-safety-committees• https://22.files.edl.io/16c3/01/15/21/172014-39b88e46-71ec-4090-8287-c8e32a062a97.pdf (EFAP)	<ul style="list-style-type: none">• www.sd23.bc.ca• www.drivebc.ca• Laws Publications - Government https://www.worksafebc.com/en/health-safety/hazards-exposures/



How to access School District 23's online Safety Training Courses

1) Go to www.safe23.com

2) If this is your first time accessing the online courses, click on "Create new account" on the right side of the page, under "Login"

3) Fill in your profile information:

Create a Username and Password. Please remember them, as they are used every time you log in.

Username suggestion:	first initial with last name, ex: bjones for Bob Jones
Password:	must be at least 6 characters long
First and Last names:	these are the names that will appear on your certificate, please put your full first and last name
Email address:	MUST BE A VALID EMAIL ADDRESS (this is where the confirmation email will be sent so you can access the course)
City/town:	city/town where you live
Country:	Canada
School District:	from drop-down menu, choose the School District you work for
Province:	British Columbia

Click "Create my new account"

4) A message will appear telling you that an email has been sent to your email address. Go to your email and open that message.

Click on the link in that email message to confirm your new account, or if the link doesn't work, please copy/paste the address into the address bar of your browser. This will confirm your registration and take you back to the course website.

5) Now you are at the screen that lists the Online Courses available.

- Click "Safety Training Courses" (for courses such as WHMIS, Supervisor Safety Management, etc.). Select the course you would like to take. Click "Enroll me" (no enrolment key required)
- For the Bullying & Harassment course, click the title. In the next window, click the course title (in blue) again. Enter the enrolment key provided to you by your employer. Click "Enroll me".

6) You are now in the course. Please read the "Welcome" information if this is your first time here.

To access each unit of the course, click on the title of the unit (beside the icon of the book).

Turn on the volume on your computer.

If you have any difficulties, please call the Site Administrator, Rolanda Lavalley, 250-847-2865.

Part 2 Division 4 - General Duties of Employers, Workers and Others

22 General duties of workers

- (1) Every worker must
 - (a) take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work, and
 - (b) comply with the OHS provisions, the regulations and any applicable orders.
- (2) Without limiting subsection (1), a worker must
 - (a) carry out the worker's work in accordance with established safe work procedures as required by the OHS provisions and the regulations,
 - (b) use or wear protective equipment, devices and clothing as required by the regulations,
 - (c) not engage in horseplay or similar conduct that may endanger the worker or any other person,
 - (d) ensure that the worker's ability to work without risk to that worker's health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes,
 - (e) report to the supervisor or employer
 - (i) any contravention of the OHS provisions, the regulations or an applicable order of which the worker is aware, and
 - (ii) the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the worker considers is likely to endanger the worker or any other person,
 - (f) cooperate with the joint committee or worker health and safety representative for the workplace, and
 - (g) cooperate with the Board, officers of the Board and any other person carrying out a duty under the OHS provisions or the regulations.



CUPE Collective Agreement:

https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1071384&type=d&pREC_ID=1359003

CUPE Job Descriptions:

https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1071384&type=d&pREC_ID=1358999

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM Policy The Board supports the implementation and the operation of the Employee and Family Assistance Program as described in the joint policy statement dated April 7, 1994 to provide assistance to employees and their immediate family to deal effectively with personal problems.

Regulations

1. The program will be available to all employees in the District, including Trustees, who are eligible to participate in the Extended Health Program.
2. The program is monitored and coordinated by a joint steering committee comprised of representatives of the BVTA, CUPE Local 2145, BVPVPA and Management staff.
3. The program will be accessible 24 hours per day and provides professional counseling services to employees and their immediate family members for a wide range of personal problems.
4. The program will be strictly confidential and no personal information will be released by the service provider.
5. Use of the service is voluntary and there will be no mandatory referrals. The program will not be used as part of any disciplinary action by the Board.
6. The Steering Committee will provide an annual report to the Board on the operation of the plan.



ETHICAL GUIDELINES FOR NON-TEACHING PERSONNEL

Engage only in non-instructional or instructional activities as determined in consultation with the classroom teacher, special education teacher or the IEP team.

Discuss a student's progress, limitations, and/or educational program with only the supervising teacher(s) parents' inquiries should be referred to the teacher responsible for the child's program.

Discuss school problems, confidential matters, and/or administrative problems, only with the appropriate personnel, when no students are present, and in private.

Express differences of opinion with the supervising teacher only in private and when there are no students present.

Respect the dignity and self-worth of all students.

Treat all students and others in the school with courtesy at all times.

Do not engage in discriminatory practices based on a student's handicap, race, sex, cultural background, or religion.

Be responsible to see that the best interests of individual students are met.

Serve as a positive, enthusiastic role model at all times.

Engage in behaviour management strategies which are consistent with standards established by the school and the school district.

Respect the confidential nature of all information acquired in the school setting.



School District No. 54
Appendix 1 ~ Working Alone or in Isolation

Check in Service Set up sheet	
Site:	
Site Address:	Site Phone:
Working Alone: A person is considered alone at work when they are on their own, when they cannot be seen or heard by another person and when they do not expect contact from another worker for some time.	
Worker:	Please choose one of the Working Alone Plans: <input type="radio"/> Call-in <input type="radio"/> Buddy System (Work Buddy)
Phone (h):	
Phone (c):	

⊕ **SCHOOL DISTRICT NO. 54 CALL IN SERVICE as per the table below**

SD 54 Call-in service: Yes <input type="checkbox"/> N <input type="checkbox"/>				Staff Signature:	
Please call 1-866-763-8483 and state your worksite/name					
G U I D E		start	INFORM OF START/END TIMES	end	
1-2 hour shifts <input type="checkbox"/>		√		√	
2 - 4 hour shift <input type="checkbox"/>		√		√	
4 - 8 hour shift <input type="checkbox"/>		√	And regular scheduled breaks	√	
High risk tasks; on roof, ladder work, empty garbage, etc.		√	And every 2 hours	√	
Extended shift		√	Report extension of time	√	

BUDDY CHECK IN SYSTEM using the guide in the table above

Buddy System: Yes <input type="checkbox"/> N <input type="checkbox"/>			
My Buddy:		Buddy Signature:	
Phone (w):		Phone (c):	
Phone (h):			
Physical Address:		Date:	
If I don't check in with my Buddy within 15 minutes of my check in time, they will call:			
Priority 1		Priority 2	
(H)		(H)	
(C)		(C)	
<input type="checkbox"/> Please return completed form to your supervisor. <input type="checkbox"/> The worker and the workers buddy (if necessary) are required to have a copy of the form. <input type="checkbox"/> Supervisors must submit this form to maintenance@sd54.bc.ca for set up. <input type="checkbox"/> Please notify your supervisor immediately if there are any changes to the information provided on this form.			

WHAT WILL HAPPEN IF I MISS A CHECK-IN:

The Security Company or Buddy will try to reach you for 15 minutes. After this they will trigger an emergency call. In the case where the call, out turns out to be a false alarm, charges or further action may be taken. **STAFF INIT:** _____ **DATE:** _____

1 | Q:\Health and Safety\SD No. 54 (Bulkley Valley) Health and Safety Plan\Safety Program\Section 3 - Supplementary Instructions\CUSTODIAL STAFF Check in Service Set up sheet.doc



Appendix 14 – Refusal of Unsafe Work Process

OH&S Regulation - Section 3.12 & 3.13



