



AP 1-800 – WORKPLACE SAFETY AND HEALTH

Western School Division:

- is concerned for the safety and health of all the staff working in the Western School Division, along with: all students attending, all visitors, contractors, and trades people accessing the facilities of the School Division.
- establishes an environment for staff, students, visitors, contractors, and trades people, which is safe and free from hazards which are likely to cause accidental injury.
- complies with the requirements of all relevant statutes, regulations, and standards of government agencies, along with other regulatory authorities representing occupational safety and health.
- gives priority to safe working conditions and job practices in the planning, budgeting, direction, and implementation of the Division's activities.
- develops and implements safety programs appropriate to the Division's operations.
- maintains a joint Workplace Safety and Health Committee comprised of employee and employer representatives, with at least half of the committee being represented by the employee group. Each school is represented on the divisional WSH committee.

The joint divisional committee is co-chaired by an employer representative and an employee selected from the employee representatives on the committee.

The Superintendent of Schools is responsible for the administration of this policy and may appoint a designee.

School Principals and the Supervisor of Operations ensure that:

- regular inspections of their schools are made and that actions are taken to improve unsafe conditions.
- all employees are aware of and follow all safety procedures and safe work practices (this includes a safety orientation upon hiring and annually thereafter).
- employees observe all safety rules and procedures associated with the performance of their duties, and take an active part in practicing safe work habits.
- employees immediately report any accident, injury, or unsafe condition to their supervisor.
- employees properly use and care for personal safety equipment provided by the Division.
- employees have the right to submit safety and health concerns confidentially to the WSH Committee.
- the committee's calendar year is from September to August of each year, with regular meetings and building inspections being held in accordance with provincial requirements.

Revised: January 2020