

Section:	<b>Human Resources</b>
Policy:	<b>4.20</b>
Revised:	<b>April 2023</b>
Approval:	<b>Motion 375</b>

## 4.20 Health and Safety Program

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### 1. Purpose

The purpose of this program is to promote and maintain a safe and healthy environment for everyone at Kootenay Christian Academy.

### 2. Persons/Area Affected

All workers of Kootenay Christian Academy. Those who are not workers are also affected, indirectly, by the benefit of having the Occupational Health & Safety (OHS) program in place.

### 3. Policy

Kootenay Christian Academy is committed to operating a safe and healthy workplace for workers, and everyone else at the school. We have the OHS program to inform and guide everyone on how to work safely, and to promote an attitude of safety awareness at all times.

The objectives of the program are to:

- 3.1. meet the regulation's requirements and comply with WorkSafeBC
- 3.2. identify workplace hazards
- 3.3. eliminate or minimize injuries and health issues
- 3.4. support compliance with the Workers' Compensation Act, Workplace Hazardous Materials Information System (WHMIS), and other applicable legislation as minimum acceptable safety standards
- 3.5. encourage all workers to meet or, where appropriate, to exceed these legal standards and to promote an attitude of safety at all times.

### 4. Definitions

4.1. **The Regulation:** the Occupational Health and Safety Regulation contains legal requirements of the Workers Compensation Act, and must be met by all workplaces under the inspectional jurisdiction of the WorkSafeBC, i.e., the Workers Compensation Board (WCB). The regulation promotes occupational health and safety, and protects workers from work-related health and safety risks.

4.2. **Worker:**

- 4.2.1. The definition of worker includes, but is not limited to:
- 4.2.2. an employee
- 4.2.3. a person working under a contract, such as a consultant
- 4.2.4. a person who is a learner, such as a practicum student
- 4.2.5. Workers are not students of Kootenay Christian Academy.

4.3. **Workers Compensation Act (WCA):** The BC provincial legislation regarding occupational health and safety, and compensation due to work-related illness or injury.

4.4. **Workers Compensation Board of British Columbia (WCB):** The board responsible for enforcing the WCA and the Regulation. The WCB operates under the name WorkSafeBC.

- 4.5. **WorkSafeBC:** An independent provincial statutory agency that administrates and enforces the regulation. WorkSafeBC promotes workplace health and safety for all workers and employers of British Columbia.
- 4.6. **Health and Safety Committee** (Joint Occupational Health & Safety Committee or simply the 'safety committee'): A committee of employer and worker representatives working together to identify and address health and safety issues or concerns.

## 5. Responsibilities

- 5.1. **The principal** represents the board of directors (BOD), and acts as the employer on behalf of the BOD. In this role, the principal carries out the responsibilities of the employer as outlined in the regulation.
- 5.2. **The principal** is also responsible for carrying out the duties of the **supervisor** to ensure the health and safety of all workers under their supervision. If appropriate, the principal can designate a vice principal or team lead for this role. Duties are outlined in Part 3.3.117 of the WCA.
- 5.3. **The Safety Committee** has the responsibility to make sure that everyone is working in a safe environment by promoting safe work practices, identifying problems, and recommending solutions. Committee members should read Part 3, Div. 4, of the WCA to learn about the committee's duties and functions.
- 5.4. **All workers** must take reasonable care to protect their own health and safety, and that of others. This includes:
  - 5.4.1. following safe work procedures
  - 5.4.2. using personal protective equipment when needed
  - 5.4.3. reporting unsafe work conditions/hazards
  - 5.4.4. cooperating with and assisting the health and safety committee

## 6. Procedures

- 6.1. The principal is responsible for determining whether Kootenay Christian Academy needs a safety committee or a worker health and safety representative, or a less formal program.
- 6.2. The principal works with the committee or the representative to establish and maintain the Occupational Health and Safety Program for Kootenay Christian Academy.
- 6.3. It is highly recommended that the principal review the WCA, in particular, Part 3, and relevant sections of the regulation to make sure that Kootenay Christian Academy is up to date on following the regulation's requirements.
- 6.4. It is highly recommended that all workers and supervisors read Part 3.3.116 and 117 of the WCA, and relevant sections of the regulation, to become familiar with their legal responsibilities as part of their orientation process, and review it periodically.
- 6.5. Cross-Reference: See also: [Health and Safety Committee](#).