



## **Employee Safety Program Involvement**

### **Overview**

Employees of the Park West School Division (The Division) have the right to know about any hazards in the workplace; the right to refuse dangerous work and; the right to participate in the creation and review of their safety and health program. The Workplace Safety and Health committee at each school shall be the advisor on the Division's Workplace Safety and Health program. With these rights in mind The Division has outlined the following strategy to involve workers;

### **Participation in program/procedure development:**

1. All employees shall participate in the development and review of the workplace Safety and Health Program
  - a. Any workplace safety and health programs/ policies/procedure shall be brought forward to the local workplace safety and health committees for their review. The draft procedures will be posted on the local workplace safety and health bulletin board for a period of no less than two weeks.
  - b. Any employee with suggested changes to the program/procedure shall bring their written suggested changes forward to their immediate supervisor or WS&H committee member.
  - c. Any employee who wishes to bring forward any ideas/sees the need in the safety program shall bring forward their ideas in writing to their immediate supervisor or WS&H committee member.

### **Identification of Hazards:**

1. All employees will assist in the creation of a culture of safety in their schools/workplace.
  - a. Any identified hazard shall be brought to the attention of the supervisor as soon as reasonably practicable by verbal/informal means.
  - b. If the identified hazard is not dealt with to the satisfaction of the employee bringing forward the concern an official "notice or Workplace Health and Safety concern form" SM 201A

### **Training:**

1. All employees shall be knowledgeable about the Division workplace Safety and Health program. All employees must know their rights and responsibilities under the programs/policies and procedures. This training shall be provided to the employees under the various safety training programs delivered by the division.



2. All staff shall receive training on hazards they encounter in their workplace. The training shall be the responsibility of the direct supervisor to provide to all staff under their direction.
3. Workplace Safety and Health committee members shall be entitled to attend 2 days of paid training annually. Supervisors shall provide the Provincial Workplace Safety and Health training schedule to all committee members annually.
4. Any staff member who feels they do not have sufficient training to safely perform a task shall take their concerns forward to their immediate supervisor. If this concern is not rectified to the satisfaction of the employee the employee shall exercise their right to refuse dangerous work under procedure SM 230A

#### **Right to Refuse Dangerous Work:**

1. Any worker exercising their right to refuse dangerous work shall follow the safety procedure SM 230A

#### **Workplace Safety and Health Committees and/or Representative:**

The purpose for having a Workplace Safety and Health Committee in each school is to; enhance the communication between employees and management regarding safety; respond promptly to problems or concerns raised by the committee; investigate any workplace accidents; and consider any safety recommendations during the development of plans, policies, programs, and procedures. Each committee shall be involved in the creation of Safe Work Procedures for their school.

Workplace Safety and Health Committee member and/or Representatives shall:

1. Make safety and health recommendations to the employer;
2. Address safety and health concerns brought to them from employees they represent by taking the concern to the Supervisor/Division Manager, or to the next Committee meeting as appropriate;
3. Participate in developing and promoting safety and health procedures, as well as safety and health education and training programs;
4. Conduct workplace inspections before the Workplace Safety and Health Committee meeting following the Workplace Safety and Health Inspections Procedure SM 249A
5. Participate in serious incident safety and health investigations;
6. The site representative/co-chair or designate shall participate in right to refuse dangerous work refusals;
7. Cooperate with other employees on Workplace Safety and Health matters; and



8. Assist in updating and reviewing The Division's Workplace Safety and Health program.

The Division Safety and Health Program is joint effort by management as well as all employees of the Division. All employees should feel that they have contributed to the culture of safety for the Division.