

OUR VSB



Wellness and Health and Safety Orientation

Tupper Secondary

RIGHTS & RESPONSIBILITIES

Worker

Workers have the right to

- Know – about hazards, know how to work safely
- Participate in the health and safety process
- Refuse unsafe work

Workers have the responsibility to

- Follow procedures and work safely
- Report unsafe work conditions and injuries
- Participate in safety training and process

Wellness and Health and Safety Administrative Procedure

AP160 [100 General Administration \(vsb.bc.ca\)](https://www.vsb.bc.ca)

Posted on the Health and Safety Bulletin Board located in the Staff Lunchroom

EMPLOYEE WELLNESS PROGRAM

[Employee Wellness \(sharepoint.com\)](#)

Well-being resources, Employee and Family Assistance Program, perks and more.

HEALTH AND SAFETY COMMITTEE MEMBERS

Worker Representative/Co-Chair: TBD

Employer Representative/Co-Chair: Doug Smith

Worker Representative: Sean Burris

Worker Representative: Ming Liu TBC

Location of the Health and Safety Bulletin Board: Staff Lunchroom

FIRST AID

First Aid Attendant: Cecilia Ngai

Back Up First Aid Attendants: Debbie Hahn, Lavelle Chan

First Aid Room Location: right of 321B (across from counselling suite)

How to Summon First Aid: Dial 0

Sharps Container Location: First Aid Room

HAZARDOUS MATERIALS

Asbestos

- Do not hammer, punch holes, or disturb any wall materials. Report damage ASAP.
- **All buildings may contain asbestos.**

Workplace Hazardous Materials Information System (WHMIS)

- Visit vsb.canadasds.com to find safety data sheets on chemicals
- Search using product name or description e.g. PCS Sodium Hypochlorite Disinfectant

[WHMIS training](#)

SITE SPECIFIC PROCEDURES

Working Alone After Hours (logbook in the staff lunchroom)

- Working Alone Secondary & Elementary

Priority Snow Clearing Routes (i.e., which areas Operations/BE will clear first during snowfall)

- TBD by H&S Committee

When an incident occurs or hazardous condition is found at a worksite, it must be reported as soon as practicable to the Administrator/Supervisor.



Watch and Learn Videos are available to support you along the way!

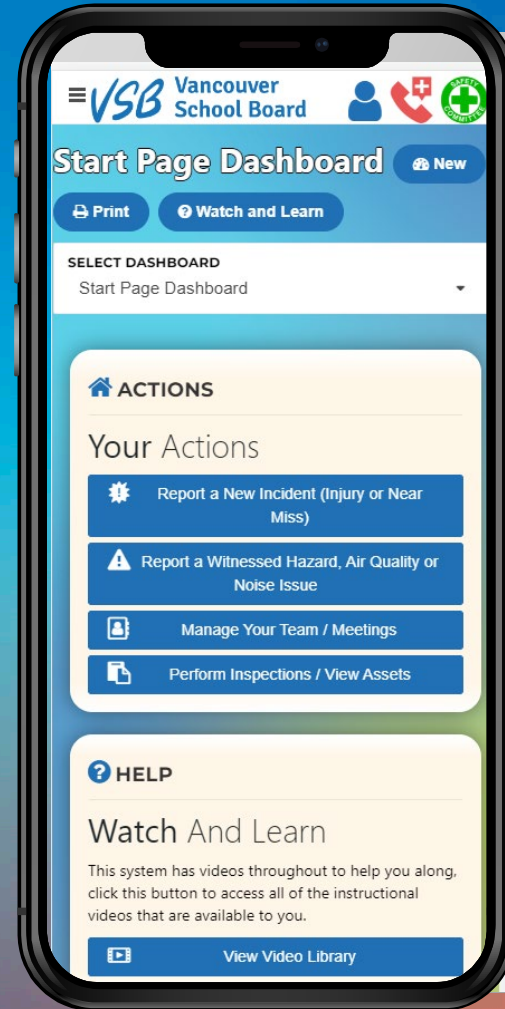


Online Reporting

OurHealth.vsb.bc.ca

REPORTING

Complete the information regarding your incident or the hazardous workplace condition.



You can report the following, *and more*, through OurHealth:

- ✓ Injury or near miss
- ✓ Workplace Bullying/Harassment
- ✓ Workplace Violence
- ✓ Occupational Disease/Exposure
- ✓ Air Quality or Noise Issue
- ✓ Hazards

Note:
Time loss due to work-related injury or illness must also be reported on SFE as:
WORKPLACE INJURY OR ILLNESS-PENDING APPROVAL (147)

For work-related injuries occurring at work only. No student injuries or injuries from home.

Remember to complete and “submit” your incident.

POTENTIAL FOR SERIOUS INJURY

Potential For Serious Injury

WorkSafeBC defines a serious injury as any injury that results in a loss of consciousness or can reasonably be expected at the time of the incident to endanger life or cause permanent injury.

Did this incident involve or have the potential to involve loss of consciousness, endanger life, or cause permanent injury? *

Yes No

REFUSAL OF UNSAFE WORK

- Report **hazards** observed in the workplace to your supervisor using “OurHealth”
- If there is an undue hazard, and you have reasonable cause to believe that your work poses an imminent danger to yourself or others, notify your supervisor in person immediately.
- If you are told to carry on working in that situation - that has not been investigated or corrected, complete the **Refusal of Unsafe Work – Worker Reporting (webform)**
- Your supervisor will investigate the matter and initiate the refusal of unsafe work process.

See the **Refusal of Unsafe Work page on the VSB Hub** for more information.

HARM BY OTHERS/ WORKPLACE VIOLENCE

"Violence" means the 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 behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

[HARM BY OTHERS on VSB Hub](#)



Reporting violence will help prevent future workplace violence in schools.

Report • Respond • Re-evaluate

INDIVIDUAL SAFE WORK INSTRUCTIONS

This new format replaces the Employee Safety Plan and is focused on the hazards that are presented to the worker and how the worker is protected vs how to support the student's needs. The form should give clear and concise directions to workers about working safely with any individual.



- [Individual Safe Work Instruction – Sample with Instructions](#)
- [Individual Safe Work Instruction - Template](#)

BULLYING AND HARASSMENT

A worker is bullied and harassed when someone takes an action that they knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

Examples of behaviour 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 rumours.

When an employer or supervisor takes reasonable action to manage and direct workers, it is not bullying and harassment.

For more information review [AP-172 District Respectful workplace Report B&H in OurHealth](#).

STAFF EMERGENCY PROCEDURES

Evacuation - know your primary and secondary evacuation routes for your class/office and your evacuation assembly area(s)

Hold and Secure – secured doors – normal activity inside

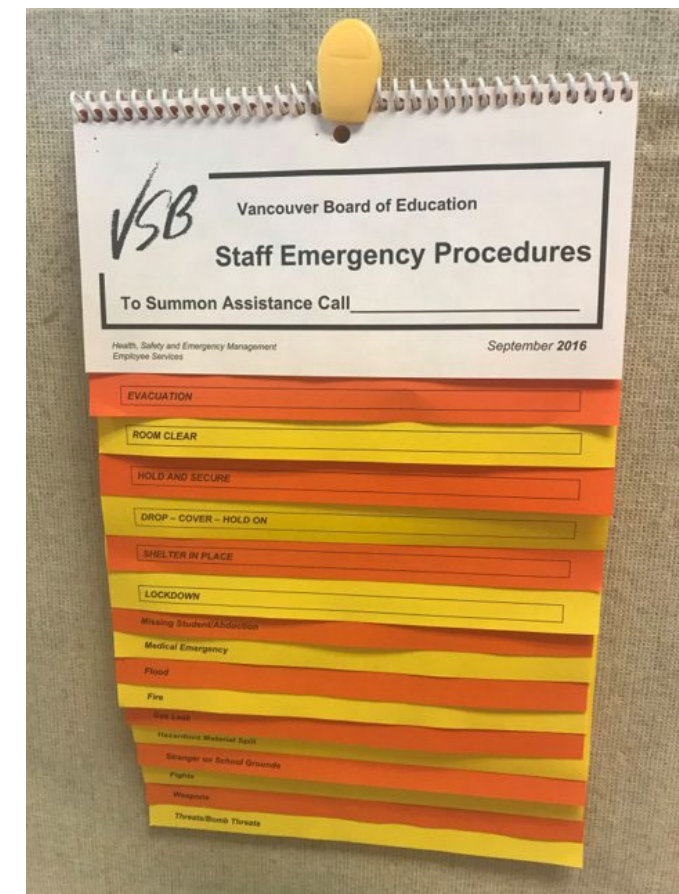
Drop – Cover – Hold On – earthquake

Shelter in Place - normal activity inside

Lockdown – locked doors not be seen

Staff Emergency Procedures -

Powerpoint Training



Above: "Flipbook" kept in each room/office

EMERGENCY ASSEMBLY AREA(S)



EMERGENCY ASSEMBLY AREA(S)



PERSONAL PROTECTIVE EQUIPMENT

- **PPE guidance will depend on your department**
- **H&S Committee will follow up**

COMMUNICABLE DISEASE PREVENTION

Follow these personal practices and healthy habits and encourage others to do the same!

Visit the VSB H&S Hub for the District's [Communicable Disease Prevention Plan](#)

Personal Practices and Healthy Habits

The infographic consists of seven circular icons on a blue background, each with a white icon and a corresponding text label below it. The icons represent: 1. A red apple with a white heartbeat line. 2. Two hands being washed under a white faucet with a white soap dispenser. 3. Two hands holding a white cup with a red 'no' symbol over it. 4. A white surgical mask. 5. Two white human figures standing on a white floor with a white circle around each. 6. A white human figure coughing or sneezing into their elbow. 7. A white house with a white person icon inside.

- EAT WELL, SLEEP WELL, AND EXERCISE!
- WASH OR SANITIZE YOUR HANDS FREQUENTLY
- AVOID SHARING FOOD, DRINKS, AND OTHER ITEMS THAT TOUCH THE MOUTH
- MASKS ARE PERMITTED AND A PERSONAL CHOICE
- RESPECT THE PERSONAL SPACE OF OTHERS
- COVER COUGHS AND SNEEZES
- STAY HOME WHEN SICK

COMMUNICABLE DISEASE PREVENTION

Does a presumption for COVID-19 claims still exist?

No. COVID-19 is no longer presumed to be a work-related illness.

COVID-19 claims are managed on a case-by-case basis.

OTHER/HOUSEKEEPING

- Visitor/Itinerant Staff sign-in and Orientation procedures and staff/visitor ID protocol
- Bringing used household furnishings into the school is not permitted.
- Use the appropriate tools for the job e.g., know step ladder locations and inspect the step ladder for damage or defects prior to use.
- Wear PPE provided for the job.
- Act in a way that maintains your safety and the safety of those around you.

COR

COR means Certificate of Recognition

VSB is implementing the Elements of an Occupational Health and Safety Management System to meet COR requirements.

This will be a year-long implementation project that will end with a third-party audit in the fall of 2025.

1. Organizational Commitment

2. Program & Procedures

3. Training, Education & Certification

4. Hazard Identification, Risk Assessment & Control

5. Inspections

6. Incident Investigations

7. Program Administration

8. Joint Health & Safety Committee

Keep “3D Safety” in mind



DANGEROUS

Keep an eye out for things that are dangerous.

When you see something that is a significant risk take the time to communicate it to your supervisor.

DIFFERENT

When you are doing something new or non routine work it can be harder to recognize the hazards.

Take time to assess the task and decide if any safety controls are needed.

DIFFICULT

Work that is difficult to complete due to the related physical demands can lead to an increased risk for injury.

Work with others to determine if there is a way to make the task easier.

Health and Safety on the HUB

Health & Safety Resources



OurHealth Incident & Hazard Reporting



Health & Safety Committees



Emergency Management



Programs & Safe Work Procedures



Chemical Safety, Safety Data Sheets (SDS) & WHMIS



First Aid



Harm By Others



Refusal of Unsafe Work



Heat Stress



Certificate of Recognition (COR)



Health & Safety Projects

Useful Links

[Respectful Workplace Behaviour Reminder](#)

[Staff Emergency Procedures Flipbook](#)

[Site Specific Employee Safety Orientation Checklist \(download to customize\)](#)

[Communicable Diseases & Public Health](#)

[Health & Safety Training](#)

[Field Trip Safety](#)

[Animals and Schools](#)

[Links & Resources](#)