



**WEST
VANCOUVER
SCHOOLS**

A world of opportunity

New Hire Health & Safety Orientation

Introduction

The West Vancouver Schools is committed to providing a safe and healthy study and work environment for our students, staff members, volunteers and the general public

It is our belief that every employee is entitled to work in a safe and healthy environment

Each employee needs to understand and review safe work procedures specific to their job

We require that every person affiliated in any way on our sites, abide by our District Health and Safety Program, and adhere to all applicable Occupational Health and Safety legislation

To visit the WorkSafeBC website, [click here...](#)



Roles and Responsibilities

Board responsibilities include

- Conducting an annual review of the Occupational Health and Safety Program (OH&S)
- Ensuring employees have knowledge of the OH&S Program

Principals'/Vice-Principals'/Supervisors'/Directors' responsibilities include

- Providing a safe and healthy work environment
- Orienting new workers
- Ongoing training
- Participating in regular safety meetings
- Performing inspections and conducting incident investigations
- Correcting unsafe acts, health or safety hazards
- Ensuring workers have knowledge of the OH&S Program
- Comply with the District Health and Safety program, OH&S Act and all relevant regulations

Roles and Responsibilities

Employees' responsibilities include

- Taking reasonable care to protect your health and that of others
- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Participating in inspections and incident investigations when required
- Using personal protective equipment when required
- Not engaging in horseplay or similar conduct
- Not working under the influence of drugs or alcohol
- Report injury or illness immediately
- Report unsafe situations
- Comply with the District Health and Safety program, OH&S Act and all relevant regulations

Joint Occupational Health and Safety Committees

A Joint Occupational Health and Safety Committee (JOHSC) is required at a workplace with greater than 20 employees. The committee is comprised of at least 50% non management staff who meet on a regular basis to discuss safety and health concerns at the workplace.

We have a District Health and Safety Committee which discuss issues which may affect the District as a whole, while each site with greater than 20 employees have their own JOHSC to discuss site specific issues.

The role of the committee is:

- To identify situations that may be unhealthy or unsafe for workers and advise on effective systems
- To make recommendations for the improvement of occupational health and safety and environment
- To make recommendations on educational programs
- To ensure that accident investigations and regular inspections are carried out as required
- To participate in inspections, investigations, and inquiries

Right to Refuse Unsafe Work

GENERALLY: A person must not carry out any work process 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

West Vancouver Schools acknowledges the right of all employees to refuse to carry out any work process in accordance with [Section 3.12-3.13](#) of the Occupational Health & Safety regulation of WorkSafeBC

We further recognize that when an employee exercises the right in accordance with regulation 3.13 that no employee shall be subject to disciplinary action

Refusal of Unsafe Work Procedure

Step One – Reporting

- Any refusal and the rationale for refusing must be immediately reported to your Principal or Supervisor

Step Two – Investigation/Review

- There will be an immediate investigation of the matter

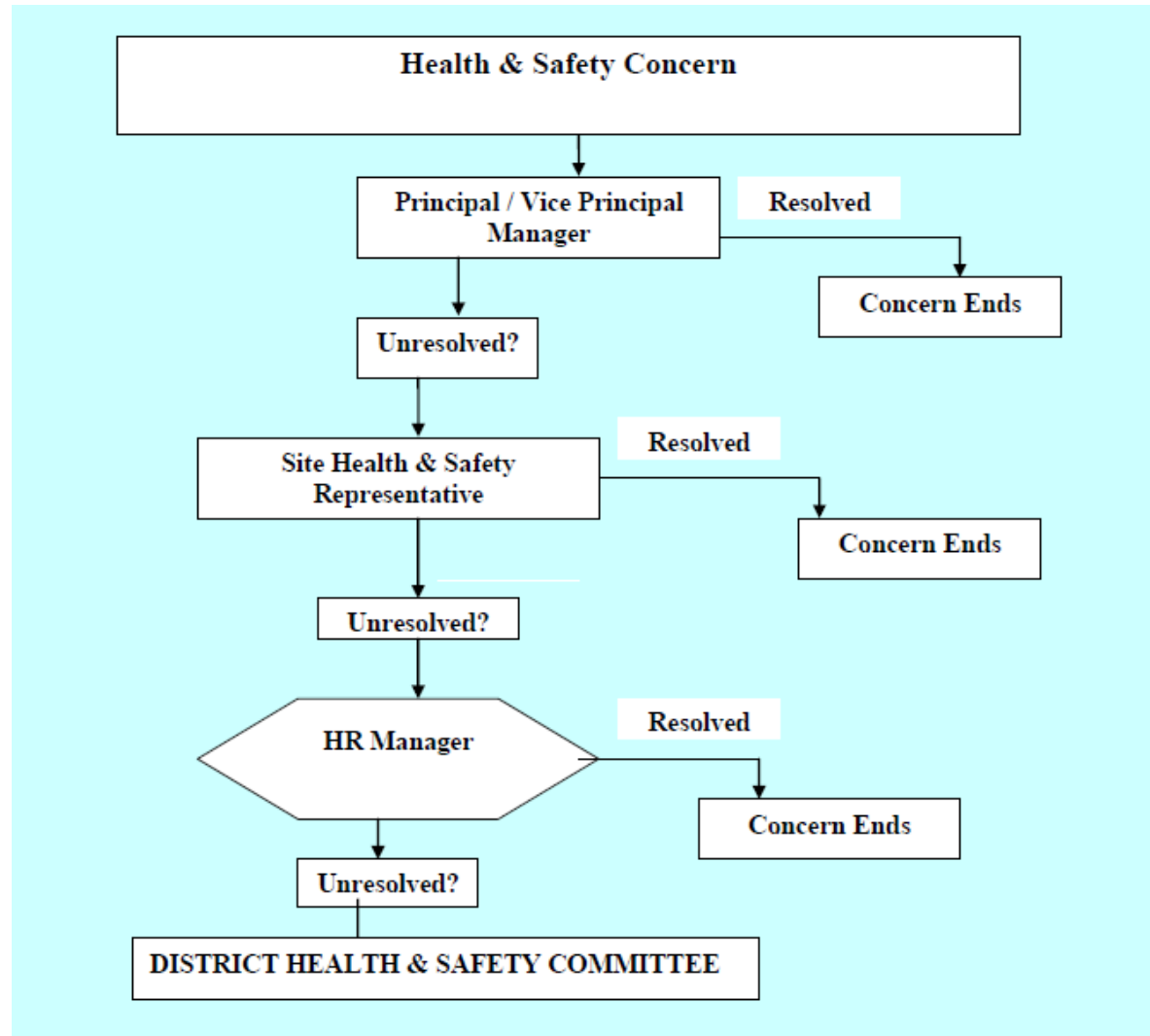
Step Three – Outcome of Review

- Any unsafe condition will be remedied without delay
- If the rationale for refusal is not reasonable, the Principal or Supervisor will direct that employee to conduct the work

Step Four – Continued Refusal

- If the worker continues to refuse, the Supervisor will contact the HR Manager to discuss the situations

Reporting of Safety Concerns



Injury/Incident Reporting

Employees must immediately report work related injuries/incidents to the direct Supervisor/Principal and First Aid Attendant

Participate fully in the injury investigation process if able

Complete an Employee First Aid/Injury/Incident Report form as required by the District

Keep the Supervisor/Principal informed of any updates to your injury/incident and the return to work process



Working Alone: An Overview

Policies exist to ensure employees working alone have a means of obtaining assistance in the event of an accident or emergency

Each school, site, and/or department will have their own specific procedures for working alone. Ensure you are familiar with this process and review the school policy

All workers must follow the specific working alone procedures for their site/department

Health & Safety Topics...

Know where to access the **Occupational Health & Safety Program Manual**

- This may be found in school office, medical room, copier room and/or staff room
- Please ask at the school office for the exact location

Know how to obtain **First Aid Services** and who the **First Aid Attendant** is

- Ensure your emergency contact information is handed to the office
- First aid supplies may be located in the school office, medical room, and/or copier room
- All employees must report and have any injury/illness treated by the First Aid Attendant immediately



Health & Safety topics...

Sign in book for TTOCs, Casuals & Visitors

- Ask at the school office for the location of the sign in book
- Please remind all visitors (including parents) that they must sign in when they enter the building

Know where to locate the blue “**Emergency Procedure Handbook**” on how to deal with:

- Suspicious or Unknown Person
- Medical Emergency
- Violent Incident: Intruder or Person with a Weapon
- Bomb Threat
- Earthquake Procedures
- Non-Emergency Numbers
- Personal Safety

Health & Safety topics...

Know **what to do in the event of an emergency**

- The first priority is the safety of the students
- Check with the school office for specific procedures
- Look for the locations of the nearest fire extinguisher
- Check with the office or a teacher next to your class for evacuation
- Roll call locations are usually on the school grounds by the nearest exit door



Health & Safety topics...

Be familiar with the **violence prevention** and **intruder alert** (Emergency procedure handbook found in every classroom) policies and procedures

- Ask at the school office for details on violence prevention and intruder alert policies Follow policies and procedures pertaining to the management of aggressive behaviour and violence in the workplace
- Complete Incident/Injury Report Form whether or not injuries have resulted from the violent incident
- Immediately report any threatened or actual violent incident to the Principal
- Employees must not engage in improper activity or behaviour which might create or constitute a hazard to themselves or other people

- **"violence" is defined as:** 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

Health & Safety topics...

Understand where **lock-out procedures** are required. (if applicable)

- Electrical equipment and circuits must be locked in the de-energized position before servicing any of the components
- Electrical saws must be locked out before replacing the saw blade
- Paper cutters must be equipped with finger guards

Understand **confined space entry procedures**

- A second worker must be advised whenever a crawl space or attic is entered
- Crawlspace and attics and the work to be completed must be assessed to determine if confined space work procedures are required

Health & Safety topics...

Know the **hazards associated with using a chemical product**

- WHMIS (Workplace Hazardous Material Information System)
- Material Safety Data Sheet

Know how to **report hazardous conditions and practices**

- Report unsafe situations to the principal and or custodian
- The person receiving the report must take appropriate action to correct the situation
- The employee reporting the hazard must take reasonable action to mitigate the unsafe situation reported

Health & Safety topics...

Understand the importance of correct procedures for **dealing with blood and body fluids** associated with injuries or management of student needs

- Blood and body fluids including saliva may contain HIV and Hepatitis viruses
- Sweat, tears, nasal secretions, sputum, urine and stools do not contain HIV or Hepatitis viruses, unless they are bloody

General hygiene precautions

- Employees dealing with body fluids must wear disposable, waterproof, puncture resistant gloves
- Cover any skin that may be exposed to infection prior to cleaning
- Provide a cleaning solution for decontamination and cleanup
- Wear other appropriate personal protective equipment
- Wash your hands thoroughly using warm running water and non-abrasive soap
- Know how to summon First Aid

More detailed information can be found on Inside45 under Human Resources

Health & Safety topics...

Know the proper use and location of **personal protective equipment**. (i.e. eye protection, respiratory protection, gloves, hearing protective devices etc.) (if applicable)

- Ask at the school office for the location of needed personal protective equipment

Clearly understand “point of use” sharps disposal and safe disposal of bio-hazardous waste. (if applicable)

- All “sharps” are to be disposed of in sharps containers located in the custodial area
- Do not handle “sharps” unless training has been provided

District Risk Assessment Protocol

It is the responsibility of employees to report any threat making behaviour

The District Risk Assessment Team (DRAT) consists of administrators, counselors, members of the West Vancouver Police Department (WVPD) and West Vancouver Fire Department (WVFD)

Please contact Maureen Lee at 604-981-1099 if you have any questions regarding risk assessment

Asbestos Awareness – What is it?

Asbestos is a natural occurring mineral that is widely used

Natural ambient levels of 0.0001 fibres/cc

Inhale 1 fibre every 5 minutes

Resistant to heat and corrosive chemicals and very stable in the environment

Ability to be incorporated into other products and break into tiny fibres

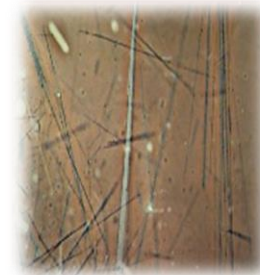
Once released into the air, they may stay suspended for hours or days

6 different types of asbestos

- Chrysotile (most common)
- Amosite
- Crocidolite
- Actinolite
- Tremolite
- Anthophyllite

2 states of Asbestos materials

- Friable – able to crumble into powder with hand pressure when dry
- Non-friable – may become Friable or airborne through deterioration or processes that disturb



Asbestos – Found where?

In buildings that are built 1980s and earlier

Insulation

Vinyl flooring

Gasketing

Textiles

Cement board and piping

Roofing felts

Asphalt

Pipe covering

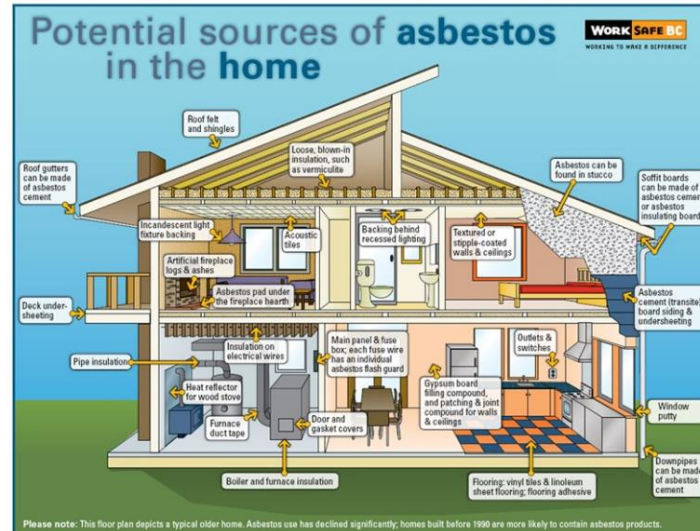
Electrical, mechanical products

Protective clothing

Wall and ceiling

Joint compound

WHERE IS ASBESTOS IN MY HOME?



Health Affects of Exposure

Dangerous when it becomes airborne and inhaled

Hazardous when it is friable and is disturbed

More likely to experience asbestos-related disorders when exposed to high concentrations and for longer periods of time

3 primary diseases

- Asbestosis
- Lung Cancer
- Mesothelioma

How to Protect Yourself

If you do not know that a building material is asbestos free – do NOT disturb it

Report any damaged material to the custodian or the site supervisor

Check in with the School's Facilities Department

For more information on the [Safe Work Practices for Handling Asbestos](#)



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West Vancouver Schools!**

**Questions?
Contact Human Resources at 604-981-1000
or visit us at the School Board Office**