

KAMLOOPS THOMPSON TEACHERS' ASSOCIATION

A LOCAL OF THE BRITISH COLUMBIA TEACHERS' FEDERATION

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This memo is only intended for internal communication with the KTTA and its members. It is not intended for distribution outside of the addressed recipients.

To: KTTA Executive Committee Members
KTTA Staff Representatives
KTTA Site Based Health and Safety Committee Members

From: David Komljenovic (KTTA President)
Amanda Jensen (KTTA 1st Vice President)
Gregg Hafeli (KTTA Health and Safety Chair)

Re: Health And Safety – Frequently Asked Questions
(Follow up to the January 9th Violence Prevention Training)

1. Terms of Reference – Our site based committee has never developed one. Do we have to?

The site based committees operate under the District committee's Terms of Reference. The terms establish the who, what, where, why, and when – basically how the committee should operate. The District committee has just had the TOR updated, and they should be made available through your MySD73 shortly.

2. Election and Representatives on the site-based committees

Every school has a Health and Safety committee. Their responsibilities are to report on and discuss concerns, conduct investigations, complete safety checklists for your building and ensure established regulations and policies are followed.

An election for a KTTA rep at each site should happen once a year, prior to the first scheduled monthly OHS committee meeting, usually this occurs around the time of the first staff meeting. The KTTA sends a reminder email that positions need to be voted on. Most often than not, if a member has already put her/his name in and nobody else does, people become acclimated into positions. You can consider yourself to have correctly conducted an election. However if more than one person indicates interest, there must be an election.

Committee meetings must be held once a month. Typically, your committee would consist of a KTTA representative, a CUPE representative, an admin representative and perhaps more people. In a larger school, you may have a representative from each of the school's departments. There must be at least an equal number of worker representatives (KTTA or CUPE members) and employer representatives (admin) present at each of the meetings or



if necessary, more worker reps than employer reps, but never more employer than worker. Meetings should be scheduled at a mutually agreed upon time when all reps have the ability to attend. Remember that you are entitled to a duty free lunch break!

3. Incident Investigations – How would I conduct one and what do I need to know?

*When an incident happens at your school, whether that be a slip and fall or a violent incident with a child or community member, an investigation must be done using the **Incident Investigation Form**. As a representative on your site based Health and Safety committee, you may be responsible for accompanying the employer (your school admin) and completing an investigation with them. You are also responsible for ensuring that if you learn that there has been an incident at your school or worksite, an investigation is done as quickly as is practicable.*

The most important thing to remember is that if there are conditions that are harmful to anybody (workers or others), those conditions must be addressed as soon as possible. The following regulations in the Worksafe BC Act address this:

- 3.9 **Remedy without delay** - Unsafe or harmful conditions found in the course of an inspection must be remedied without delay.
- 3.10 **Reporting unsafe conditions** - Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.
- 3.11 **Emergency circumstances** - If emergency action is required to correct a condition which constitutes an immediate threat to workers only those qualified and properly instructed workers necessary to correct the unsafe condition may be exposed to the hazard, and every possible effort must be made to control the hazard while this is being done.

Attached is the incident investigation form that is to be used when there has been a incident at your school/workplace.

4. There were a lot of forms mentioned. Where can I find those forms? How do I know which form to fill in when?

The forms are all available through your Zimbra (SD73 employee email). Once there, click "MySD73" under your Zimlets (usually on the lefthand side of your screen), then click "All Staff", then click "Health and Safety". Through this folder, you can find all the necessary forms that you need. Take a few moments to go into the folder and look to see what is provided to you. We have attached a copy of the following forms:

- **Worker's Report of Injury or Occupational Disease to Employer** – When there has been

an injury to a worker at your school/workplace, or the potential of an injury (most commonly known as a “near miss”), this form must be filled out immediately. Fill out the form as completely as possible, including any witnesses if they exist. The form must be sent to your direct supervisor (school principal) and emailed to Michelle Marginet (THIS FORM MAY BE FILLED OUT ONLINE).

- **Incident Investigation Report** – *When there has been an injury to a person in the employ of the school district or when there has been the potential of an injury which the committee believes warrants an investigation. The injured party/parties must have filled out a Worker's Report of Injury (6A form) prior to the beginning of this form being filled out. Attached is also the Incident Investigations Procedure flowchart (THIS FORM MAY BE FILLED OUT ONLINE)*
- **Student/Volunteer Injury** – *there is a portal to log into so that these incidents can be logged. A screenshot of the log in information is provided.*

5. What does it mean when the WorkSafe BC regulations say I have a “Right to Know”?

Having a “Right to Know” under WorkSafe BC regulations means not only do you have a right to know what policies and procedures affect you and which you are required to follow, but most importantly, to be aware of the risks that potentially could affect you.

It must be noted that disclosure of students with risk of violence against students or others must be shared subjectively and accurately, and should not be shared with those who do not have a right or need to know (those people who don't work directly with the student). And most importantly, when sharing risk, there must be a sharing of information about interventions that would minimize the risk. Children who require functional behaviour assessments and/or have a behaviour plan are not automatically deemed a risk to others. It is important to work with specialized school personnel as these situations are normally not uniform and do not have an easy answer.

Please see the handout from WorkSafe BC outlining some commonly asked questions about privacy and how much information can be/should be disclosed and to whom.

6. Emergency procedures and protocols at schools. Has anything really changed?

*Emergency procedure protocols can be found most quickly and easily on the Emergency Procedure and Protocol flipcharts that should be available in every classroom in a school. They are color coordinated and labelled. As well, many school district policies outline what the expectations are when incidents happen at your school. It is important to familiarize yourself with both of these things. No significant changes have been made in the last few months apart from the District's **Working Alone Procedure**.*

7. Right to Refuse Unsafe Work – Can I really refuse?

Yes! You have a right to refuse and ought to refuse unsafe work in situations where you believe your personal wellbeing could be/is being compromised. Please familiarize yourself with the Refusal Flowchart.

At all times, it is important to remember to refuse unsafe work in a respectful manner. If you are having trouble refusing unsafe work or if you have any questions, you can contact us at the office or contact Worksafe BC directly. If you are able to do so, please put your refusal of unsafe work in writing.

Flowchart for Regulation Guideline 3.12

