

OCTOBER 26

CUPE728

HEALTH & SAFETY INFO SESSION

2024

H&S AND SUB COMMITTEE



Health and Safety



Joint H&S Members

Amanda Williams

George Hardy

Marcey Campbell

728 H&S Members

Nora Hooper

Allan Henricks

Edward Parsotam

Cassie Deezar

Amber Wynn

AGENDA FOR TODAY

Site Based H&S Committees

Incident Reporting & WCB

Right To Refuse Unsafe Work

New Safety Plans

Phone Usage

Changes to Occupational Health & Safety

SITE BASED H&S COMMITTEES

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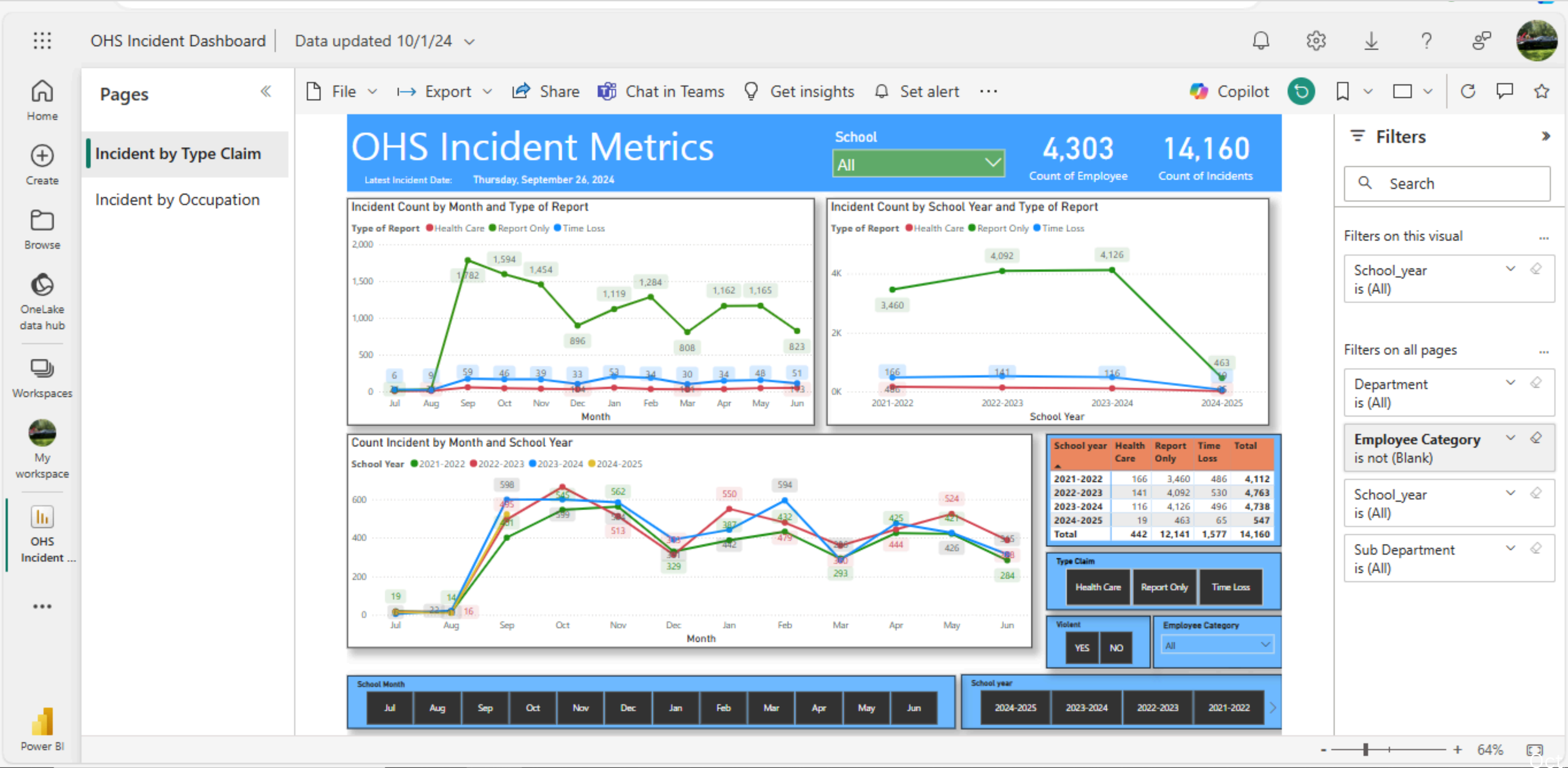
H&S SITE COMMITTEE

- at least 4 members with 2 being non-admin
- 2 co-chairs

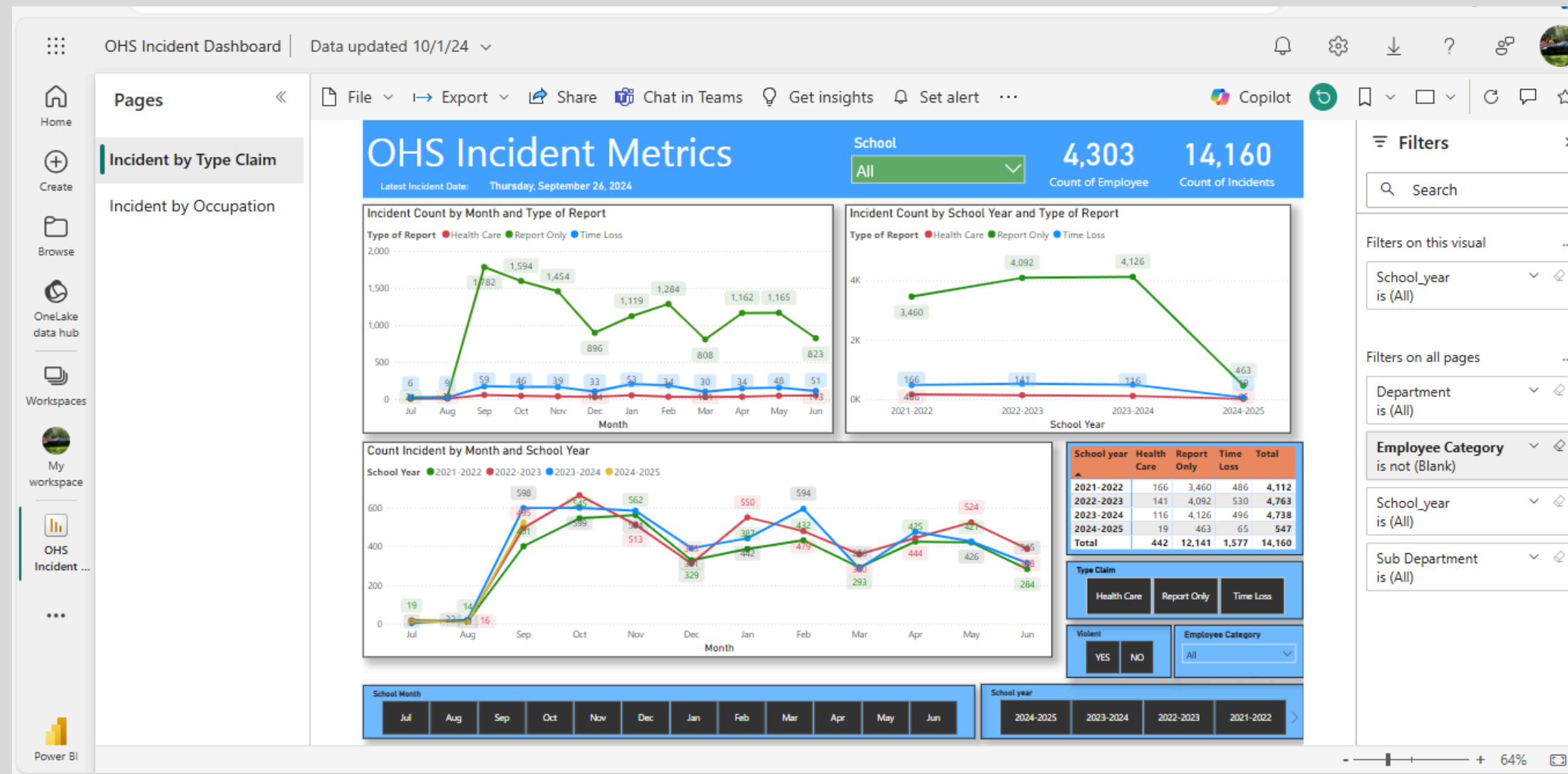
- meet monthly
ON PAID TIME
- prep time is paid
- must do training within 6 months of being on the committee

- identify unsafe conditions
- consult with EE and ER
- make recommendations
 - to improve H&S
 - on educational programs promoting H&S
- ensure investigations are done
 - to participate in
- ensure H&S Board is updated

At each H&S site committee meeting, Power BI is to be reviewed with the full committee



At every H&S meeting at your site, the committee is to review the OHS Incident Metrics. Each Admin/Manager has access to it.



You can look at the current and past stats, you can look at department stats, you can look at site stats, you can look at specific injury stats and much more.

H&S SITE COMMITTEE

**All
on
PAID
time**

Next training dates are:

Oct 30 - Intro to Health & Safety Committee

Nov 13 - Intro to Health & Safety Committee

Nov 19 - Intro to Health & Safety Committee

Jan 28 - Advanced Health & Safety Committee Training

Jan 29 - Advanced Health & Safety Committee Training

Feb 4 - Advanced Health & Safety Committee Training

H&S SITE COMMITTEE

All on PAID time

**You can sign up on the
district website**

H&S SITE COMMITTEE

Resources

**WCB - Occupational Health & Safety
Regulation, specifically
Part 3 - Rights & Responsibilities**

INCIDENT REPORTING & WCB

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Incident Reporting & WCB

Please head to the H&S Committee Page on our website to review the following H&S posters:

- How To Fill Out An Incident Report
- What is WCB
- and more...



Incident Reporting & WCB

WCB WISDOM

Do you have an active WCB claim? If so, you will know that you have a Case Manager attached to your file. We advise you to not call your Case Manager directly. We strongly advise you to ALWAYS call the Call Centre at 604-231-8888, state the reason that you are calling, have the WCB Representative read back what they typed and THEN get transferred to your Case manager. This way, there's more of a guarantee that your call will get documented onto your on-line file. Unfortunately, not all Case Managers have time to document your phone call (which they are supposed to). If your Case manager calls you, please check your on-line file in about 1-hour to make sure that call was documented. If it wasn't, call the Call Centre and reiterate that call. Remember, if it's not written down in your file, it didn't happen.



**SAFETY
PROCEDURES**

**HAZARDS
PROTECTIONS
HEALTH**

An Employer (inc. Admin, teacher, co-worker) is bound by law not to use any means to dissuade a worker from reporting a possible hazardous condition or a potential occupational injury, disease, or fatality.

For an employer to do this would interfere with a worker's right to compensation

WHAT TO DO IF YOU OR A CO-WORKER GETS HURT

- **Tell someone**
 - co-worker, IST, Admin, Teacher, Site Rep
- **See First Aid**
 - they are trained
- **Fill out incident report**
 - do on work time. Get paid for it
 - provide DETAIL
 - “got hit” - how did you get hit, by who, where were you, how hard, how many times, where on you body....

WHAT TO DO IF YOU OR A CO-WORKER GETS HURT

- Call WCB
 - 1.888.WORKERS
 - Approx 30 minutes on the phone.
- Send incident report to Union Committee
 - healthsafety@cupe728.ca
- If you are off work, participate with Desjardins
 - They can provide additional supports, additional income

**IT'S NOT YOUR JOB
TO GET INJURED**

**IT IS YOUR JOB TO
DO REPORTING**

**If you allow yourself to get injured without reporting,
you are essentially allowing others to get injured.**

**YOU are not helping to provide a safe work
environment for you and your co-workers**

Legislation

Worker's Compensation Act

Part 2: Occupational Health and Safety

22 GENERAL DUTIES OF WORKERS

1) Every worker must

(a) take reasonable care to protect the workers health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work



omissions include not fillout an incident report

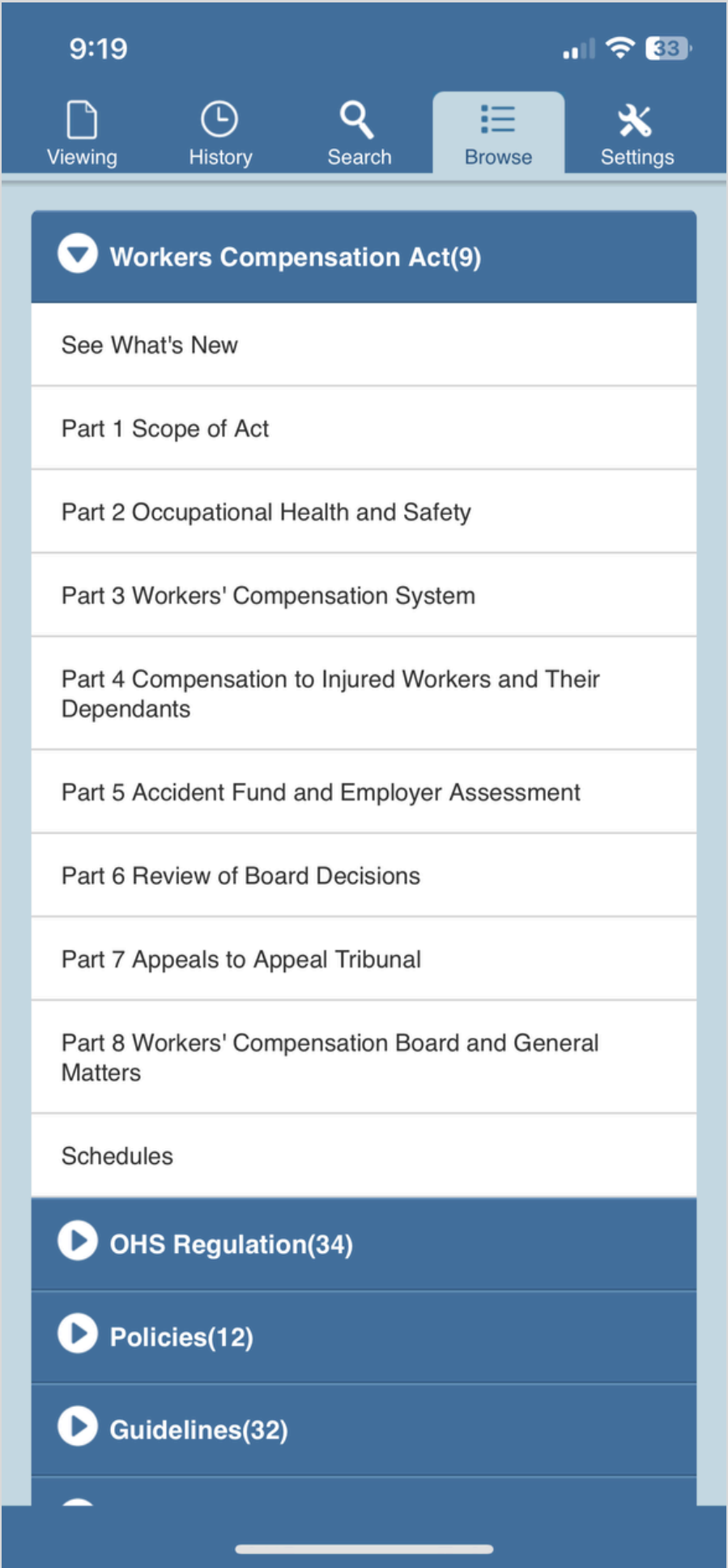
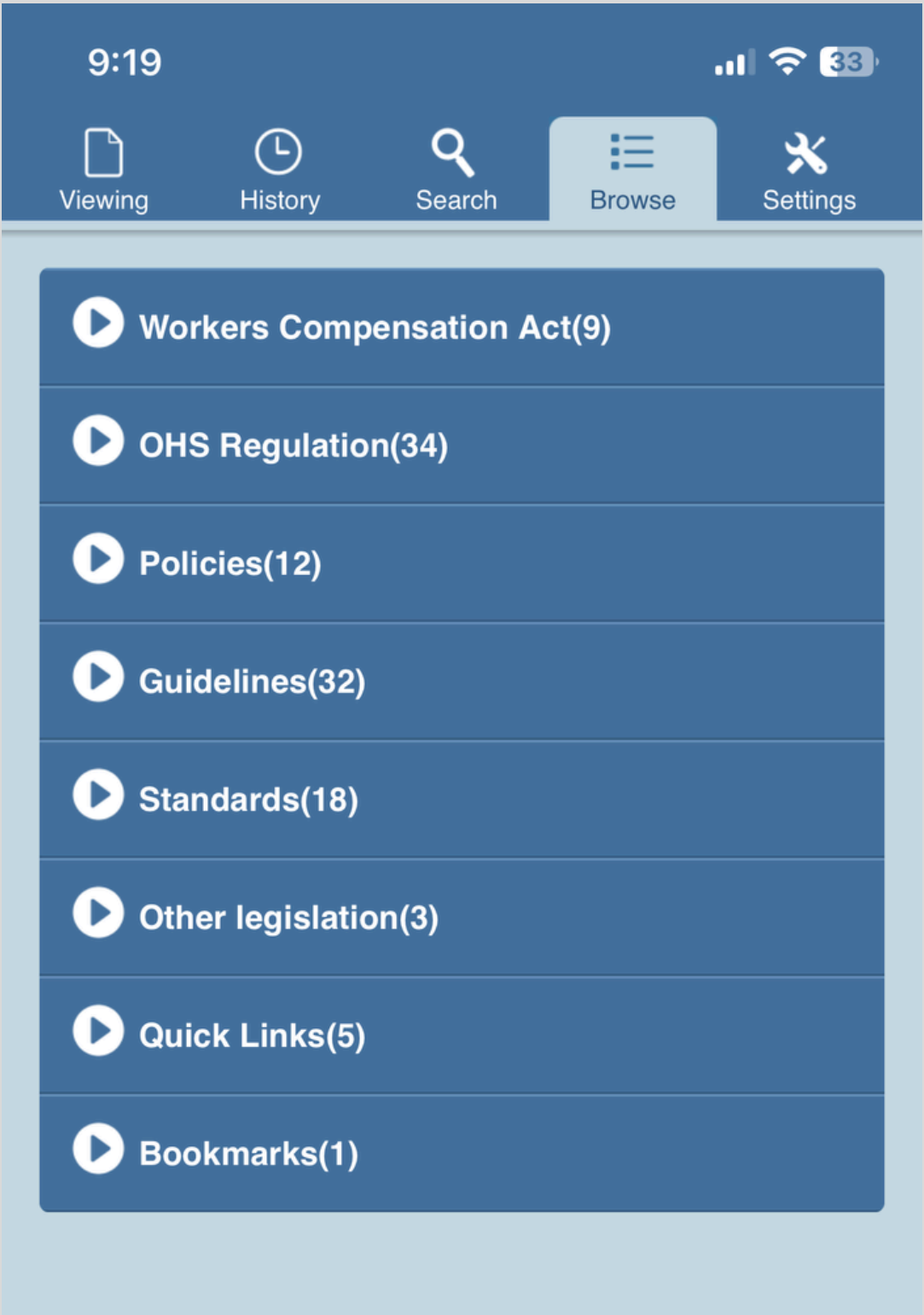
OSH App

Best FREE app for Health & Safety

Find it in the App Store



WCB App



RIGHT TO REFUSE UNSAFE WORK

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RIGHT TO REFUSE UNSAFE WORK : DID YOU KNOW

- **-As a worker** : YOU HAVE THE RIGHT TO REFUSE UNSAFE WORK.
- **-If you have REASONABLE CAUSE TO BELIEVE THAT PERFORMING A WORK PROCESS OR USING A TOOL OR MACHINE PUTS YOU OR SOMEONE ELSE AT RISK, YOU MUST NOT PERFORM THE JOB OR TASK.**
- **-You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and to remedy the situation.**
- **-As a worker, you may not be disciplined or penalized for following these steps.**
- **-Your employer or supervisor may temporarily assign a new task to you, at no loss in pay.**
- **All right to refuse unsafe work needs to be done verbally and in writing to your employer/supervisor.**
- **The employer/supervisor must give written notice of the right to refuse unsafe work to anyone else who might perform the job or duties. Included in this is the reasoning for right to refuse unsafe work, reasons why the employer feels the job or duties are safe to carry out. Along with information pertaining to right to refuse unsafe work.**



3 STEPS OF RIGHT TO REFUSE UNSAFE WORK.

3 STEPS OF RIGHT TO REFUSE UNSAFE WORK STEP 1:

Step 1 : Report the unsafe working condition or procedure.

You must stop immediately stop the unsafe work and report it to your supervisor or employer.

The employer or supervisor must investigate the matter and fix it if possible.

If the worker, employer or supervisor cannot agree on how to resolve the issue move to step 2.

IMPORTANT*

All right to refuse unsafe work needs to be given in writing and verbally to your supervisor/employer.

IMPORTANT*

Please remember to notify your shop steward and union about your right to refuse unsafe work. If YOU don't say anything we do not KNOW!!!!

3 STEPS TO RIGHT TO REFUSE UNSAFE WORK

Step 2 : If the matter isn't resolved in step 1.

Both the worker and the employer or supervisor must investigate the matter in the presence of one of the following:

A worker representative of the joint health and safety committee (or worker health and safety representative).

A worker chosen by the worker's trade union.

Any other worker chosen by the worker who first reported the unsafe condition.

RIGHT TO REFUSE UNSAFE WORK : STEP 3

- STEP 3:
- **IF THE MATTER STILL IS NOT RESOLVED , CONTACT WORKSAFEBC.**
- IF THE MATTER IS NOT RESOLVED AFTER FOLLOWING STEPS 1 AND 2, BOTH THE WORKER AND THE SUPERVISOR OR EMPLOYER MUST CONTACT WORKSAFEBC. CALL 604.276.3100, OR TOLL-FREE 1.888.621.7233. A PREVENTION OFFICER WILL THEN INVESTIGATE AND TAKE STEPS TO FIND A WORKABLE SOLUTION.



WSBC OHS REGULATION PART 3: ROLES AND RESPONCEABILITIES – RIGHT TO REFUSE UNSAFE WORK :SECTION 3.12 , 3.12.1, 3.13.

- SECTION 3.12 IN THE OHS REGULATION PART 3 : ROLE AND RESPONCEABILITES RIGHT TO REFUSE UNSAFE WORK HIGHLIGHTS THE 3 STEPS OF RIGHT TO REFUSE UNSAFE WORK. IT WAS AMENDED IN AUGUST OF 2022.
- SECTION 3.12.1 IS REASSIGNMENT OF UNSAFE WORK: A WORKER REFUSES WORK UNDER SECTION 3.12, THE EMPLOYER MUST NOT REQUIRE OR PERMIT ANOTHER WORKER TO DO THE REFUSED WORK UNLESS
- (A) THE MATTER HAS BEEN RESOLVED UNDER SECTION 3.12(3), (4) OR (5), OR
- (B) THE EMPLOYER HAS, IN WRITING, ADVISED THE OTHER WORKER AND A PERSON REFERRED TO IN SECTION 3.12(4) (A), (B) OR (C) OF ALL OF THE FOLLOWING:
 - (I) THE REFUSAL;
 - (II) THE UNSAFE CONDITION REPORTED UNDER SECTION 3.12(2);
 - (III) THE REASONS WHY THE WORK WOULD NOT CREATE AN UNDUE HAZARD TO THE HEALTH AND SAFETY OF THE OTHER WORKER OR ANY OTHER PERSON;
 - (IV) THE RIGHT OF THE OTHER WORKER UNDER SECTION 3.12 TO REFUSE UNSAFE WORK.
- [ENACTED BY B.C. REG. 116/2022, EFFECTIVE AUGUST 22, 2022.]

WSBC OHS REGULATION PART 3: ROLES AND RESPONCEABILITIE S – RIGHT TO REFUSE UNSAFE WORK :SECTION 3.12 , 3.12.1, 3.13.

- SECTION 3.13 NO PROHIBITED ACTION:
- 3.13 NO PROHIBITED ACTION
 - (1) A WORKER MUST NOT BE SUBJECT TO PROHIBITED ACTION AS DEFINED IN SECTION 47 OF THE WORKERS COMPENSATION ACT BECAUSE THE WORKER HAS ACTED IN COMPLIANCE WITH SECTION 3.12 OR WITH AN ORDER MADE BY AN OFFICER.
 - (2) TEMPORARY ASSIGNMENT TO ALTERNATIVE WORK AT NO LOSS IN PAY TO THE WORKER UNTIL THE MATTER IN SECTION 3.12 IS RESOLVED UNDER SECTION 3.12 (3), (4) OR (5) IS DEEMED NOT TO CONSTITUTE PROHIBITED ACTION.
 - [AMENDED BY B.C. REG. 279/2019, EFFECTIVE APRIL 6, 2020.]
[AMENDED BY B.C. REG. 116/2022, EFFECTIVE AUGUST 22, 2022.]
 - **NOTE:** THE PROHIBITION AGAINST PROHIBITED ACTION IS ESTABLISHED IN THE WORKERS COMPENSATION ACT PART 2, DIVISION 6, SECTIONS 47 THROUGH 50.

RESOURCES

ONLINE REPORTING SYSTEM FOR RIGHT TO REFUSE UNSAFE WORK – WORKSAFEBC

[HTTPS://PREVRUW.ONLINE.WORKSAFEBC.COM/?_GL=1*19o4IUU*_GCL_AU*NDE5NTM2NzY5LjE3MjcYODQxNTY.*_GA*MTI5NjQ1NjMzMzMC4xNzI3MjG0MTU2*_GA_0C7J0RT2WT*MTcyOTgzNDkwNC41LjEuMTcyOTgzODKYOC4wLjAuODAYNjI2ODAx*_FPLC*MTU1dE1YAM5UVNLYMDZSdExISYUyQk4LMkJlNVBAEXkyTFVOVkI4JTJGDLJ0RlNPVEhJQkJGAFMwBWNCUTUYeGtNcENNbTczTFpLT3NvbG5MbjVWY2ZoAMFBUTL4UDZibFR4dFVGUVpUNFlNT1E0RkhCRUZGY0RUZDF3ZWVQYWNP SXDNJTNEJTNE](https://PREVRUW.ONLINE.WORKSAFEBC.COM/?_GL=1*19o4IUU*_GCL_AU*NDE5NTM2NzY5LjE3MjcYODQxNTY.*_GA*MTI5NjQ1NjMzMzMC4xNzI3MjG0MTU2*_GA_0C7J0RT2WT*MTcyOTgzNDkwNC41LjEuMTcyOTgzODKYOC4wLjAuODAYNjI2ODAx*_FPLC*MTU1dE1YAM5UVNLYMDZSdExISYUyQk4LMkJlNVBAEXkyTFVOVkI4JTJGDLJ0RlNPVEhJQkJGAFMwBWNCUTUYeGtNcENNbTczTFpLT3NvbG5MbjVWY2ZoAMFBUTL4UDZibFR4dFVGUVpUNFlNT1E0RkhCRUZGY0RUZDF3ZWVQYWNP SXDNJTNEJTNE)

WORKSAFEBC WEBSITE HEALTHY AND SAFETY ASSISTANCE

[HTTPS://WWW.WORKSAFEBC.COM/EN/CONTACT-US/DEPARTMENTS-AND-SERVICES/HEALTH-SAFETY-PREVENTION](https://WWW.WORKSAFEBC.COM/EN/CONTACT-US/DEPARTMENTS-AND-SERVICES/HEALTH-SAFETY-PREVENTION)

WORKSAFEBC WEBSITE OHS REGULATION PART 3: RIGHTS AND RESPONSIBILITIES

[HTTPS://WWW.WORKSAFEBC.COM/EN/LAW-POLICY/OCCUPATIONAL-HEALTH-SAFETY/SEARCHABLE-OHS-REGULATION/OHS-REGULATION/PART-03-RIGHTS-AND-RESPONSIBILITIES](https://WWW.WORKSAFEBC.COM/EN/LAW-POLICY/OCCUPATIONAL-HEALTH-SAFETY/SEARCHABLE-OHS-REGULATION/OHS-REGULATION/PART-03-RIGHTS-AND-RESPONSIBILITIES)

NEW SAFETY PLANS (ISWI)

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Individual Safe Work Instructions (ISWI)

- A safety plan is way for the worker to get the information they **NEED** in order to stay safe at work
- A safety plan is **REQUIRED** to be read prior to starting work in that position
- It is the **EMPLOYER'S** responsibility to make sure the employee has all the necessary information to stay safe, however, it is also the worker's responsibility to make sure coworkers are safe (legislation)
 - if you see a Spareboard employee starting a job were they have not read a safety plan you need to tell them to read it

KNOW

What's in the safety plan



UNDERSTAND

What's in the safety plan

IMPLEMENT

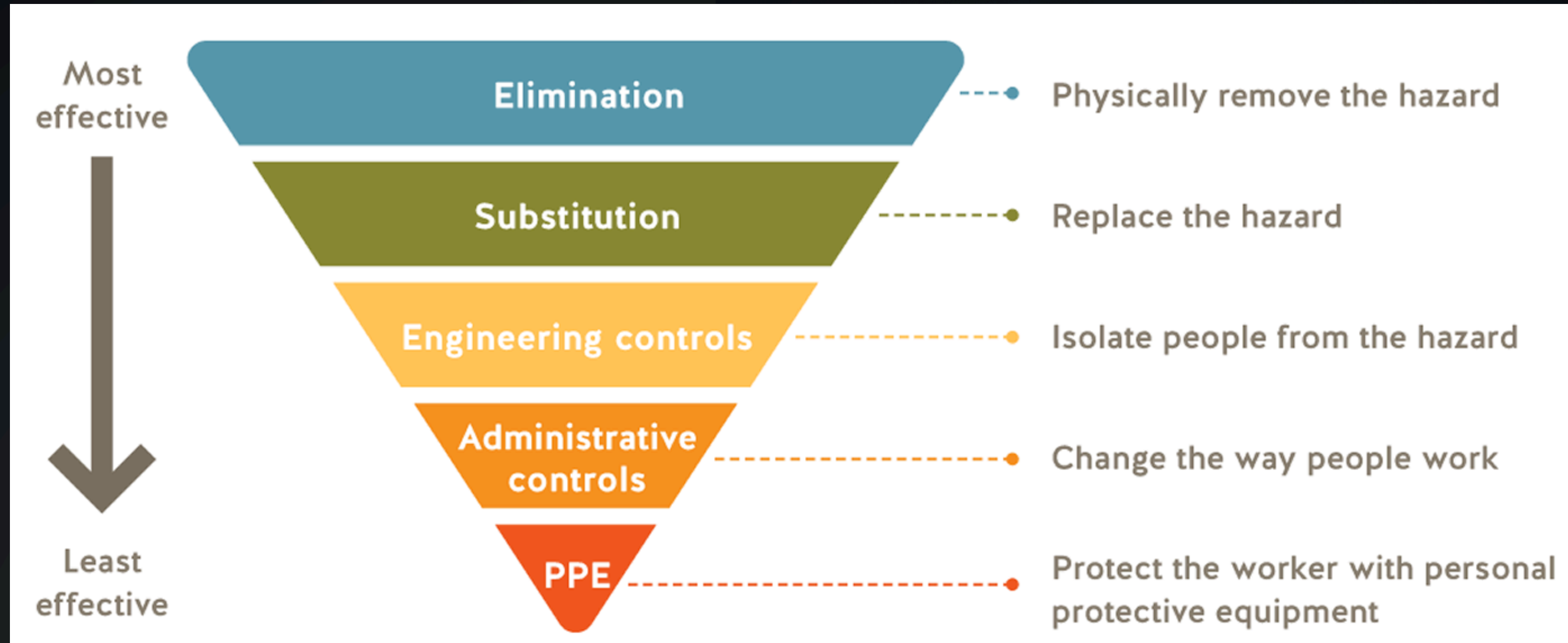
What are the steps you will need to do
throughout your shift

Individual Safe Work Instructions (ISWI)

- **the new plans are to be all implemented by June 2025**
- **Training is currently happening. This is mainly for IST, teachers & Admin (training for IST is available during their shifts) but CUPE can attend as well**
- **Next Training date is Nov 5, 2-3:30pm**

**Check out the IESW page on our website and scroll to
the bottom to see the new ISWI template**

Hierarchy of Control



**MUST START AT TOP
THEN WORK DOWN**

This means PPE are last resort

Does not need to be listed in Safety Plan to wear them

If you are told to wear it, you **MUST** wear them

They must not inhibit you from doing your work safely

Elimination or substitution

Eliminating the hazard completely is always the first choice. Substitution involves replacing the material or process with a less hazardous one.

Engineering controls

These involve using work equipment or other means to prevent workers from being exposed to a hazard. Engineering controls are physical changes to the workplace and may include equipment guarding, guardrails, traffic control lanes and barriers between vehicles and pedestrians, and many other options.

Administrative controls

Administrative controls involve identifying and implementing safe work procedures so your workers can perform their job duties safely. The findings of your risk assessment will form the basis of these safe work procedures.

Personal protective equipment and clothing

Using personal protective equipment (PPE) is another important control to protect workers.

PERSONAL CELL PHONE USE

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Concerns we brought up to the District H&C Committee:

- Many schools use What's App/Teams during the day
- Less use of Walkie Talkies
- Cell phone restrictions in schools, September 10, 2024

What are we to do if we are asked to use our phones?

Have you been asked to use your personal phone for work purposes?

THIS INCLUDES HAVING TO USE WHATSAPP FOR COMMUNICATING, USING YOUR PHONE AS A TIMER, USING YOUR PHONE IN PLACE OF A WALKIE TALKIE...



YOU ARE NOT REQUIRED TO USE YOUR PHONE. REMEMBER, IF IT BREAKS ONLY YOU ARE RESPONSIBLE FOR THE REPLACEMENT OF YOUR PHONE.

IF YOU ARE BEING ASKED TO USE YOUR PHONE AND YOU DON'T WANT TO:

FIRST, TALK TO YOUR ADMIN/MANAGER
IF NEEDED, THEN CONTACT THE UNION

Personal Phone Usage for Work

DON'T
DO IT

Personal Phone Usage for Work



SD36 has new phone policy for students and is looking at policy for employees



Staff can (and have been) disciplined due to 'theft of time'



If your phone breaks, it's not covered. YOU will have to pay for damages



728 spoke with Health Services and you are NOT to be using your phone



Student Support's (HR) expectation is that we use walkie talkies rather than personal cell phones



NEVER give your phone number out to a student

You can say

NO!

if you are asked to use your phone. If you feel you are being directed to use your phone, talk to your Shop Steward. The problem is if you use your phone, you are setting the expectation for others to use it

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Public Sector:

Just like you can get your work emails FOI'd, if you use your phone for work purposes, you could get subpoenaed

**What if your school uses TEAMS to
communicate throughout the day?**

USE SCHOOL COMPUTER

The site is required to have a
computer available for CUPE
to use, so use that one if you
are required to use TEAMS.
And do this on PAID TIME

**Page 103 of the
Collective Agreement
Online Posting**

Employer to make known
which computer(s) in each
school and/or worksite for
support staff to use

‘But I need to use it for a timer’

- email your Admin asking if you can get a timer and put the receipt in
- If your Admin says you don’t need one, and you do, ask them to show you how to do the task without a timer.

‘We don’t have enough iPads at school’

- Ask IST/Admin/Teacher who to do the project without the iPad
- ask Teacher to set up a sign-out sheet for a school iPad

‘But we are expected to’

- If you are expected to, please send that email to your SS
- If you are told in person, send a follow-up Email with SS on it asking for clarification on expectation

‘It’s for my safety’

- If it’s for your safety, then SD36 should be supplying it or you should be refusing unsafe work if it’s a requirement

NEW HEALTH & SAFETY REGULATIONS - NOV 1

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New OHS Regulations, Starting Nov 1

The Occupational Health and Safety Regulation requirements for first aid in B.C. workplaces are changing on November 1, 2024. What are the key changes?

- First aid certification levels and first aid kit contents are being aligned with Canadian Standards Association standards. Level 1, 2, and 3 certificates and kits will become **basic**, **intermediate**, and **advanced**, respectively. **The instruction time for the new intermediate (previously Level 2) first aid course is changing from five days to two days.**
- Employers will be required to conduct and document a two-part **first aid assessment for every workplace**. As a result of this assessment, minimum levels of first aid may change for some workplaces.
- Employers must conduct **drills** to test the effectiveness of first aid procedures. **Drills** must be conducted annually or when procedures change significantly.
- More first aid attendants may be required to attend a one-day transportation endorsement course.
- Employers will have more flexibility in selecting an appropriate method of **emergency transportation**.

New OHS Regulations, Starting Nov 1

NEW FIRST AID CURRICULUM

Under the new curriculum, the courses that were formerly known as OFA levels 1, 2, and 3 are now called basic, intermediate, and advanced.

Another change made was to shorten the duration of the intermediate course to two days from five. The basic and advanced first aid courses remain largely unchanged.

First aid attendants can now take the new courses from an approved training provider.

DRILLS

At least once each year and whenever the procedures change, the employer must ensure that drills are conducted to ensure that

(a) the procedures are effective, and

(b) workers, first aid attendants and other persons referred to in subsection (3) are capable of fulfilling their roles and responsibilities.

- ability to access supplies, workers' know how to call first aid, know location of first aid equip., dealing with serious/minor injuries, how injured person can be moved...**

New OHS Regulations, Starting Nov 1

AVAILABILITY OF FIRST AID ATTENDANTS

Availability In order to provide effective treatment, the equipment, facilities, and attendant must be accessible and first aid must be administered to the worker as soon as practicable after the injury or illness, in accordance with the practices and standards found in the first aid attendant's training program.

The following principles apply in determining whether the first aid service has been properly provided:

- A first aid attendant should be present in the area served, during all working hours. This includes periods such as lunch or coffee breaks when workers are on shift and at the workplace but not actually working.
- When multiple attendants are required by Schedule 3-A, it is expected that the required number of first aid attendants will normally be present in the workplace during all working hours covered by the first aid assessment. First aid attendants can provide crosscoverage for scheduled breaks.
- First aid attendant(s), equipment, and facilities must be ready to receive the injured worker or to depart to where the worker is situated without delay, usually within 3 to 5 minutes of being summoned. (This allows the first aid attendant time to clean up as needed, either take off coveralls or put on clean coveralls, and obtain the first aid kit.)
- The location of the central first aid service should be readily accessible. A service will be readily accessible where it is within 10 minutes' walking time (or driving time, where vehicles are normally used for general movement within the workplace) for all workers in a workplace. Alternatively, the service is readily accessible where the first aid attendant can reach injured workers within 10 minutes' walking time (or driving time) to render first aid.

New OHS Regulations, Starting Nov 1

WORKPLACE ASSESSMENTS

Under the amended OHS Regulation, employers will have a duty to establish their workplace first aid requirements in consultation with their workers. Employers will need to complete a written first aid assessment for each workplace, considering the following characteristics:

- Number of workers at the workplace
- Hazard rating
- Whether the workplace is “remote” — meaning more than 30-minutes’ travel time from the closest ambulance station (previously defined as 20 minutes from the closest hospital)
- Whether the workplace is “less accessible” — meaning either the workplace or a hazardous work area cannot be safely accessed by ambulance or ambulance personnel

The assessment will also help employers determine their minimum requirements for first aid supplies, facilities, and training. There are four classes for determining first aid requirements:

- Class 1: accessible and not remote
- Class 2: a remote workplace but accessible
- Class 3: not a remote workplace, but less accessible
- Class 4: a workplace that is both remote and less accessible

These amendments align the OHS Regulation with standards set by the Canadian Standards Association (CSA)

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