

### **700.1.1 Workplace Health and Safety: Leadership Commitment**

1. A building site Workplace Health and Safety committee shall be formed consisting of:
  - 1.1. In Schools: one administrator, head caretaker, at least one each from these categories: teacher, educational assistant, other support staff.
  - 1.2. Attwell Building: Manager, Operations and Maintenance, Coordinator of Caretaking, at least one other employee from maintenance operations.
  - 1.3. Education Centre: One Superintendent or Associate Superintendent, Caretaker, Coordinator of Benefits, and at least one each from these categories: Director or Coordinator, other Education Centre support staff.
2. The building site Workplace Health and Safety committee shall:
  - 2.1. Meet quarterly to review Workplace Health and Safety concerns.
  - 2.2. Identify one member as a representative to the Division Workplace Health and Safety Committee.
3. A Division Workplace Health and Safety Committee shall be formed annually to oversee the ongoing development, implementation and/or review of the District Workplace Health and Safety Program.
  - 3.1. The committee shall consist of a Director or Associate Superintendent from Human Resources, Business Affairs and Instructional Services, the Manager of Operations and Maintenance, the Coordinator of Caretaking, the Coordinator of Benefits, at least one employee from each employee union group, and the health and safety representative identified for each building site. The Superintendent will appoint one of the committee members to chair the committee.
  - 3.2. The committee shall meet no less than once each year to review the Division performance in health and safety, to make recommendations to the Superintendent for improvements to the program, and to confirm a renewed commitment within the Division to health and safety.
4. A Workplace Health and Safety bulletin board shall be established at the schools, the Attwell building and the Education Centre for the purpose of posting relevant and current materials related to the Division Workplace Health and Safety Program. It is the responsibility of the building site health and safety committee to determine who shall maintain the bulletin board.

- 4.1. Exhibit 700.1.A, newly signed at the beginning of each school year shall be copied and distributed for posting on the Workplace Health and Safety bulletin boards.
  - 4.2. A current copy of the Occupational Health and Safety Code will be made available at each bulletin board site.
5. Annually, the Division Workplace Health and Safety Committee shall be responsible for developing a schedule of topics to be reviewed at each building site staff meeting throughout the school year.