

**POLICY NO. ASD-W-750-2****SCHOOL HEALTH AND SAFETY COMMITTEES****Category:** Health and Safety**Effective:** February 2018**Policy Statement**

The purpose of this policy is to ensure that each school creates a School Health & Safety Committee in accordance with [Section 14\(1\) of the Occupational Health and Safety Act](#).

Anglophone West School District recognizes its responsibility for the Health and Safety for all persons who enter or use school facilities, playing fields and school grounds. To be proactive, the School District needs to be aware of safety issues and health concerns that may be present at each school.

Goals and Principles

It is the goal of the School District to receive School Health and Safety Committee Inspection Reports from each school on a monthly basis. These reports will be reviewed by School District Facilities Staff who ensure the appropriate course of action has been initiated to address concerns.

Procedures

1. Each school will submit, by the end of the third Friday in September, to the Assistant Facilities Manager, the names of the members of the School Health and Safety Committee for the current school year.
2. The names of the members of each School Health and Safety Committee will be presented to the staff of that school and shall be posted in a prominent place or places. Members will be identified by role.
3. Members of the School Health and Safety Committee will conduct on at least a monthly basis, an inspection of the school facilities, playing fields and school grounds to identify hazards and to recommend corrective action. Suggested observations to be used as general guidelines are found in [Appendix A](#).
4. Members of the School Health and Safety Committee will investigate any health and safety complaints brought to their attention by teachers and other staff. Where immediate remedial action is required, they will contact the Principal, or Director of Schools, as well as the Assistant Facilities Manager at their local Education Centre.
5. Members of the School Health and Safety Committee will investigate, within their power, the cause of health and safety accidents related to hazards as defined in [Appendix B](#).



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6. Each School Health and Safety Committee will meet at least once a month and forward meeting minutes to the following parties on the last teaching day of the month:
 - WorkSafe
 - ASD-W Director of Finance & Administration
 - ASD-W Facilities Manager
7. On a monthly basis, the School Health and Safety Inspection Reports received from all schools noting the course of action taken to address concerns will be summarize, in report form. This report will then be submitted to:
 - Director of Finance and Administration
 - District Facilities Manager
 - District Assistant Facilities Manager

Reference

- [Occupational Health and Safety](#)

Appendices

- [Appendix A](#): School Health and Safety Committee Members
- [Appendix B](#): Suggested Inspection Observations