

## YOUR GUIDE TO YOUR ROLE AS A HEALTH & SAFETY REPRESENTATIVE

In this brochure, you'll find:

- ✓ Your legal rights & duties
- ✓ Commitment requirements
- ✓ Key hazards in schools
- ✓ Quick reference timelines

### YOUR ROLE AS A REP

- **Represent** your coworkers' safety concerns and through investigation process
- **Help identify hazards** in your school, both physical and psycho-social
- **Participate** in inspections & investigations
- **Address safety issues** brought forward by staff
- **Promote** a safe workplace for staff, students, and visitors

### KEY DUTIES OF SITE-BASED REPS

- **Inspections** – Monthly workplace inspections with employer rep, include psycho-social
- **Investigations** – Participate in serious injury/incident (physical & psycho-social), and unsafe work refusal
- **Recommendations** – Submit written safety recommendations to employer; 21 days to respond
- **Communication** – Share concerns raised by staff and keep minutes posted and accessible
- **Advocate** – follow up with staff, support staff through incidents and investigations, raise awareness

## Remember:

You are not expected to fix hazards — your role is to ensure they're reported, investigated, and resolved.


### QUICK REFERENCE




- **Committee Meetings:** monthly
- **Employer Response:** 21 days to written recommendations
- **Training:** 8 hours per year
- **Worker Reps:** at least as many as employer reps and proportionate

### HELPFUL CONTACTS

#### WorkSafe BC Prevention Line


 1-888-621-7233

#### School District H&S Office

 604-595-6153 • 604-595-5382

#### STA Health & Safety

 [hs@surreyteachers.org](mailto:hs@surreyteachers.org)

 604-594-5353

 [surreyteachers.org/healthandsafety](https://surreyteachers.org/healthandsafety)

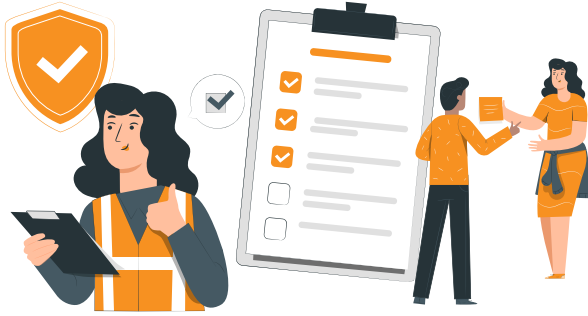


# Health & Safety Representative



Site-Based Committees in  
Surrey Schools – WorkSafe BC Essentials

## WORKSAFEBC BASICS



- **Health and Safety Committee:** every school must have a site-based committee
- **Members:** Elementary (4), Secondary (6)
- **Representation must be fair:** teachers elect teacher reps, CUPE elects CUPE reps
- **Employer cannot limit reps unfairly:** representation should be proportionate, schools can write a formal letter to the district if more members are required as determined by the committee
- **Paid Release Time:** Inspections, investigations, and training must occur on work time
- **Training:** All reps are entitled to 8 hours WorkSafe BC-approved training each year and new reps get 8 hours of basic training as well

## WORKER RIGHTS

- 🔍 **Right to Know** about workplace hazards
- 👥 **Right to Participate** in health & safety activities
- ⊗ **Right to Refuse** Unsafe Work (without reprisal)
- 🛡️ **Right to Protection** from retaliation

## COMMON SCHOOL HAZARDS



- 1 **Violence:** student aggression, parent aggression, unsafe visitors, physical and psychological injury
  - Employers are required to **eliminate or minimize risks** of violence to workers
  - **Workers exposed to violence must be informed** about nature and extent of risk, environmental or work set up to minimize/control risk, how to respond to violent incidents, get help, report and investigate
  - **Privacy & Disclosure:** There can be tension between privacy laws (student records, FOIPPA etc.) and the requirement under WorkSafe BC to inform staff of risks (including history of violence). Employers need to balance privacy and safety. Reps should push for disclosure in a way that respects privacy but ensures staff safety.
  - **Near-miss/Threats:** Even if there is no injury or property damage, threats or near-miss violent incidents should be reported. They are valuable for preventing future harm.
  - **Psychological Injuries:** Violence (or threat of violence) can cause psychological harm (stress, anxiety).

School districts should treat those seriously. Reporting should include psychological injury or trauma and whether medical or support resources are needed.

- **Student Violence:** What to Do When It Happens: Always report the incident to the principal (or immediate supervisor) as soon as practicable.
  - Use formal incident 6A forms.
  - If injured (physical or psychologically), follow steps for WorkSafe BC reporting.
  - Be part of the investigation process; help identify what allowed incident to occur.
  - Ensure your recommendations (controls, supports) are recorded and followed up.
  - Raise awareness among colleagues: Low Arousal training before working with students, safe classroom practices, support for teachers.
- 2 **Harassment, Racism and Discrimination**
- 3 **Air Quality:** ventilation, dust, mold
- 4 **Ergonomics:** computer strain, heavy lifting, repetitive tasks
- 5 **Slips/Trips/Falls:** icy grounds, cluttered classrooms
- 6 **Chemical and Biological:** labs and cleaning, mold, mouse droppings
- 7 **Emergency Preparedness:** fire, lockdown, earthquake drills