

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #530 Employee Wellness, Health and Safety

RATIONALE

The Board of Education is committed to the enhancement of a positive work environment and to the maintenance of safe and healthy working conditions and attitudes within the school district system.

POLICY

The Board of Education strives to create a positive work environment and maintain safe and healthy working conditions and attitudes.

ADOPTED: November 8, 1999

Most Recent Revision: April 8, 2002 and
September 10, 2007

Statutory Reference:

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

REGULATIONS AND PROCEDURES

POLICY #530 Employee Wellness, Health and Safety

1. The Board of Education supports the establishment of a District Wellness Committee, which shall have as its mandate the organization and promotion of wellness activities in School District No. 67 (Okanagan Skaha) for the benefit of all employees.
2. The District Wellness Committee will meet on a regular basis to plan district activities and support site-based activities. The committee will be comprised of a wellness representative from each work site plus representatives from employee groups and district staff. A trustee representative will provide liaison with the Board. The committee will annually elect a chairperson and executive steering committee from its membership.
3. All employees will observe safe working procedures as prescribed. They will ensure prompt reporting to their immediate supervisors of any unsafe or unhealthy situations coming to their attention.
4. Supervisory employees will ensure training is effective and that employees in their area of responsibility observe the safety and health rules.
5. Senior management employees will create high standards for plant and equipment maintenance and work procedures which are conducive to an accident and disease free work place environment.
6. Accidents or injuries shall be reported to the immediate supervisor or principal as soon as possible.
7. Workers' Compensation Board forms (available at the school board office) must be completed and filed within three (3) days for any of the following conditions:
 - the worker loses consciousness following the injury;
 - the worker is transported or directed by a first aid attendant or other representative of the employer to a hospital or other place of medical treatment, or is recommended by such person to go to such place;
 - the injury is one that obviously requires medical treatment;
 - the worker states that he/she intends to seek medical treatment;
 - the worker has received medical treatment for the injury;
 - the worker is unable or claims that he/she is unable by reason of the injury to return to his/her usual job function on any working day subsequent to the day of injury;
 - the injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures, or a hearing aid.
8. The Board of Education supports the operation of an occupational health program in the District.
9. The District occupational health program includes participation in return to work programs for all employees, as appropriate.

ADOPTED: November 8, 1999

Most Recent Revision: April 8, 2002 and
September 10, 2007

Statutory Reference:

**S.D. No. 67 (Okanagan Skaha) – Human Resources
Return to Work Program
Operating Procedures**

Goal

The goal of the Return to Work Program of School District No. 67 (Okanagan Skaha) is to ensure that, where appropriate, employees with medical conditions are maintained at work or return to work after extended sick leaves (1) with appropriate preparation, (2) in a timely fashion, (3) with appropriate workplace modifications or accommodations, and (4) with appropriate support.

The bottom line is effective rehabilitation and return to work; the expertise of the occupational health service provider is focused on the recovery and return to work process. An interdisciplinary health care focus by the service provider enables effective collaboration with family physicians, medical specialists, and other caregivers. The service provider has the knowledge and expertise in workplace conditions, job demands, functional assessment, and rehabilitation to act as a coordinator of individual progression from injury/illness to maximum recovery and employability.

District Joint Return to Work Committee

The return to work program will be managed by a committee made up of an employer representative, a union representative, and the occupational health service provider. This committee deals with matters related to return to work plans and will deal with those matters in a respectful and confidential manner. The committee will meet on a monthly basis or as necessary.

Occupational Health Service Provider

The employer will retain the services of a bona fide occupational health service provider.

Role of the Occupational Health Service Provider

The service provider will work with the employee and his/her health team and the employer to assess, plan, implement, coordinate, monitor, and evaluate return to work options for the employee.

Health Team Members

The objective in each case is to establish a team made up of the employee, the occupational health service provider, and the employee's health care team, including but not restricted to physicians, physiotherapist, massage therapist, and/or psychologist, to work together to support a timely, appropriate, and successful return to work for the employee.

Referral

An employee will be referred to the service provider by the employer. This referral will be confirmed in writing to the service provider and will:

- authorize the provision of service;
- provide the demographic information and job duties of the employee; and
- provide the general circumstances related to the absence or situation.

Conditions for Referral

- The employee will be informed of the referral prior to the referral.
- Employees work with the occupational health service provider on a voluntary basis. Employees will be strongly encouraged to make this decision after receiving information about the program from the service provider.
- A referral may be the result of:
 - A (self) referral from the employee or the employer;
 - The employee using sick leave to manage symptoms of an illness;
 - The union referring the employee to the program;
 - The employer referring the employee as a result of becoming aware of a circumstance where occupational health consultation may maintain an employee at work or allow for a timely and successful return to work by the employee;
 - The employer and/or the employee requiring the assistance of an occupational health consultant to appropriately manage a medical leave.
- The service provider will make an initial contact with the employee in order to explain the service, the protection of privacy, the team to be assembled to support the employee, and the options open to the employee.
- The service provider will not contact any practitioners until a release is signed by the employee.
- The occupational health consultant is an advisor to the employee and the employer. Within this relationship, both the employee and the employer retain their decision-making authority.

Records (Employer)

All documentation related to the return to work plan of an employee will be retained in a manner that respects the Freedom of Information and Protection of Privacy legislation. The documentation will be maintained in secure storage separate from other personnel records of the employee accessible only to the employer's representative on the District Joint Return to Work Committee and his/her office, and to the employee pursuant to Access to Records provisions of the Collective Agreement.

Records (Service Provider)

All documentation obtained by the service provider is retained solely by the service provider in a manner that respects the Freedom of Information and Protection of Privacy legislation for a period of time dictated by legal requirements.

Closure of the Case

A return to work case file will be closed when the employee withdraws from the program and/or when the employer is advised by the Service Provider that the services of the service provider are no longer required by the employee and employer.