

VESTA Health and Safety

COVID-19 2020 School Restart Plan

Online group norms

Put questions
into chat.

Mute mic unless
speaking.

Camera on or off
is personal
preference.

People may need
to come and go
from the meeting.

Who is here?

Please change your profile name so that it shows your first and last name

Please write in the chat box:

- Your name
- Your school
- One big concern or questions you have about your role as Health and Safety Rep



Workers Basic Health and Safety Rights

The Right to Know

- ▶ What physical and mental hazards exist
- ▶ Including violence

The Right to Participate

- ▶ In workplace Joint Occupational Health and Safety Committees
- ▶ Report hazard and injuries

The Right to Refuse

- ▶ Work that is hazardous to you or another person

The Right to No Discrimination

- ▶ Free from reprisal for refusing unsafe work or contacting Worksafe

The role of a site-based health and safety representative is:

- ▶ An Advocate
- ▶ An Advisor
- ▶ An Assistant

Advocacy

- ▶ Site-based Health and Safety rep performs a function similar to the school's staff rep but is tasked with functions specific to health and safety
- ▶ Advocacy takes two forms:
 - ▶ Prevention
 - ▶ Claims

Advocacy - Prevention

Potential Actions

- ▶ Reporting to supervisor
- ▶ Reporting to Joint Occupational Health and Safety Committee (JOHS)
- ▶ Refusal of unsafe work
- ▶ Referral to WCB Prevention Officer

- ▶ The site based health and safety rep can often be informed by workers of safety concerns and hazards
- ▶ The site based health and safety rep must investigate and discuss with the worker and can recommend an appropriate course of action.

Advocacy - Potential Actions

- ▶ Bring issues to management with, and on behalf of, the workers
- ▶ The *Occupational Health and Safety Regulation* dictates that ALL unsafe conditions must be reported
- ▶ This can be daunting or intimidating for some workers, as rep, you can assist
- ▶ JOHS plays an important role in giving workers a way to work together and find ideas and solutions to WorkSafe H&S issues

Advocacy - Potential Actions

- ▶ If actions have been ignored or dealt with in an unsatisfactory manner, and the worker / rep can ask a Workers' Compensation Board Prevention Officer to investigate. The H&S rep should notify the VESTA office
- ▶ The WCB Prevention Officer has the power to investigate, recommend, and order preventative and punitive actions that the employer must comply with

Advocacy - Follow Up

- ▶ Has the issue been corrected?
- ▶ Does the issue need a different action?
- ▶ Is the worker satisfied with the result?

Advocacy - Claims

Supporting members to:

- ▶ report to supervisors
- ▶ Completing forms
- ▶ Making a WCB claim
- ▶ Incident investigations
- ▶ Claim appeals

All injuries and near misses must be reported to the supervisor

Initial reports may be oral, written or an email and must be done in a timely manner

The initial report can also be made to the First Aid Attendant

WorkSafe 6A form



Worker's Report of Injury or Occupational Disease to Employer

RESET



► **Submit directly to employer. Do NOT submit to WorkSafeBC.**

Section 53(3) of the **Workers Compensation Act** requires that, where a worker is fit, and on request of the employer, they must provide the employer with particulars of the injury or occupational disease on a report prescribed by WorkSafeBC and supplied to the worker by the employer. This is the report prescribed.

- If requested by employer, please complete this report as it appears.
- This report should be completed by the injured worker if fit to do so. It can be completed by another individual for signature by the injured worker.
- If you need assistance with completing this form, please call WorkSafeBC Claims Call Centre at 604.231.8888 or toll-free throughout Canada at 1.888.967.5377, Monday to Friday, 8 a.m. to 6 p.m. PST.

Worker's information

WorkSafeBC claim number (if known)		Customer care number (if known)	
X		X	
Worker's last name		First name	Middle initial
Date of birth (yyyy-mm-dd)	Personal health number (BC Services/CareCard)	Social insurance number	
Address line 1		Address line 2	
City	Province/State	Country (if not Canada)	Postal code/Zip
Home phone number (include area code)		Business phone number (include area code)	Business extension
Occupation			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

Employer's information

Employer's organization name			
Type of business (if known)		Operating location (if known)	
Address line 1		Address line 2	
City	Province/State	Country (if not Canada)	Postal code/Zip

Advocacy - Claims

All injuries and near misses must be reported to the supervisor

Initial reports may be oral, written or an email

The site-based H&S rep can assist by ensuring reporting is done accurately and in a timely fashion

The initial report can also be made to the First Aid Attendant

Reporting - Who Does What?

Workers:

- ▶ Complete 6A form - employer and JOHS only
- ▶ Keep a copy, copy the VESTA Office
- ▶ Call 1-888-WORKERS to report injury to WorkSafeBC if accident or injury resulting in loss of time at work
- ▶ Make an appointment with doctor

Employers:

- ▶ Must file Form 7 within 3 days of the incident and submit to WorkSafeBC

Physicians:

- ▶ Must file Form 8/11

First Aid Attendant:

- ▶ Must file First Aid Record Form

Advisor

Site-based health and safety reps don't have to know it all!

However, we should:

- ▶ Understand how to access information
- ▶ Know who to contact for further information and clarification

Advisor

- ▶ Advise on the WCB Act
- ▶ Advise on Occupational Health and Safety Regulation
- ▶ Advise on Provincial Fire Code
- ▶ Advise on health and safety matters in local and provincial collective agreements
- ▶ Advises on personal and professional resources

Assistant

- ▶ Site based health and safety rep works in conjunction with the employer
- ▶ Reps can assist employers, workers and unions in locating hazards, interpreting legislation and regulation, and creating a safety culture in the worksite



Joint Occupational Health and Safety Committee Meetings - Site Based

Joint Occupational Health and Safety Committee Key Functions

- ▶ Identify unhealthy or unsafe working conditions and advise on responding
- ▶ Consider and expeditiously deal with H&S complaints from workers
- ▶ To consult with workers on issues related to OHS
- ▶ To make recommendations to the employer on OHS
 - ▶ Educational programs
 - ▶ Improvement of Occupational H&S and Occupational environment
 - ▶ Effectiveness of programs and policies
 - ▶ Proposed changes that impact the H&S of workers
- ▶ Participate in, and ensure that investigations, inspections, inquiries are carried out as per OHS provisions (Sec 36)
- ▶ Remember, VESTA reps represent all members including TTOCs and Itinerant / District Teachers

Worker Representation on JOHS Committee

- ▶ One rep per union group at a school site, elected by members
- ▶ At least $\frac{1}{2}$ the JOHS committee members must be workers
- ▶ Two co-chairs, one selected by workers, one by employer

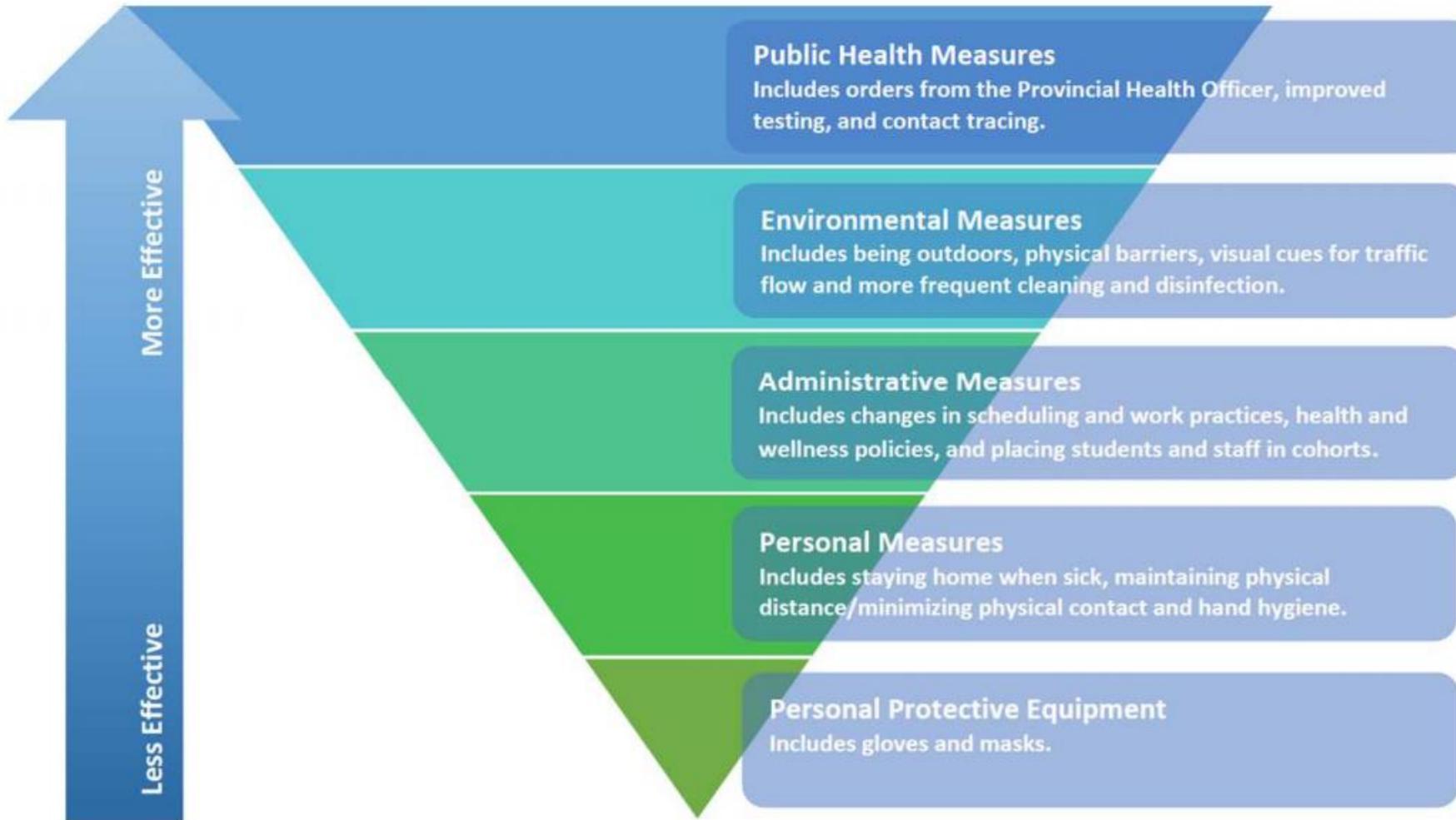
Committee Meetings

- ▶ Agenda prepared by co-chairs and distributed in advance
- ▶ Minutes must be taken and made available to employer
 - ▶ Record action items, target dates for completion and who is responsible
- ▶ Problem-solving and “looking beyond the statistics”
- ▶ Decisions made by consensus or majority vote

Writing effective recommendations

- ▶ Concise, clear and complete description of the issue
- ▶ Include background and reference to regulation as applicable
- ▶ Focus on practical solutions
- ▶ Offer more than one option if available and pros and cons of each
- ▶ Suggest a timeline for completion
- ▶ The employer must respond to written recommendations

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



Scenario 1

During an inspection, one of the committee members pulled the string on a projector screen

One of the screws holding the screen pulled out and the screen fell, almost hitting the member

An investigation found that the screws were too short for the weight of the screen.

Scenario 2

A Teacher Teaching On Call reports to work and is handed the keys to the classroom and asked to sign in.

No additional information is available about site-specific health and safety plans and the classroom folder does not contain information updated since the beginning of COVID.

Scenario 3

A crew consisting of a teacher, education assistant and students were preparing a set for a play.

They spilled some paint and used “goo-off” that the teacher had brought from home to clean up the spill

Within minutes, they felt dizzy and had headaches

If meetings are not functioning and matters are not resolved

- ▶ Any member of the site based JOHS committee can contact WorkSafe BC prevention and they will intervene
- ▶ Meet at least once per month
- ▶ Employer must respond to written recommendations from the committee
- ▶ Committee must be provided with information, equipment, personnel and access to premises to carry out their duties

Don't reinvent the wheel

- ▶ Checklists and templates
- ▶ Sample minutes
- ▶ Online training sessions
- ▶ Leave admin work to admin
- ▶ Sample recommendations
- ▶ VESTA Health and Safety Committee
- ▶ Work with your School Union Rep Team

COVID-19 specific WorkSafeBC Regulations

- ▶ Follow personal and hand hygiene practices
- ▶ Workers who are ill should remain at home and contact their doctor
- ▶ If you have been contacted by your health authority due to contact with a confirmed case of COVID-19, voluntarily home quarantine
- ▶ Respirators only required for certain tasks
- ▶ WorkSafe does not cover preventative leaves
- ▶ If a worker contracts COVID-19 at work, they may be eligible for a paid leave under the Workers' Compensation Act

If you are quarantined but do **not** have Covid-19, you **cannot** get wage loss (i.e., financial compensation for your lost wages) from WorkSafeBC during your quarantine period.

If you are quarantined and you do have a **confirmed diagnosis** of Covid-19, Luke Olver advises that you call WorkSafeBC to file a claim by calling Teleclaim Service (1-888-WORKERS). If your claim is denied, please call Luke Olver for assistance (604) 871-1890

- ▶ “Claims are allowed when the evidence is sufficient to establish the worker has COVID-19 and the risk in the workplace was significantly higher than the ordinary exposure risk.”

Refusal of Unsafe Work

Workers have the right to refuse unsafe work

If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task

You must immediately notify your supervisor who will then take appropriate steps to determine if the work is unsafe and remedy the situation

- the investigation must take place immediately

- the investigation must take place in the presence of the worker and a union rep or H&S rep

Your employer may temporarily assign a new task to you

The supervisor must report the results of their investigation to the worker

The PHO has declared schools safe, within the approved provincial and district Restart Plans.

Refusal of Unsafe Work

Report the Unsafe Condition or Procedure

Employer must investigate and fix the situation

Employer must report back to worker

Worker still views work as unsafe

Investigation undertaken in presence of worker and JOHS committee

Worker still views work as unsafe

Worker and Employer contact WorkSafeBC

Worksafe Prevention Officer investigates and finds solution

Worksafe Officer issues report

BC and VSB Health and Safety Plans



Take away from the plans

- ▶ 2m and masks are not required in learning groups or between learning groups outside
- ▶ PPE required in high traffic areas, managing students with complex behaviours or care plans, if 2m cannot be maintained
- ▶ 2 m distancing outside of learning cohorts, regardless of mask use
- ▶ Reusable masks, face shields are supplied by the employer and available upon request from the Principal
- ▶ Plexiglass barriers can be requested through JOHS
- ▶ General cleaning of schools once every 24 hours
- ▶ Frequently touched areas 2x in 24 hours
 - ▶ Door knobs
 - ▶ Light switches
 - ▶ Toilet handles
 - ▶ Faucet handles
 - ▶ Handrails
 - ▶ Shared desks
 - ▶ Water fountains

Ventilation and COVID-19 (WorkSafeBC)

- ▶ Employers are required to ensure heating, ventilation and air conditioning (HVAC) systems are designed, operated and maintained as per OHS regs
- ▶ Increase outdoor air intake as much as possible
- ▶ Do not turn off ventilation system when building is occupied
- ▶ Respect posted occupancy limits
- ▶ Portable fans should be set up to avoid blowing air between room occupants, horizontal cross breezes
- ▶ BCTF recommends MERV-13 or better, most districts in BC do not have these in place. VSB reports 1-2 years to replace, district wide

Reporting Procedures to be followed

Confirmed cases will be subject to contact tracing and PHO will contact individuals to determine risk and notify as needed

Any unconfirmed cases P/VP will take to district / health authority

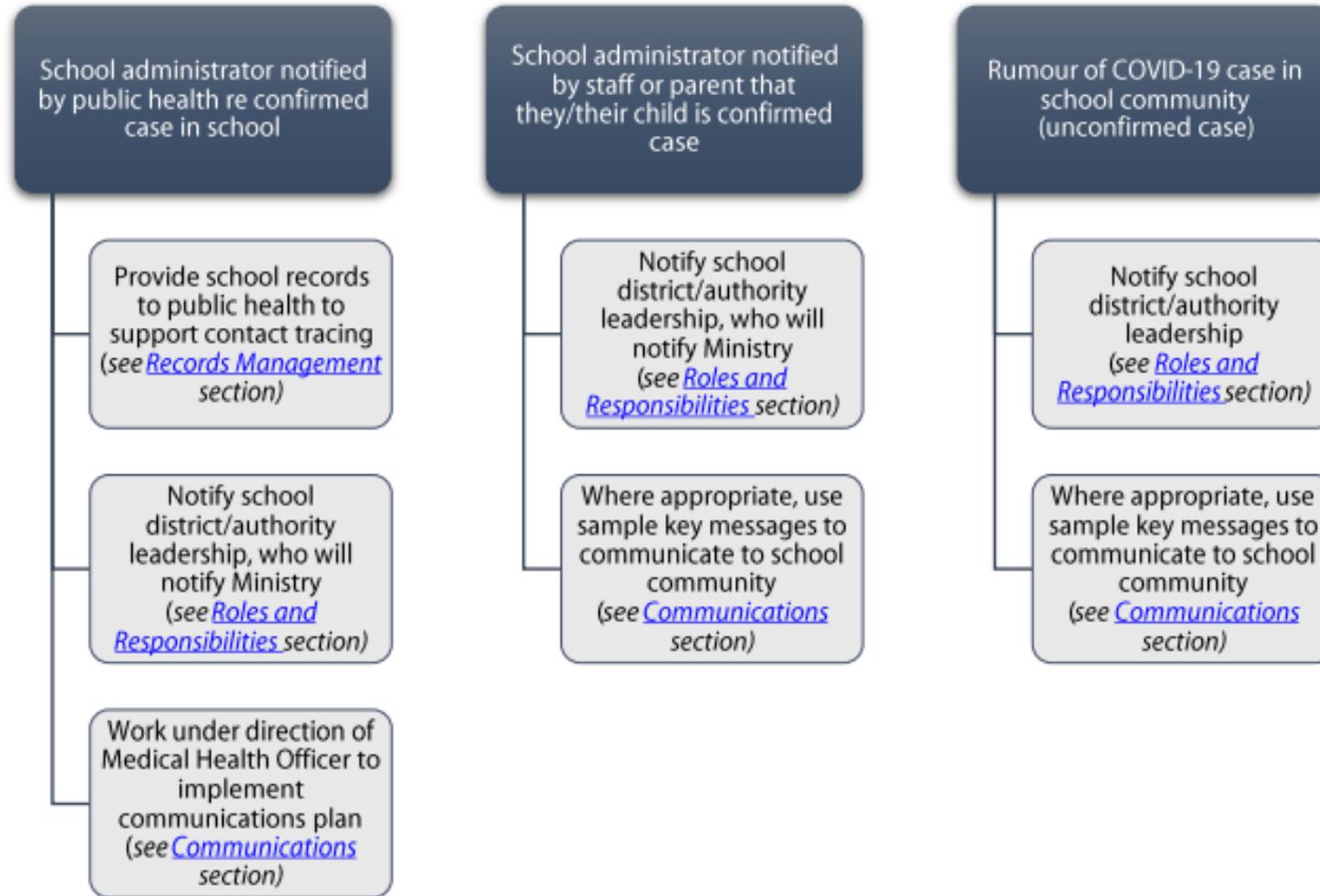
Teachers should be careful of negative impacts of unsubstantiated information and contact school administrator if a factor in school community

Any parent questions or reports of COVID related information should be directed immediately to the P/VP

Additional measures may be determined by the Health Authority

Current public dispute between health authorities on public database

Figure B: School Administrator Actions in Response to Confirmed or Alleged Case of COVID-19 in a School



If student /staff develop symptoms at school (from COVID-19 Protocols for Admin document)

- ▶ Provision of non-medical mask
- ▶ Provision of separate waiting space (supervision for students)
- ▶ Make arrangements to go home as soon as possible
- ▶ Clean and disinfect the areas where the student was working
- ▶ Request that staff / student remain at home until COVID-19 has been excluded and symptoms have improved

- ▶ Health authority will identify and directly notify close contacts.
- ▶ Self-isolation is only required if so directed by health authority staff including learning group members
- ▶ Some close contacts can self-monitor but still attend school
- ▶ Additional measures may be required

In the event of confirmed COVID19 at school (from COVID-19 Protocols for Admin document)

- ▶ In confirmed cases, Health Authority will initiate contact tracing
- ▶ If confirmed case attended school when they were potentially infectious, HA will work with school admin to understand who may have been exposed
- ▶ HA will work with school admin to determine what actions should be taken including self-isolation
- ▶ If no attendance at school during the potentially infectious period, HA will not notify school administrator.

Communications and Protection of Privacy (from COVID-19 Protocols for Admin document)

- ▶ School Medical Officers (SMO) will determine when to communicate information about confirmed cases to school communities, including non-communicating
- ▶ HA will notify all who they determine may have been exposed including advising follow-up
- ▶ Schools and districts directed not to provide public statements to staff or families about confirmed or potential COVID-19 cases unless directed by SMO
- ▶ Concerns about stigma and discrimination

BCCDC Document - Impact of School Closures during COVID-19 Pandemic

- ▶ Authored and endorsed by Provincial Health Office, BCCDC, Provincial Health Service Authority, BC Children's Hospital
- ▶ Schools closed globally based on evidence from flu outbreaks and assumptions
- ▶ Schools are very important and impact of school closures well documented
- ▶ “COVID-19 a fact of life for foreseeable future”
- ▶ Children less susceptible and experience milder illnesses

Supports for Teachers

- ▶ BCTF livestream and Town Hall meetings
- ▶ VESTA General Meeting and Staff Rep Assembly
- ▶ BCTF Health and Wellness Program
- ▶ Starling Minds Online Cognitive Behavioural Therapy Program
- ▶ VSB Employee and Family Assistance Program
- ▶ BCTF Short Term Indemnity and Long Term Disability Plans
- ▶ School based Joint Occupational Health and Safety Committee
- ▶ School Union Rep Team

THANK YOU

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, with some extending towards the center. The overall composition is clean and modern, with a white background.