



## Administrative Procedure 5150 *Workplace Safety and Health*

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#)

**Administrative Procedures Cross Reference:**

[Workplace Safety and Health – Contractors](#)

[Workplace Safety and Health – Duties/Responsibilities for Safety and Health](#)

[Workplace Safety and Health - Inspections](#)

[Workplace Safety and Health - Investigating and Reporting Workplace Incidents and Refusals to Work](#)

**Form Cross Reference:**

[Workplace Safety and Health Acknowledgement Form](#)

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**Legal/Regulatory Reference:**

[Workplace Safety and Health Act](#)

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**Date Adopted:** May 2005

**Amended:** December 2017; May 2022

**Reviewed:** July 2025

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As a responsible educator and employer, the Brandon School Division is committed to providing a safe and healthy environment for employees and students. The Division will endeavor to maintain all facilities as safe and healthy places of employment and learning in compliance with provincial occupational safety and health regulations.

The Division acknowledges and shall endeavor, as far as is reasonably practicable, to fulfill its responsibility to:

- provide current information on potential adverse workplace hazards;
- apply appropriate safe work procedures for each activity;
- recognize the roles, rights and responsibilities of all employees in the field of Workplace Safety and Health as provided in the Workplace Safety and Health Act;
- have all employees and students make health and safety part of every activity;
- have all staff and students follow the policies and regulations of the Division and provincial and local safety and health regulations; and

- To appoint the Workplace Safety and Health Committee(s) as required by Provincial legislation with at least half of whom are persons representing workers, with two chairpersons, one chosen by the employer and one chosen by the employees, to alternate in serving as chairperson at meetings, with members of the Committee receiving paid time and educational leave as required under Workplace Safety and Health legislative requirements.

The Division is committed to establish and maintain a Workplace Safety and Health program to ensure, so far as is reasonably practicable, the goals of the Workplace Safety and Health administrative procedures, the right of participation of all employees and adherence to the Workplace Safety and Health Act.

The following administrative procedures have been developed in support of the Workplace Safety and Health Program:

- Workplace Safety and Health – Contractors
- Workplace Safety and Health – Duties/Responsibilities for Safety and Health
- Workplace Safety and Health - Inspections
- Workplace Safety and Health – Investigating and Reporting Workplace Incidents and Refusals to Work

Any term not defined in the administrative procedures but defined within the Workplace Safety and Health Act shall for the purpose of these administrative procedures have ascribed thereto the meanings set out in the Workplace Safety and Health Act.