



# Health & Safety

## Newsletter

Langley Teachers' Association

February 2022

### Tanya Kerr- President message on Health & Safety

Health and safety has always been important to me, even before I became a teacher. I've been trained in first aid since I was a teenager and currently am qualified as an OFA 3 first aid attendant and Canadian Ski Patrol advanced first aider. Remember if you are designated as a first aid attendant at your school you are there to support staff. First aid on students is voluntary.

When I was teaching at WGSS I was on the Health and Safety committee where we held monthly meetings, performed room inspections, and made it a priority to discuss at staff meetings. Key words in Health & Safety prevention and practice: As Health and Safety reps you are entitled to annual training and it does not need to be the same each year. This year I am attending training for Building Psychologically Healthy Workplaces because we all recognize the mental health is as important as physical health.



### H & S FAQ

#### Q. Who's responsible for:

1. *cleaning/salting the sidewalks – custodian or admin*
2. *emptying/refilling sink water in portables – custodian or admin*
3. *cleaning up bodily fluids in the school – custodian or admin*

#### Q. If my desks are dirty, can I use my own cleaning products to clean them?

*No. This can cause a chemical reaction. Talk to your daytime custodian or admin.*

#### Q. How often does the JOHS (Jt. Occupational Health & Safety) committee meet?

*One time per month.*

#### Q. What type of training is required for my JOHS committee role?

*First time JOHS committee member*

- *8 hours mandatory training*
- *Plus voluntary 8 hour training*

*Second year and continuing*

- *8 hours voluntary training*

You can book training through the district or you can arrange your own training. Google "bcfed health and safety training" for a variety of choices. Be sure to arrange this with Megan Duke. The district will pay for you TTOC and training.

### Friendly Reminders

Communicable Disease/COVID

1. Get vaccinated
2. Wear your mask in school
3. Respect personal space
4. Stay home when you're sick

### Who's Who! In Health & Safety

LTA H & S Committee

Diane Courtney (Chair)

Tanya Kerr, LTA President

Wendy Cook, TTOC

Occupational Health & Safety at Langley School District

Megan Duke, Manager

Manager, Health & Wellness

Megan Zazelenchuk

BCTF Key Conatcs:

Toni Grewal H & S Officer

Luke Olver WCB Advocacy

**Any Health & Safety concerns at your school please contact [reception@langleyteachers.com](mailto:reception@langleyteachers.com) and your email will be directed to the committee members and will be addressed promptly.**

**Submit your answers to these 3 questions for a chance to win one of two \$10 Starbucks gift cards.**

1. Temperature in an ideal work space, what should the temp range be at this time of year?
2. Incident – Who determines whether or not it is a violent incident or not?
3. Worksafe – Can you do JOHS training on a school day?

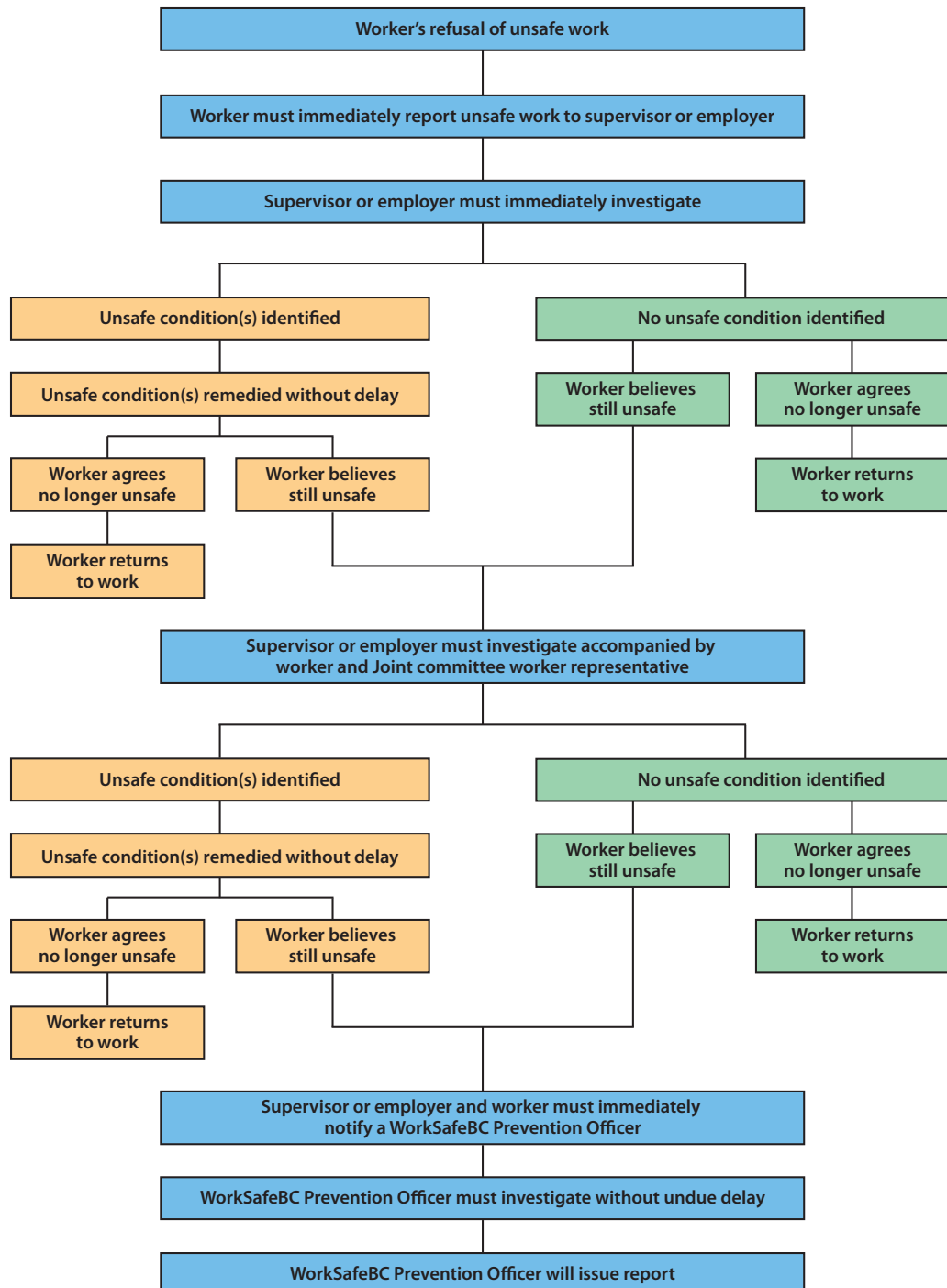
Send your answers to [reception@langleyteachers.com](mailto:reception@langleyteachers.com)

On Refusal of Unsafe Work, see the below "questions to consider" before activating refusal of unsafe work as provided by WorkSafeBC and the attached flowchart.

Questions to consider:

1. Has the worker reported their concern directly to their supervisor, or the correct person/designate who could action a remedy?
2. Has this gone to the Joint Health and Safety committee (JHSC)/worker rep(s) yet?
3. Have worker's been kept informed about where they are in the process? This may still be at the discussion stage by the employer. This may indeed involve discussion with the students and parents/guardians of the students.
4. If the process has gone through all the steps of a work refusal (OSH Regulation 3.12), has this been reported to the WorkSafeBC Prevention Line?  
Phone: 604-276-3100 (Lower Mainland)

## Refusal of Unsafe Work



# Have you experienced an incident at work?

## Here is what to do:

### REPORTABLE BEHAVIOUR

**Aggressive or improper behaviour by a student that requires documentation and investigation. Injury may occur as an indirect result of the behaviour.**

Report the behaviour using the online form:



### WORKPLACE INJURY

1. Seek first aid on site as soon as possible. If you need to leave your work area, tell your supervisor. Go to medical aid if required. Make sure you say that the incident happened at work.
2. Immediately report to/notify your supervisor (Administrator). Complete a SD35 incident report with your Administrator.
3. If you seek medical attention or miss time from work beyond day of injury, report the incident to: [www.worksafefbc.com](http://www.worksafefbc.com). Complete the workers report form online or by Teleclaim 1-888-967-5377.
4. Tell your School Health & Safety Rep about the incident.
5. Participate in the incident investigation with your union representative on the Joint Occupational Health & Safety Committee.

### VIOLENT INCIDENT

**The attempted or actual exercise by a person of any physical force so as to cause injury to the worker and includes any threatening statement or behaviour which gives the worker reasonable cause to believe they are at risk of injury.**

1. Immediately report to/notify your supervisor (Administrator) of any and all violent incidents, even if there is no injury. Complete an SD35 incident report with your Administrator.
2. If you have adverse symptoms as a result of an incident of violence, you are advised to consult a physician. If you seek medical attention, report the incident to [www.worksafefbc.com](http://www.worksafefbc.com). Complete the worker's report form online or by Teleclaim 1-888-967-5377.
3. Tell your School Health & Safety Rep about the incident.
4. Participate in the incident investigation with your union representative on the Joint Occupational Health & Safety Committee.

**Any questions or concerns - contact your union or Megan Duke - SD#35 OH&S Manager.**

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### WorkSafe Indoor Temperature Chart

Acceptable ranges of temperature and relative humidity for comfort (adapted from ASHRAE Standard 55-1992)

Season	Relative Humidity	Temperature
Summer	30%	23° C to 27° C
	50%	23° C to 26° C
	60%	23° C to 26° C
Winter	30%	20° C to 24° C
	50%	20° C to 24° C
	60%	20° C to 23° C

The values apply to people wearing typical summer or winter clothing while doing light, mostly sedentary, work.

Health Canada 93-EHD-166, *Indoor Air Quality in Office Buildings: A Technical Guide*, states that "In most Canadian cities, ideal indoor relative humidity levels are 35% in the winter and 50% in the summer."

For more detailed information on thermal comfort, see *ASHRAE Standard 55-1992* and *ASHRAE Fundamentals Handbook 2001*.

## WorksafeBC Claims FAQs

### What do I do if I injure myself at work or suffer a work-related illness or disease?

The first step is to immediately report to the First Aid Attendant on duty, regardless of whether treatment is needed. The First Aid Attendant will provide treatment if needed and complete a First Aid Report which is submitted to the District Health and Safety Manager and to the Administrator/Manager Representative on your Site Joint Health and Safety Committee (JHSC). This document is important as WorksafeBC may request this information to support your injury/illness claim.

### Do I have to report my workplace injury/illness to my employer?

Yes – Workers are required under WorksafeBC legislation to report all workplace injuries, illnesses and any near misses that could have resulted in a serious injury immediately or as soon as practicable to the employer designate. At the School District, the employer designate is the School Principal or Vice Principal or your Manager.

### What if I seek medical attention for my workplace injury or illness?

If you see a medical practitioner<sup>1</sup> *at any time* for a work-related injury or illness, you must notify the District Health and Safety Manager within 24 hours of your first appointment. WorksafeBC requires 3 reports in order to establish a claim: a medical report, your report (Teleclaim) and the employer's report (WorksafeBC requires the employer's report within 72 hours of your first medical visit). After reporting a workplace injury or illness, be sure to check your email for important information regarding "next steps", including instructions on what forms to complete, who to contact, and how to log an absence.

Your doctor or treatment provider is required to complete WorksafeBC forms regarding your injury/illness. Following your first medical appointment, you must also call WorksafeBC's Teleclaim at 1-888-WORKERS to establish a WorksafeBC Claim. When you file a claim using Teleclaim, you will be given a claim number immediately – this number will be needed should you require any additional treatment, such as physio.

### What if I will be missing time from work due to my workplace injury/illness?

The employer does not receive any WorksafeBC medical documentation from your doctor or treatment provider, so if you will be missing time from work, you **must** have your doctor complete a medical note or a form provided by the District (i.e.: Medical Certificate or Functional Abilities Form) and submit it to the District Health and Safety Manager<sup>2</sup>. You are also required to advise your medical practitioner that the School District is able to accommodate light duties and/or modified hours of work during your recovery.

For any time missed from work **after** the day of injury, you must enter your absences as "Work Injury/Illness".

**NOTE:** As per the College of Physicians and Surgeons of British Columbia Practice Standard Regarding Medical Certificates, Doctors **cannot** refuse to complete a medical note or form required by the employer. If your Doctor refuses to complete a note or form, advise them that you require this documentation in order to access your sick time.

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<sup>1</sup> WorksafeBC does not recognize Physiotherapists or Massage Therapists as medical practitioners.

<sup>2</sup> The District H&S Manager contact information and fax number are provided on the last page of this document



**Do I have to pay for the medical forms that must be provided to the School District?**

Yes – you must pay the form fees for any medical notes or forms required by the School District. Failure to provide the required medical documentation may bar you from access to your sick bank. Members of CUPE 1260 and 1851 can submit their **paid receipt** for medical forms to the District Health and Safety Manager for reimbursement. Teachers and exempt staff do not get reimbursed for form fees.

**How do I get paid if I miss time from work due to my workplace injury/illness?**

If you have sick time in your bank, you will be paid from your sick bank for any time missed from work. If your claim is accepted, WorksafeBC will send your wage loss benefits to the District and this amount will be put back into your sick bank.

WorksafeBC compensation is paid at 90% net weekly earnings and to a maximum annual salary of \$100,000.00 (2021). However, as per the current Collective Agreements, employees receiving WorksafeBC wage loss benefits will be “topped up” with their sick time if they have sick time available. An example of how WorksafeBC calculates a worker’s short term wage loss benefits is provided below.

Gross annualized earnings	Annual federal offset	Annual provincial offset	Annual CPP offset	Annual EI offset	100% net annual earnings	90% applied to 100% net	90% net annual earnings	90% net monthly earnings	100% net weekly earnings	90% net weekly earnings
47,500	3,689.40	1,570.07	2,310.00	750.50	39,180.03	35,262.03	35,262.03	2,938.50	751.40	676.26

If your sick bank is depleted while on a WorksafeBC claim or if you do not have sick time in your bank, the employer will notify WorksafeBC and have them send your wage loss benefits checks to you directly or you can register for direct deposit on the WorksafeBC web site.

**Why is my sick bank depleting while I am on a WorksafeBC claim? How come I don't see WorksafeBC sick time credits on my pay stub?**

Because WorksafeBC wage loss benefits are calculated at 90% net earnings, for each day an employee is away from work on a WorksafeBC claim, a percentage of sick time will be taken from their bank to bring their earnings to 100%. While your WorksafeBC claim is pending (i.e. has not yet been accepted), you will continue to be paid from your sick bank until an Entitlement Officer makes a decision on the claim. In some cases, the adjudication of a claim is delayed because of the complexity of the claim (further investigation is required) and/or the required forms (from the doctor, worker, or employer) have not been received. If and when your claim is accepted for wage loss, WorksafeBC will issue wage-loss benefits to the employer as of the first day missed from work.

**NOTE:** WorksafeBC sick time credits may also be delayed due to conflicting pay schedules between the District and WorksafeBC. WorksafeBC issues payments either weekly or bi-weekly and they may not be received by the District Payroll Department until after your scheduled pay period.



### What do I need to know about physio, massage therapy or other treatment recommended by my Doctor?

WorksafeBC will cover the cost of these treatments if they have approved them. They will not, however, cover any wage loss to attend physio, massage therapy or other medical appointments, unless they have arranged the appointment for you (i.e. a specialist appointment, MRI, physical/psychological assessment, etc.). As such, medical treatments and medical appointments **must** be scheduled outside of your regular working hours.

### Why should I participate in light duties when my Doctor said I should be off work?

WorksafeBC supports and encourages recovery at work and expects the employer to explore all opportunities to accommodate injured workers on light duties and/or modified hours while recovering from an injury or illness. WorksafeBC is aware that the School District is able to support almost any type of early return to work by providing meaningful and productive light duties within the employee's limitations and/or restrictions. On the employer's initial report of injury to WorksafeBC for an injured worker, it asks if light duties are available, what those duties are and whether they have been offered to the employee - the answer is usually "yes".

In most cases, the District Health and Safety Manager will discuss your limitations and your regular job tasks with you and/or your Administrator to determine whether light duties and/or hours can be accommodated and if so, the proposed duties and schedule will be offered to you either verbally or in writing.

If you choose to participate in light duties and you are able to work on your own for part or all of your shift, you will be paid by the District for those hours worked (i.e. be paid at full wages and use less of your sick time hours). Any hours not worked would still be covered by WorksafeBC and your sick time top up. If you are able to participate in modified duties but require a replacement to be working with you for part or all of your shift, WorksafeBC would continue to pay your wage loss benefits for any time worked with a replacement, as well as any hours not worked.

It is a known fact that keeping connected to the workplace after an injury is good for your physical and mental health, and often helps speed healing. It also benefits your school, your team and especially your students. The expectation while on light duties is to only do what you are capable of doing, and adjustments can be made to your regular duties and hours to ensure that you are safe while you are recovering at work.

### What happens if I don't participate in light duties?

If WorksafeBC determines that the light duties and hours offered to an injured worker by the employer are reasonable, they may deem the worker wage loss benefits for not participating in the program.

While not every injured employee can be accommodated on light duties and hours, a vast majority of employees will have the opportunity to continue working in a modified capacity during their recovery. If it is not possible to accommodate you, then WorksafeBC will be advised and often they will refer your case to a "Return to Work Services" Occupational Therapist or a WorksafeBC Nurse Advisor. They will work with you and your medical treatment provider to develop and implement a Gradual Return to Work (GRTW) Plan once you are medically capable of participating.



## What are my responsibilities while off work due to a workplace injury or illness or participating in light duties or a Gradual Return to Work (GRTW) plan?

WorksafeBC provides a list of your responsibilities while receiving benefits. It states that you can support your recovery by doing the following:

- Attend all medical examinations or treatment sessions recommended by your doctor
- Follow the recommendations of your health care providers
- Talk to your health care provider about activities you can do at work and/or at home, as well as activities you should avoid. Share this information with your employer and discuss ways you might change your duties or adjust your schedule to be able to continue working.

In addition, you must contact WorksafeBC:

- If there is a change in your medical condition
- As soon as you return to work in any capacity or earn income
- If your employer offers you modified, alternate, or transitional work while you're unable to perform your regular duties

If you are off work completely, you must maintain regular contact with your Administrator/Manager and provide regular medical updates to the District Health and Safety Manager (usually every 2 weeks).

If you are participating in light duties or a Gradual Return to Work (GRTW) plan, you must only work within your limitations and/or restrictions and adhere to the determined work schedule. If you are unable to adhere to the schedule for any reason, you must notify your Administrator/Manager and the District Health and Safety Manager. If you are participating in a GRTW prepared by a Nurse Advisor or Occupational Therapist, you must also contact them and the District H&S Manager each week to report on your progress.

## Where can I get more information regarding my WorksafeBC claim?

You can use the link below to find out more about WorksafeBC benefits, how to recover faster, how to view claim information, how to access claims forms, how to contact someone in claims and how to request a review of a decision.

<https://www.worksafebc.com/en/claims>

For information on claims status, participation in light duties and early return to work, and other District related claim questions, contact the District Health and Safety Manager at:

- Email: [mduke@sd35.bc.ca](mailto:mduke@sd35.bc.ca) Office: 604-532-1456 Cell: 604-785-8846 Fax: 604-532-1473

For WorksafeBC wage loss benefit, sick bank status or any other payroll information regarding your claim, contact the Payroll Supervisor at:

- Email: [fren@sd35.bc.ca](mailto:fren@sd35.bc.ca) Office: 604-532-1414
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## HOW TO ACCESS THE BCTF HEALTH AND WELLNESS PROGRAM

- Call BCTF at: 1-800-663-9163
- Call Langley Teachers' Association 604-533-1618
- Complete a self-referral: <https://bctf.ca/forms/HW-referral.aspx>
- Ask your staff representative
- Ask your school administrator

## ADDITIONAL WELLNESS OPTIONS

Morneau Shepell (Employee & Family Assistance Program EFAP) for free, immediate counselling services: 1-844-880-9142

"Starling Minds" for a free online mental health toolkit: [www.starlingminds.com](http://www.starlingminds.com)

"Confident Parents, Thriving Kids" for telephone family-focused coaching to help with behavioural problems: <https://cmha.bc.ca/>

"The Distress Phone Services" for confidential 24/7 crisis support: 1-800-784-2433

"Chronic Pain Self-Management Program": [www.selfmanagementbc.ca](http://www.selfmanagementbc.ca)

Many more: ask your Health & Wellness Consultant

## ADDITIONAL RESOURCES

Peer Support Services for teaching practice mentorship: contact the LTA Office 604-533-1618

BCTF Assistance Society for financial loans and grants: 604.871.1921

BCTF WorkSafe BC Advocacy: 604.871.1890

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# BCTF HEALTH & WELLNESS PROGRAM

The BCTF has a program that supports teachers struggling with health issues at work or away from work by providing skilled Consultants who specialize in providing expertise, and intervention with the guidance of your medical team. Promoting and facilitating practical strategies and tools for effective management of health issues aimed at improving your working and living experience.

## TAKE CHARGE OF YOUR WELLNESS AND RECEIVE THE SUPPORT THAT YOU DESERVE

- Are you struggling with work?
- Are you wondering if you have anxiety or depression or burnt out?
- Do you wonder how to maximize your health, work, and life balance?
- Do you need help securing workplace accommodations from your employer (e.g., health-related accommodations? Workplace ergonomic assessment?)
- Are you on WorkSafe BC and cannot get access to all the treatments recommended by your doctor?

## Key Points of the Health and Wellness Program

- Participation in the program is completely voluntary and funded through union dues.
- All health conditions that can be enhanced through rehabilitation assistance and may receive services through the program.
- The program is highly confidential; your employer will not have access to your personal or medical information.
- The program is available to teachers in temporary and continuing positions.
- Teachers do not have to be off work to access services.
- Your Consultant will work closely with you and your healthcare team to support your wellness needs.

***So many of your colleagues have reached out for support and have stated "Why did I not know about the BCTF Health and Wellness Program sooner? Managing my health and work was made much easier!"***