



Health & Safety Newsletter

September 2019



Welcome back! We hope you had an enjoyable and restful summer break. The Health & Safety department looks forward to supporting staff and sites in the upcoming year.

Keeping Cool at School



Here on the west coast of BC, there are times when temperatures can hit high temperatures; even in September! Students and staff can find the heat in buildings and classrooms uncomfortable. We advise of the following to help make working and learning in the heat more comfortable:

- Keep blinds closed to prevent solar loading (particularly in the afternoon or when in direct sunlight)
- If applicable, open windows (particularly in the morning when outdoor air is cool)
- If natural lighting is sufficient, keep lights off
- If working in a hotter area of the school, move to a cooler location if one is available, or outside in shaded areas or under trees
- Consider adjusting class schedules to allow for lighter “work” activities in the afternoon when temperatures may be higher
- Limit physical exertion beyond light exercise
- Rehydrate by taking lots of water breaks
- Remind parents and fellow staff to send water bottles and ice each day during high temperatures through newsletters or announcements.

Heat Stress

As temperature increases, our bodies respond by sweating to cool and to reduce our core internal temperature. Continual body heating leads to loss of fluid and salt through sweat. If the body isn't

rehydrated, it is less able to cool itself. This could lead to heat stress. The warning signs of heat stress include:

- Extreme fatigue
- Nausea
- Dizziness
- Excessive sweating.

If heat stress is not recognized and treated early, it can lead to heat disorders, such as heat cramps, heat exhaustion and heat stroke.

For more information on heat-related illnesses, go to: <https://www.healthlinkbc.ca/healthlinkbc-files/heat-related-illness>

How to Report a Work-Related Injury, Incident, Violent Incident, Exposure, Near Miss or Occupational Disease



If you injure yourself during the course of your employment, you have a responsibility to report your injury to your employer. Here are the steps to take in the event this occurs:

1. If you have a physical injury, see your First Aid Attendant for treatment

2. Let your supervisor know of your injury

3. Complete an incident report via Employee Self Service at staff.surreyschools.ca

- Log in using your district email username and password
- Select **eForms**
- Select **MyeForms**
- Under Submit a New Form on the left, select **Workers Report of Injury, Incident...** under the Health and Safety folder
- Complete the on-line report providing as much information about the incident as possible
- Hit **Submit** at the bottom of the form.

4. If your injury requires you to see a healthcare professional, such as a doctor, physiotherapist or chiropractor, or if you miss time from work because of the injury, you are also required to report your injury to WorkSafeBC by calling (604) 231-8333.

5. If you miss time from work, you also need to enter your absence online through Employee Self Service.

Once an incident report is submitted, your supervisor is immediately notified with a task to complete an investigation within 48 hours with an employee representative from the site's Health and Safety Committee. The purpose of the investigation is to prevent similar incidents from occurring to others; it is NOT used to place fault.

Safety Talks



Please review the following Safety Talks at your next staff meeting:

Animals in Surrey Schools and Buildings¹

WorkSafeBC Coverage for Teachers Participating in Extra-Curricular Activities (practice directive from WorkSafeBC)²

¹[https://www.surreyschools.ca/departments/AUDT/Other/animals/Documents/Animals in School - General Information and Considerations - September 2016.pdf#search=animals in schools](https://www.surreyschools.ca/departments/AUDT/Other/animals/Documents/Animals%20in%20School%20-%20General%20Information%20and%20Considerations%20-%20September%202016.pdf#search=animals%20in%20schools)

²[https://www.surreyschools.ca/ProgramsAndServices/HESA/safety_work/Classroom_Safety/Documents/WCB 2016 teachers-participation-extra-employment-activities.pdf](https://www.surreyschools.ca/ProgramsAndServices/HESA/safety_work/Classroom_Safety/Documents/WCB%202016%20teachers-participation-extra-employment-activities.pdf)

New Health & Safety Podcasts



The Canadian Centre for Occupational Health and Safety (CCOHS) is a great resource for health and safety information. We recently discovered that they have quite a library of podcasts on various health and safety topics. If you aren't familiar with podcasts, they are digital audio files that can be downloaded for the user to listen. They are typically episodes of a series on specific topics; in this case, occupational health and safety is the focus.

We thought including a podcast would be a good way to enhance our newsletters. Have a listen to Accommodating Scent Sensitivities in the Workplace³

³http://hwcdn.libsyn.com/p/c/a/b/cab4126e00f65d6f/episode148_ScentsSensitivities_English.mp3?c_id=23731087&cs_id=23731087&expiration=1567016420&hwt=46e72990c83c528861c5c7dd22c9c01b