



School Team Bulletin

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JOB ACTION UPDATES

1. Provision of teaching preference for 2011-12

Generally at this time of year, forms are put in teachers' letter boxes asking about their teaching/course preferences for the following year. Because we are not communicating with administration, our advice is that schools hold staff organization meetings and give their forms/preferences to staff reps who can then provide them to the administration.

2. Course booklets, course selection and timetabling

Our advice is that counsellors/teachers would do the normal work of course selection with students but would not in any way participate in overall timetable building. Timetable building is, in any case, management work and it is particularly important that teachers not assist with the task this year. If there are changes to courses offered or their descriptions, our advice is that it be communicated to students directly by the teacher or counsellor.

Teachers and counsellors could also be reminded that we are not participating in program planning/information evenings.

3. Health and safety issues

Inspections, investigations, joint health and safety committee meetings (site based) are all part of the roles and responsibilities of health and safety representatives.

Joint committees are responsible for conducting risk assessments to determine what hazards and risks workers would be exposed to in their workplace. The committee also is responsible for making recommendations to the employer on how to eliminate or minimize the risks.

Part of the risk assessment process is to establish inspection schedules relative to the hazards and risks in the workplace. For example, Tech Studies shop would have more frequent inspections than a Grade 2 classroom based on the inherent hazards and risks. Inspections are meant to identify and prevent any situation from harming a worker.

An administrator may give an inspection checklist to a classroom teacher if the checklist originates from recommendations made by the joint health and safety committee and that administrator is a joint committee member. In terms of joint committee membership, all members are equal in their responsibilities to ensure a safe and healthy workplace for all workers.