



**SAFETY & HEALTH COMMITTEE
PROCEDURAL HANDBOOK
FOR
SITE-BASED COMMITTEES**

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SAFETY & HEALTH COMMITTEE PROCEDURAL HANDBOOK

1. PURPOSE AND RESPONSIBILITY:

- 1.1. The purpose of a Safety & Health Committees based at each school site is to enable employees and management to work together to provide and maintain a safe and health learning and working environment for students and staff of the Pembina Trails School Division.

2. OBJECTIVES:

- 2.1. To provide a safe and healthy learning and working environment in all facilities.
- 2.2. To identify, provide and promote educational programs related to workplace safety & health.
- 2.3. To provide opportunities for all employees to raise concerns related to workplace safety & health
- 2.4. To resolve identified workplace safety & health concerns.

3. COMMITTEE STRUCTURE:

- 3.1. Each facility is required to have a safety & health committee.
- 3.2. The number of management representatives shall not exceed the number of employee representatives.
- 3.3. The suggested Committee membership shall include:
 - 3.3.1. Principal and or Vice Principal (Management)
 - 3.3.2. Head Custodian of the school (Employee)
Teacher and / or teaching assistant
Educational Assistants
Secretarial
Other union (Employee) **

Note: the S&H Committee must have representatives from all unions on the committee.
- 3.4. Worker representation on the committee shall be determined as follows:
 - 3.4.1. Volunteers shall be requested from all worker employees. Note: management cannot choose the worker members of the committee.
 - 3.4.2. If there is one volunteer from each union group, then the committee is complete, no further action is required.
 - 3.4.3. If more than one employee from a union has volunteered, then workers from that union must vote to determine which employee will sit on the committee. The employee voted in is now the committee member, no further action is required.
 - 3.4.4. If there are no volunteers then the union shall designate a committee member.
 - 3.4.5. For Educational Assistants – the EAPT Union will now be using their constitution rights to appoint or remove any site-based EA Workplace Safety & Health Representatives.
- 3.5. The committee shall have two Co-Chairs, one representing management (Principal or Vice Principal) and one representing the employees (head custodian or teacher / teaching assistant).

****Note: the School Division will cover the cost of substitute when a teacher / teaching assistant/other union representative is required to attend a safety & health committee meeting. Please record the WSH release on timesheets as "SAT PD- Workplace Safety & Health". Please book a sub for those needing one in Smart Find Express. Please choose Workplace Safety as the reason for your request.**

4. COMMITTEE MEMBER RESPONSIBILITIES:

4.1. Management Representative (Principal or Vice-Principal):

- 4.1.1. Co-Chair of the committee;
- 4.1.2. Schedule committee Meetings in conjunction with committee members;
- 4.1.3. Participate in site inspections, four times per year minimum;
- 4.1.4. Prepare and distribute copies of committee meeting minutes, including submission to the Province of Manitoba's Workplace Safety & Health Division;
- 4.1.5. Develop and maintain emergency response preparedness;
- 4.1.6. Facilitate resolution of safety concerns and hazards;
- 4.1.7. Provide a workplace safety & health bulletin board;
- 4.1.8. Participate in investigations of incidents, right to refuse and dangerous occurrences;
- 4.1.9. Co-operate with the safety & health officer;
- 4.1.10. Development and promotion of programs for education and information concerning safety & health in the workplace;
- 4.1.11. Making of recommendations to the employer respecting the safety & health of workers;
- 4.1.12. Maintenance of records in connection with the receipt and disposition of concerns and complaints.

4.2. Employee Representatives:

- 4.2.1. Co-chair of the committee (one employee representative as decided);
- 4.2.2. Participate in site inspections, four times per year minimum;
- 4.2.3. Receive and process local concerns and complaints;
- 4.2.4. Participate in the development of corrective measures and their effectiveness;
- 4.2.5. Participate in investigations of incidents, right to refuse and dangerous occurrences;
- 4.2.6. Co-operate with the safety & health officer;
- 4.2.7. Development and promotion of programs for education and information concerning safety & health in the workplace;
- 4.2.8. Making of recommendations to the employer respecting the safety & health of workers;
- 4.2.9. Maintenance of records in connection with the receipt and disposition of concerns and complaints.

4.3. Divisional Safety Officer:

- 4.3.1. Attend safety & health committee meetings as requested;
- 4.3.2. Monitor major concerns and complaints until resolution;
- 4.3.3. Participate and review accident investigations as defined within the WS&H Act W210;
- 4.3.4. Ensure compliance with safety legislation;
- 4.3.5. Unify and develop safety & health policies, procedures and processes;
- 4.3.6. Participate in job hazard analysis and assist staff with safe work procedures as requested;
- 4.3.7. Provide technical support;
- 4.3.8. Identify and implement training opportunities (e.g. Fire extinguisher etc.);
- 4.3.9. Maintain divisional workplace safety & health website;
- 4.3.10. Monitor compliance and distribution of meeting minutes;
- 4.3.11. Maintain records of all meeting minutes, training attendance, WHMIS inventory, etc.

5. COMMITTEE MEETINGS:

- 5.1. Site based safety & health committee meetings shall be held a minimum of four (4) times during each school year during regular school hours.
- 5.2. Co-chairs shall alternate running the meetings
- 5.3. Meetings **MUST** take place during the following work hours, 9:00am – 3:30pm

6. FACILITY INSPECTIONS:

- 6.1. The entire facility must be inspected prior to every safety & health committee meeting, **at a minimum, 4 times per year.**
- 6.2. Committee workers must be given time just prior to or directly after the committee meeting to complete their inspections. Supervisors must give their staff time during work hours to complete their inspections. At no time are staff required to complete inspections on their own time. Typically committee meetings take half a day to complete the meeting and inspection.
- 6.3. Please refer to the safety inspection checklist (not an all-encompassing list) for assistance.
- 6.4. Record all concerns during the inspection onto the report form. Any concerns that cannot be resolved during the inspection can be brought to the committee meeting and recorded onto the safety & health committee minute form.
- 6.5. After each inspection has been completed, committees shall meet to determine the course of action to follow for each concern.
- 6.6. All concerns raised during the inspection must be included in the minutes.

7. COMMITTEE MEETING MINUTES:

- 7.1. **SETTING AGENDAS:** It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board **prior** to each meeting and distributed to committee members **at least 3** clear days ahead of the meeting. Following is a generic agenda outline that could be used in creating your own agendas.
 - **Review minutes of last meeting.** You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
 - **Review issues resolved by individual committee members or supervisors.**
 - **Review illness, injuries and accidents since last meeting.** This could also include a brief review of working procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same. A review of corrective measures for all accidents must also be done. This review determines if the corrective measure is working.
 - **Review of violent incidents since last meeting.** This includes a review of the online violent incident reports. As a reminder staff and student names must be omitted during discussion. Discussion involves what corrective measures were incorporated for the student and what protection was put in place for the staff members and if they are working or need improvement.
 - **Consider new concerns or problems.** These may arise out of inspection tours, surveys, investigations by committee or concerns brought to the committee's attention by employees or management.

- **Review of educational material and availability of safety and health training programs**

7.2. Minutes must be recorded on the workplace safety & health committee minute form.

7.3. Minutes of each meeting must be:

7.3.1. Posted on the site safety & health bulletin board

7.3.2. Distributed to all committee members

7.3.3. E-mailed to:

- the Divisional Safety Officer:
- E-mail : lcARRIERE@pembinatrails.ca
- Fax: 488-8385

7.3.4. Keep one copy at the workplace for a period of at least 10 years from the date of the meeting.

8. SAFETY & HEALTH BULLETIN BOARD:

8.1. The school administration is responsible to provide a safety & health bulletin board for the exclusive display of safety & health related materials. The bulletin board shall be prominently located in an area that is accessible to all workers within the facility.

8.2. The employee co-chair shall be responsible to ensure that the information on the bulletin board is current and shall include:

8.2.1. The names and contact information of all committee members;

8.2.2. Minutes of the most current meeting;

8.2.3. Safety news and information as recommended by the committee or its members;

8.2.4. List of all first aiders at the workplace;

8.2.5. List of all first aid kit locations

8.2.6. List of emergency numbers;

8.2.7. Workplace Violence poster.

8.2.8. Workplace Harassment poster

8.2.9. Concern Register forms.

9. DEALING WITH CONCERNS:

9.1. All workers should be encouraged to report any workplace safety & health concerns to their immediate supervisor / administrator. The supervisor / administrator shall investigate all concerns and implement appropriate corrective action whenever possible.

9.2. In the event that a concern cannot be remedied by the supervisor / administrator, the concerned staff member shall complete a Concern Register form and forward a copy to their safety & health committee employee co-chair and the divisional safety & health officer. The employee co-chair shall, in conjunction with the management co-chair, attempt to resolve the concern. If they are unable to resolve the concern, the co-chairs shall consult with the divisional safety officer for advice.

9.3. When a concern cannot be resolved, the safety committee can forward a written recommendation to the employer identifying the safety & health issues in question. The employer shall respond in writing to the committee no later than 30 days after receiving the recommendations unless the employer implements the corrective measures within 30 days of receiving the recommendation.

The response from the employer must:

- Contain a timetable for implementing the recommendations that the employer had agreed to; and/or
- Give reasons why the employer disagrees or will not implement corrective measures

9.4. If no agreement can be reached regarding the safety & health issues any of the following may refer the matter to the Workplace Safety & Health Division (# 204-945-3446).

- The employer
- The committee
- A member of the committee

10. EDUCATION AND TRAINING:

10.1. Each member of the committee is entitled to two days , without loss of pay or other benefits, of educational leave related to workplace safety & health training.

10.2. Where possible, the School Division shall assist in organizing / presenting group training opportunities. Staff may also choose to attend Dept. of Labour training seminars which may be found on the Safe Manitoba website, www.safemanitoba.com .

10.3. *****Note: the School Division will cover the cost of subs when a teacher / teaching assistant/other union representative is required to attend safety & health committee training. Please record the release on timesheets as "SAT PD- Workplace Safety & Health". Please book a sub for those needing one in Smart Find Express. Please choose – Workplace Safety, as the reason for your request.***

11. Investigating Workplace Incidents/Accidents:

11.1. An investigation must be initiated as soon as reasonably practicable after it occurs. The investigation must be carried out by the:

- The employer co-chair and worker co-chair of the committee
- The employer and the worker designate at the workplace

11.2. After the investigation is complete a written report must be completed. Accident investigation report template can be found on the safety website under accident reporting:

- <https://www.pembinatrails.ca/page/677/accident-investigations>

11.3. The completed investigation report must be kept on site for a minimum of 5 years and a copy sent to the divisional safety officer.

12. FORMS USED:

12.1. **Safety & Health Committee Inspection Report Form**

This is an internal use only form that is used to record all concerns noted during the inspection. This form may be handwritten. Following each inspection, the committee shall reconvene to discuss each recorded health and safety concern and determine the most practicable method to correct the concern. Concerns that cannot be immediately resolved shall be recorded on the Manitoba Workplace Safety & Health Committee Meeting Minutes Report.

12.2. **Workplace Safety & Health committee Meeting Minute Report Form**

This form is used to record all unresolved health & safety concerns noted during the inspection.

The following information must be recorded on the form:

- **Name & full address of the workplace** – The name of school, street address and postal code of the school.
- **Meeting Date** – the actual date of the committee meeting.
- **Date of Next Meeting** - the date of the next committee meeting and inspection as determined by the committee at the current meeting.
- **Number of Employees at the Workplace** - the number at the workplace, not the number on the committee.
- **Employer members / occupation / present / absent** – the names of the management members of the committee, include the term “Co-Chair” after the name. List their occupation title and “√” or “X” if the person was present or absent.
- **Worker Members / occupation / present / absent** – the names of the employee members of the committee, include the term “Co-Chair” after the name of the co-chair member. List their occupation title and “√” or “X” if the person was present or absent.
- **Guests / occupation** – the names of any person(s) who attended the meeting and who is / are not members of the safety & health committee.
- **Date of Origin** - indicates the date an issue is first raised at a safety and health committee meeting. Not necessarily the date of the committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
- **Concern or Problem** - list and give a brief description of the concern. Draw a line across the page to separate each issue.
- **Recommendation or Action to be taken** – indicate what corrective action was taken or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
- **Action By (who / when)** - fill in who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved. It is very important to fill in the name of the person responsible to complete the corrective measures and the date it was completed on. Please remember to fill this in correctly.
- **Other Business** - Record any points not covered such as accidents / incidents, investigations, upcoming elections or date of next meeting.
- **Both management and worker co-chairs must sign each page** of the minutes when they are satisfied that the record is complete and accurate. Please indicate by an (X) in the brackets who chaired that particular meeting. NOTE: If you are emailing your minutes then you are only required to provide the names of the two co-chairs.

12.3. **Concern Register Form:**

This is an internal use only form that is used to record all concerns that arise between committee meetings and that cannot be immediately remedied by the site supervisor/administrator/ this would include major concerns that may require an engineered solution (roof replacement, concrete repair, etc), concerns that require outside intervention (air testing, sound level testing, etc) and concerns that require resources beyond the school's capabilities (labour, parts, budgets, etc.). This form may be handwritten. A copy of the completed Concern Registry form shall be distributed to the Employee Co-Chair and the Divisional Safety Officer.