

TO: Workplace Safety and Health Chairpersons
Workplace Safety and Health Standing Committee

COPY: Secretary Treasurers of School Divisions

RE: **WORKPLACE SAFETY AND HEALTH TRAINING FOR SCHOOL REPS**

FROM: Cathy Pellizzaro, Chair, Workplace Safety & Health Standing Committee
Terri Hill, Staff Officer, Manitoba Teachers' Society

DATE: August 25, 2023

The Manitoba Teachers' Society and the Manitoba School Boards Association have developed a one-day workshop for training employees who are WSH Committee Members or WSH representatives. Co-Chairs, Custodians, Senior Administrators, Trustees, Principals, teachers, and non-teachers (CUPE, MANTE, etc.) are encouraged to attend. The one-day workshop will cover the following three topics:

1. The WSH Act & Regulations for Schools – Darren Thomas (MSBA)

The Manitoba WSH Act and Regulations is a lengthy document—how do committee members know what parts are the most relevant to schools? Darren Thomas will provide an overview of the legislation, highlighting the sections that arise most frequently for schools and divisions.

2. The Eleven Required Elements of a School/Divisional WSH Program – Terri Hill (MTS)

How up-to-date are your Division's WSH Policies? Are any missing? Terri will review the required "Eleven Elements" of a Divisional WSH Program.

3. Psychological Health and Safety – (Irene Nordheim, Care For All in Education)

When you think of WSH, what comes to mind? For most, it is the physical factors that may affect our health and safety at work. Irene will provide information on the benefits of having *psychologically* safe and healthy workplaces, and how to implement a Psychological Health and Safety Program for your schools and Divisions.

Lunch is provided at no cost to participants.

We would appreciate you contacting your **workplace safety and health school representatives** to advise them of the dates and to arrange for their attendance.

This workshop counts as one day towards the mandatory two days of Workplace Safety and Health committee member training to be funded by the employer.

The workshop will be held from **9:00 a.m. to 4:00 p.m.**

September 13 – Thompson – Division Office, Seminar Room, 408 Thompson Drive N

September 19 – The Pas – Mary Duncan School, 60 3 Street W

September 21 – Swan River – Veterans Community Hall, 119 6 Avenue N

October 13 – Brandon – Division Office, 1031 6th Street

October 17 – Prairie Rose School Division – Location TBD

October 24 – Dauphin – Location TBD

October 26 – Prairie Spirit School Division – Division Office, 15 Lorne Avenue, Swan Lake

October 30 – Winnipeg – The Manitoba Teachers' Society, Auditorium, 191 Harcourt Street

November 3 – Eriksdale – Location TBD

November 7 – Hanover School Division – Division Office, 5 Chrysler Gate, Steinbach

November 9 – Winkler - Location TBD

November 14 – Park West School Division – Birtle Collegiate, 73 11 Street, Birtle

November 16 – Selkirk – Location TBD

November 28 – Altona – Location TBD

November 30 – Winnipeg – The Manitoba Teachers' Society, Auditorium, 191 Harcourt Street

December 12 – Brandon – Division Office, 1031 6th Street

Updated Memorandum and Registration forms will be sent out as more dates/locations are arranged.

REGISTRATION

Registration is required in order to provide the appropriate number of information kits and meals. Members must register online. **Non-members (custodians, educational assistants, etc.) can either fill out a Registration Form** (copy attached – please make additional copies as needed), **email Nicole Bernard at nbernard@mbteach.org or register on-line per the instructions below.**

ON-LINE REGISTRATION –

TO START – go to the MTS website (<http://www.mbteach.org/mtscms/>). Click on “My Profile/Members Area” (near the top, on the right).

- ❖ If this is the first time you are logging onto the MTS member portal to register for an event, follow all of the instructions below.
 - ❖ If you have previously registered for an event through “My Profile” start with step # 4 below.
1. Click the “Sign Up Now” red button on the left of your screen.
 2. Answer “Are you an MTS member?” then fill out the Registration form.
 3. Click the “Register” red button at the bottom of your screen.
 4. Once you are on the Profile/Members page, go to the “Events” tab and click on “List of Events” and select **MSBA-MTS Workplace Safety and Health Training for School Reps 2023-2024**
Or click here: memberlink.mbteach.org/EventDetails.aspx?EventID=2688
 5. Proceed to register for the session you are interested in attending. Proceed from one screen to the other with the ‘Previous’ and ‘Next’ red buttons. Please be patient when clicking from one screen to the other, as the system can sometimes be slow. When you have completed your registration, your final screen will be a summary of the information you provided. You will also receive an email (at the email address you provided) confirming your registration.

REGISTRATION FORM (paper copy) – can be given to non-members if they request it, and then it can be faxed or emailed to Nicole Bernard (her contact info is near the bottom of the registration form).

If you have any questions or require any further information, please contact Terri Hill at 204-831-3079, or Darren Thomas at MSBA 204-233-1595 / 1-800-262-8836.

Important Notice regarding the two WINNIPEG sessions held at The Manitoba Teachers' Society.

The Manitoba Teachers' Society asks all visitors to McMaster House to please refrain from the use of personal scented products in consideration of those who are negatively affected by these scents. Thank you for your co-operation and consideration of others.