



1.02 Workplace Safety and Health

1. General Administration - Administrative Procedure Manual

The Pine Creek School Division affirms its commitment to provide all students, staff, contractors, volunteers, and visitors to its facilities a safe and healthy environment in which to work and to learn. The Division recognizes the rights, roles, and responsibilities of all employees with respect to workplace safety and health; and accepts an overall responsibility to maintain a comprehensive Workplace Safety and Health Program. The Division is committed to the prevention of occupational injuries, illnesses and violence within the workplace, to the promotion of safety and health consciousness, and to the ongoing education of all employees with respect to relevant provincial legislation. Accordingly, the Division recognizes that safety and health is 'everyone's responsibility', and therefore requires that all employees contribute to a safe and healthy environment. Workplace Safety and Health enforces *The Workplace Safety and Health Act* and its associated regulations in order to protect the safety and health of workers in Manitoba. Workplace Safety and Health's inspection and investigation activity focuses on improving legislative compliance in order to eliminate workplace fatalities, injuries and illnesses.

Responsibilities

Principals and Division Managers are responsible for the implementation of these procedures, for ensuring the appropriate supervision of activities and the regular inspection and repair of buildings and equipment, for ensuring that all employees are aware of and follow safe work procedures, and for notifying appropriate authorities if required by the situation.

The Workplace Safety and Health Committee shall participate in conducting incident investigations and facility inspections and, based on their reviews, contribute to the process of making appropriate improvements to procedures, training, and/or programs. All employees, students and volunteers shall be responsible for adhering to safety procedures, using personal protective equipment, immediately reporting any accident, injury, violent or unsafe condition or dangerous occurrence to their supervisor; and for following safe work procedures. Failure to comply with these procedures may subject an employee to disciplinary action up to and including dismissal and non-employees to other actions as may be deemed appropriate by the Division.

As Co-chair of the Workplace Safety and Health Committee, the Superintendent shall present to the Board a summary report of Committee meetings at an ensuing regularly scheduled meeting of the Board.

The Occupational Health and Safety Practitioner, although not a Committee member, is responsible to report to the Committee at its regularly scheduled meetings.

Workplace Safety and Health Committee

Employees and employers share an equal responsibility in preventing accidents and health concerns arising out of conditions in the workplace. The intent of the joint Safety and Health Committee is to enhance the ability of employees and employers to resolve safety and health concerns reasonably and cooperatively.

All employees of the Pine Creek School Division shall be represented by a site or program representative on the Central Workplace Safety and Health Committee. The committee shall meet quarterly of each school year.

The Workplace Safety and Health Committee and representation will be in accordance with the requirements of the Workplace Safety and Health Act, section 40 and 41.

Workplace Safety and Health Committee objectives are:

- a. To develop education and training programs.
- b. To provide a means for employees and the Division to work together in a reasonable and co-operative way to identify and resolve safety and health issues in the workplace.
- c. To develop practices and procedures that will provide for the highest possible degree of safety and health in the workplace.

Committee size is determined relative to the complexity of the workplace and the total number of employees.

- a. Division Members: The number of Division members is six.
- b. Employee Members: The number of employee members is six.

The appointment of the Central Workplace Safety and Health Committee will consist of an employee from each of the following locations as well as the Workplace Safety and Health Representatives will consist of an employee from each of the following locations within the division:

- Austin Elementary
- Bus Garage
- Colony Schools
- Division Office
- Gladstone Elementary
- Langruth Elementary
- MacGregor Elementary
- MacGregor Collegiate
- Plumas Elementary
- William Morton Collegiate

Per The Manitoba Workplace Safety and Health Act 41(1), "Each employer shall cause a worker not associated with management to be designated as the Worker Safety and Health Representative." As such, employee representatives for each school shall be appointed by the school principal. Employee representatives for the Division Office shall be appointed by the Superintendent and/or Secretary-Treasurer and Division Garage and Bus Driver representatives shall be appointed by the Transportation Coordinator.

The evaluation and revision of the Workplace Safety and Health program shall be reviewed and revised at least once every 3 years or as needs arise.

Meetings

It is the responsibility of the Committee Co-chairs or designate to ensure that Workplace Safety and Health Committee meetings are scheduled quarterly within the school year at the Division Office Board Room. It is the responsibility of the Occupational Health and Safety Practitioner to ensure all schools have conducted their pre-meeting facility inspections and that the Central committee has sent in the Workplace Safety and Health meeting minutes for the designated months.

The Division shall pay mileage to those employees driving vehicles to a Workplace Safety and Health Committee meeting. Committee members are requested to pool transportation where possible.

Meeting agendas for each Committee meeting shall:

- Be prepared by the Co-chairs of the Committee
- Include the place and time of the meeting.
- Be forwarded to individual committee members at least three days in advance.
- Be posted on the Safety and Health Bulletin Boards three days in advance of the meeting.
- Be limited to safety and health issues.

Items are to be submitted to the Co-chairpersons in advance of the scheduled meeting date. These should be accompanied by brief statements explaining the problem as well as suggestions for solutions to the issues at hand. . Agenda items will be placed in the hands of Co-chairpersons at least eight working days prior to a scheduled meeting date.

The co-chairs will arrange to have this material prepared for the each meeting at least five working days prior to the scheduled date. The co-chairs will prepare the agenda and related materials and submit these into the Division Office for distribution to all members at least three working days prior to the meeting date.

At the request of the Committee, individuals or subcommittees shall submit written reports on their activities. To allow for adequate time for copying and distribution, these should be sent to the co-chair at least eight days prior to the meeting date.

New business items may be added to the agenda by the approval of the Committee.

Items of a divisive nature shall be postponed to the next meeting at the direction of the Co-chair. In the interim, the party making the point will be directed to prepare and submit in writing his/her item to the Co-chair, who will include it with the agenda for the next regular meeting.

Meeting minutes will be recorded on the Safety and Health Committee Minutes form provided by the Workplace Safety and Health Division. Instructions for the completion of meeting minutes are indicated on the Safety and Health Committee Minutes form.

Employer Responsibilities

The Safety and Health Committee will be advised of planned introduction of new equipment, new operating procedures or new chemicals, or other substances or materials with Workplace Health and Safety implications.

A Safety and Health Bulletin Board shall be located in a prominent location at each work site for the exclusive use of Committee members to display items specific to safety and health issues.

The bulletin board will display the names of all Committee members, their contact information, and expiry date of office held. It will also have the scheduled dates of Committee meetings, agenda of each meeting three days prior to the said meeting, and posted minutes for each meeting within one week after the meeting and for at least one month following the said meeting. Workplace Safety and Health information received from Workplace Safety and Health Division will also be available on the bulletin board at each location.

Representative Responsibilities

To assure that attention is given to Workplace Safety and Health in each location, employee representatives shall be appointed. The general responsibilities of the workplace employee representative are:

1. Become aware of his/her duties and responsibilities
2. Become aware of the general hazards and appropriate standards for safety and health in the workplace
3. In co-operation with the building principal/supervisor, initiate the regular workplace inspections; include a copy of the report in the logbook and forward a copy to the Committee
4. Receive safety concerns from fellow employees, report these concerns to the principal/supervisor, and participate in procedures to remedy the concern. (See section on Procedures for Handling Concerns).
5. Maintain the "Workplace Safety and Health Logbook", place the minutes on the bulletin board, and file a copy of the minutes.
6. Serve as a contact person for receiving and distributing Workplace Safety and Health information within the worksite.

Inspections

The Workplace Safety and Health Committee Representative, Principal or building supervisor, Head Custodian, and Occupational Health and Safety Practitioner must perform a Formal Planned Quarterly Inspection of the site prior to each Workplace Safety and Health quarterly meeting. The Workplace Safety and Health planned inspections form shall be used for that purpose. At the completion of the safety inspection, the Occupational Health and Safety Practitioner is responsible for completing the form and submitting it to the principal, who will sign the form and forward a copy to the Superintendent and the Maintenance Coordinator. The

Occupational Health and Safety Practitioner will provide a summary at the next committee meeting.

The committee co-chairs shall schedule a substitute teacher to travel to each site to provide coverage for the teacher site representatives.

Additional unannounced inspections may be conducted as directed by the Workplace Safety and Health Committee. The worksite inspections shall address any aspects related to safety and health.

In order to limit distractions to classroom activities during the inspection tours, the team will select a maximum of three members of the inspection team to tour classrooms. The school principal will accompany the team on tours through classrooms.

Barring potential complications, tours at each site will be limited to approximately 90 minutes.

Education and Training

Employees and students need to be trained to work safely. An Employee Orientation Checklist is to be completed annually in each school as part of the Administration Annual Checklist. The orientation will also take place when a new employee is hired, when an employee starts a different task, or when a process or procedure has changed.

Arrangements may be made for a training program for Committee members. Provincial regulations provide that this training is considered as part of the working day and as such there will be no loss of salary. The Committee may recommend certain persons to attend Provincial Workplace Safety and Health training seminars. Workers must submit their request for approval to the Superintendent at least two weeks prior to leave.

Staff Engagement

All employees and other persons should be involved in efforts to prevent injuries and illnesses. Staff will be encouraged to submit concerns or ideas and will be involved in the development of safe work procedures. Staff will participate in emergency drills and will be encouraged to participate on the Workplace Safety and Health Committee or as site reps.

Hazards Identification and Control

The Division proactively seeks to identify and control hazards to safety or health. Measures include, but are not limited to:

- Job hazard analysis of division tasks to develop Safe Work Procedures (SWPs)
- Machine safety (including guarding)
- Noise control and hearing conservation program
- Fall protection strategies
- Electrical safety
- Work alone procedures
- Ergonomic hazard control strategies

The school *Emergency Preparedness Plans* must include procedures to deal with a number of emergencies including, but not limited to:

- Fire emergencies
- Lockdowns
- Bomb threats
- Tornados
- Snow storms
- Chemical spills (interior and exterior)
- Pandemic
- Accidents and Medical emergencies

Control of Chemical and Biological Hazards

Procedures and programs to control chemical and biological hazards include, but are not limited to:

- Asbestos management program
- W.H.M.I.S. program
- Chemical storage, use, and disposal
- Mold investigation and remediation

Contractors and Self-Employed Persons

Contractors and self-employed persons working on Division property shall be required to adhere to the *Contractor's Terms and Conditions*.

Investigations

Incident investigations should determine direct, indirect, and root causes for all incidents. Once the causes are determined, both short-term and long-term changes to prevent a recurrence are to be explored. The division will maintain written procedures to investigate incidents, near misses, and refusals to work.

Handling Concerns:

Workplace Safety and Health Concern Form

First Stage – Direct Resolution

Where a safety or health concern is identified, the appropriate Supervisor shall attempt to remedy or resolve the matter. Where practicable, an employee member of the Safety and Health Committee shall be involved in this effort.

Second Stage – Committee Involvement

Where a satisfactory resolution is not achieved, the Committee member or the appropriate Manager/Supervisor shall ensure that the concern is placed on the agenda of the next regular meeting for the purpose of resolving the concern. In accordance with section 41.1(2) of the

Workplace Safety and Health Act the matter shall be placed on the agenda of each successive meeting until it is resolved.

If the Division receives written recommendations from the Committee identifying anything that may pose a danger to safety or health of any person, the Division shall respond in writing to the Committee no later than thirty (30) days after receiving the recommendations, unless the Division implements all of the recommendations. The response of the Division must contain a timetable for implementing the recommendations that the Division accepts, or provide reasons for disagreement with any recommendations that the Division does not accept.

Third Stage – Outside Assistance

If the Committee members are unable to resolve the concern, they shall request assistance and/or direction from the Occupational Health and Safety Practitioner.

Amendments to Procedures

The Division Administrative Procedures Manual shall be amended to reflect any change in The Act, the Regulations, and the Code of Practice recommendations for amendments to procedures will be by agreement by the majority of the Workplace Safety and Health Committee members.

Definitions

Workplace Safety and Health Division of the Provincial Environment and Workplace Safety and Health Department: The provincial body responsible for administering the regulations of the Workplace Safety and Health Act.

Safety and Health Officers: Employees of Workplace Safety & Health Division of the Provincial Environment and Workplace Safety and Health Department, who are empowered to carry out workplace inspections and enforce regulations.

The Pine Creek School Division Workplace Safety & Health Committee: Pine Creek School Division committee made up of appointed representatives of the Division and employees of the Division.

Pine Creek School Division Workplace Safety and Health Inspection Team for Worksite: Worksite inspection team made up of elected/appointed representatives of the Division and employees of the Division who have a general responsibility for the overall safety and health in the workplace.

Safety or Health Concerns: Any situation or condition that is deemed to be hazardous or may become hazardous and adversely affect the safety or health of employees, students, and/or general public who may have access to school buildings or property which is under the jurisdiction of the Board of Trustees of the Pine Creek School Division.

Workplace Employee Representative: The person elected/selected by the employees in a workplace to receive concerns.

Board: The Board herein referred to is Pine Creek School Division Board of Trustees

Employee: Is any person who is employed by the Division who works on site or is in training.

Worksite: A worksite herein referred to is any location where Pine Creek School Division personnel are required to perform their duties.

Log Book: Shall contain “concern forms” for each workplace site. All entries in the logbook shall be signed. The building administrator shall initial the logbook to acknowledge that he/she is aware of the concern filed. It shall be kept as a permanent record in a room frequented by employees. It shall also contain inspection reports.

Quorum: A quorum committee meeting shall consist of half of the Division members and half of the employee members.