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WORKPLACE SAFETY & HEALTH

DEFINITIONS

- A. 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.
- B. 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.
- C. The Pine Creek School Division Workplace Safety & Health Central Advisory Committee:
Pine Creek School Division committee made up of appointed/elected representatives of the employers and workers of the Division.
- D. Pine Creek School Division Workplace Safety and Health Inspection Team for Worksite: Worksite inspection team made up of elected/appointed representatives of the employer and workers of the Division who have a general responsibility for the overall safety and health in the workplace. In addition, the worksite inspection team shall be responsible to inspect the worksite as per guide G. The worksite inspection team shall comprise of the following: a) worker representative; b) principal/supervisor; c) worksite custodian; d) worker whose work station is being inspected.
- E. 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 workers, 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 Pine Creek School Division.
- F. Workplace Worker Representative: The person elected/selected by the workers in a workplace to receive concerns.
- G. P.C.T.A. - Pine Creek Teachers' Association
- H. Board: The Board herein referred to is Pine Creek School Division Board of Trustees
- I. Worker: Is any person who is employed by the Division who works on site or is in training.
- J. Worksite: A worksite herein referred to is any location where Pine Creek School Division personnel are required to perform their duties.

- K. 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 workers. It shall also contain inspection reports.
- L. Quorum: A quorum committee meeting shall consist of half of the employer members and half of the worker members.

A. OBJECTIVES

- 1. To provide a means for workers and employers to work together in a reasonable and co-operative way to identify and resolve safety and health problems in the workplace.
- 2. To develop practices and procedures that will provide for the highest possible degree of safety and health in the workplace.
- 3. To develop education and training programs.

B. CENTRAL COMMITTEE SIZE

Committee size takes into consideration the complexity of the workplace, and the total number of workers.

- 1. Employer Members: The number of employer members is six.
- 2. Worker Members: The number of worker members is six.

C. ELECTION/SELECTION OF PINE CREEK SCHOOL DIVISION CENTRAL COMMITTEE MEMBERS:

- 1 Employer representatives shall be appointed by the Board.
- 2 Worker representatives shall be comprised of the following:
 - a) Three members - Pine Creek Teachers’ Association
 - b) One member - secretaries, library clerks, teaching assistants or their union
 - c) One member - bus drivers, mechanics, or their respective unions
 - d) One member - custodial staff or their union
- 3 The employer co-chairperson shall be responsible for organizing and carrying out the election for workers who are not represented by a union. (This election shall take place between September 10 - October 10 of each year.)
- 4 Workers who are not represented by a union shall be responsible to elect/select a representative in cases where a vacancy occurs during a term. The Employer shall assist the non-union groups, when necessary, in the selection/election process.
- 5 All the names of elected/selected members or resignations for the Central Committee all be submitted to the Secretary-Treasurer by the designated representative of each organization or group.

D. MEETINGS:

1. One co-chairperson will be chosen by the employer. One will be chosen by the worker committee members. Chairing of the meetings shall alternate between the co-chairpersons.
2. Four meetings shall be called per school year.
3. Items are to be submitted to respective co-chairpersons. These should be accompanied by brief statements explaining the problem and suggestions for solution of same. Agenda items will be placed in the hands of respective co-chairpersons at least eight working days prior to a scheduled meeting date. The co-chairperson will arrange to have this material in the hands of the co-chairperson responsible for the particular meeting at least five working days prior to the scheduled meeting. The responsible co-chairperson will arrange the agenda and related materials and turn these into the Division Office for typing, copying, and distribution to all members at least three working days prior to the regular meeting. Individuals or sub-committees at the request of the committee shall submit written reports on their activities. For the purpose of copying and distribution, these should be sent to the respective co-chairperson at least eight days prior to a regular meeting.
4. New business items may be added to the agenda by the approval of the Committee.
5. Members attending inservices on behalf of the Committee shall submit written reports to the Committee at a subsequent meeting. (Reports are not required if an entire Committee attends the inservice.)
6. A final signed copy of the minutes shall be circulated to all Committee members, worker representatives, school board members, PCTA executive members, senior administration, and principals, within three working days after the meeting. The worker representative shall keep one copy on file, place one in the staffroom, and one on the Workplace Safety & Health bulletin board. The Division Office shall forward a copy to the Provincial Branch of the Workplace Safety & Health. The original copy shall be retained on file in the Division Office by the Maintenance Supervisor.
7. The Division shall pay mileage to those workers driving vehicles to a Central Advisory Committee meeting. Committee members are requested to pool transportation where possible.

E. PROCEDURE FOR HANDLING CONCERNS:

1. Report the concern to the Principal/Supervisor
2. Concerns may also be forwarded directly to a worker representative if the person reporting believes this to be proper. If requested, the worker representative shall keep confidential the identity of the person who forwarded the concern.
3. The worker representative, when contacted, shall complete the "Concern Form", or record the concern in the logbook, and will endeavour to resolve the concern with the supervisor/principal as soon as is reasonably practicable.
4. The party presenting the original concern shall be notified of its disposition by the worker representative.
5. If the concern is still not satisfactorily resolved, the worker representative shall bring the concern to the attention of the central Advisory Committee with a recommendation for resolution.
6. At this stage the employer co-chairperson shall inform the Board of the recommendation made by the Central Advisory Committee.

F. WORKSITE INSPECTIONS:

In addition to the inspection of the plant, the worksite inspections shall also address any aspects related to safety & health. The workplace shall be inspected on an ongoing basis by the designated persons of the division, authorized government agencies, and the worksite inspection team.

The worker representative in consultation with the immediate supervisor/principal shall initiate worksite inspections. These inspections should be ongoing and completed in time to issue an inspection report to the Committee by February 15 of each school year. The inspection team shall consist of the following:

1. worker representative
2. building administrator
3. custodian
4. the worker responsible for each area being inspected
5. a Workplace Safety & Health Officer may be invited to assist on an inspection
6. the worker representative shall be responsible for writing the report

G. ADDITIONAL ANNUAL INSPECTION BY WORKPLACE SAFETY AND HEALTH CENTRAL ADVISORY COMMITTEE REPRESENTATIVES:

The Pine Creek School Division Board may authorize inspections by members of the Workplace Safety and Health Central Advisory Committee. This team shall include the following:

1. A worker representative of the Central Advisory Committee
2. An employer representative of the Central Advisory Committee
3. Worksite custodian
4. Immediate supervisor/principal
5. Maintenance supervisor
6. Representative from Provincial Workplace Safety & Health may be invited
7. The worker responsible for each area being inspected

(The worker representative shall be responsible for writing the reports. The worker and employer representatives of the Committee shall sign the final copy of the report.)

The report shall be filed within ten working days of the inspection date. This report shall be forwarded to the following:

- a. members of the inspection team
- b. Central Advisory Committee members
- c. school board members
- d. senior administration
- e. Provincial Workplace Safety and Health Division
- f. P.C.T.A. executive members

H. WORKPLACE WORKER REPRESENTATIVES

To assure that attention is given to Workplace Safety and Health in each location, worker representatives shall be elected/selected. The general responsibilities of the workplace worker 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. Initiate in co-operation with the building principal/supervisor 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 with him/her 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 boards 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.

I. ELECTION/SELECTION OF WORKER REPRESENTATIVES FOR WORKSITE

Worker representatives for schools shall be elected/selected. Elections of the worker representatives shall be held annually at a meeting attended by all staff including teachers, assistants, clerks and custodians. The worker representative for the Division Office and Division Garage shall be elected by the workers from the respective worksite. Bus drivers shall elect a worker representative.

J. EDUCATION AND TRAINING

Arrangements may be made for a training program for Committee members. Regulations provide for this training to be considered as part of the working day so there is 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.

K. POLICY AMENDMENT

1. Policy manual shall be amended to reflect any change in The Act, the Regulations, and the Code of Practice.
2. Recommendation for policy amendment will be by agreement by the majority of the Central Advisory Committee members.

L. OTHER

1. Items of a divisive nature shall be postponed to the next meeting at the direction of a co-chairperson. In the meantime the party making the point will put the item in writing and present it to the appropriate co-chairperson who will send it with the agenda for the subsequent meeting.
2. This document outlines the procedures by which the Central Advisory Committee and all related activities to Workplace Safety & Health shall operate.