



Policy: EBA
Subject: WSH Committee

Policy:

The Red River Valley School Division Board of Trustees Workplace Safety and Health committee will be established and maintained by RRVSD with the goal of including representatives from different workgroups at each site or should a variance be received, representatives from all worksites and from each of the following workgroups:

- Board of Trustees
- Academic
- Administration
- Technical-Vocational
- Industrial Arts
- Science
- Maintenance
- Transportation
- Secretary from RRVSSO
- Education Assistant
- Bus driver

Each WSH Committee within Red River Valley School Division will adhere to all guidelines and requirements as stated in the Manitoba Workplace Safety and Health Act and Regulation.

Procedures:

Duties of Committees and Representatives

1. Coordinating Workplace Safety and Health Committee

Worksite Committees may be established where requested providing there are more than 10 full time workers regularly occupying the worksite.

Workplace Safety and Health Representatives will be established at an individual worksite where requested by the worksite providing there are 1 or more workers regularly occupying the worksite and there is no WSH Committee member.

a. All committee members

- i. To attend committee meetings as scheduled
- ii. To participate in workplace safety inspections and special assignments or activities.
- iii. For the purposes of carrying out the duties delegated to the coordinating committee, members will have the same rights as worksite committee members.

b. Co-chairs:

- i. Attend all meetings
- ii. Prepare the agenda the week prior to the meeting, circulate to all Committee members, and post on the WSH bulletin board.
- iii. Review the minutes and sign them before distribution;
- iv. Assign special or ongoing projects to members of the committee;
- v. Chair the meeting on a rotating basis;
- vi. Take a leadership role in promoting health and safety in the workplace.

c. WSH Committee:

- i. The receipt, consideration, and disposition of concerns and complaints respecting the safety and health of workers and / or students.
- ii. To participate in the identification of risks to the safety or health of workers or students, arising out of or in connection with activities in RRVSD. The Committee is not responsible for unsafe conditions or health hazards at the workplace.
- iii. Site WSH Representatives to assist administration in the assessment of new products and processes prior to being introduced into RRVSD to ensure hazards are identified and controls measures are adequate and effective. The committees or representatives may delegate risk assessment, job hazard analyses and development of safe work procedures where required.
 1. Hazards should be assessed at the time of order.
 2. Particular attention must be given to items that are homemade, donated, used or altered.
 - Assessments should err on the side of caution.
 - If a product is questionable, an engineer should be consulted to certify the safety of the item.
 3. Hazard assessment must be completed and signed by administration before the equipment or process is implemented into the workplace.
 4. RRVSD reserves the right to remove any product, equipment or process deemed unsafe.
- iv. Establish an effective means of communication between the committee and all workers in the division about safety and health information and issues.
 1. Worksite representatives who sit on the Divisional Coordinating Committee are responsible to communicate safety and health information back to their worksite.
- v. Provide input into the hazard assessment and control process and to monitor its effectiveness.
- vi. Cooperate with a Safety and Health Officer who is exercising his/her duties under the Workplace Safety and Health Act.
- vii. Develop and promote programs to educate and inform workers and students about safety and health in RRVSD.
- viii. Make recommendations to worksite committees and administration about safety and health related matters.
- ix. Maintain records in connection with the receipt and disposition of concerns, complaints and all matters relating to the duties of the committee.
- x. Participate in work refusals, investigate workplace accidents and serious incidents.

- xi. Inspect their worksite at regular intervals.
- xii. Advise on duties delegated by the worksite committees

2. Worksite Workplace Safety and Health Committee(s)

- a. Committee members and Co-chairs
 - i. Perform the same duties at the worksite as set out for Coordinating committee members and Co-Chairs.
- b. WSH Committee
 - i. Perform the same duties at the worksite as set out for coordinating workplace safety and health committees.
 - ii. Establish an effective means of communication with worksite workers regarding safety and health information and issues.
 - iii. Establish an effective means of communication with the coordinating committee regarding safety and health information and issues.
 - iv. Reporting of minutes and activities to the coordinating committee

3. Workplace Safety and Health Representatives

- a. In co-operation with a member of administration at the worksite, perform the same duties as set out for workplace safety and health committees.

Guidelines for Coordinating Committees, Worksite Committees, and Representatives

1. Membership

- a. Each Committee will strive to have a minimum of 4 and a maximum of 12 members of which at least half shall be non-management representatives.
- b. Membership shall represent a cross section of disciplines within the Division or worksite.
- c. There will be two Co-Chairs for each committee - one elected from Administration and one from non-administration workers of the division.
- d. Co-Chairs will alternately chair the meetings.

2. Election of Members / Representative

- a. The Administration shall appoint one or more workers not connected with management to coordinate the election of the worker members. The election shall be conducted in a manner consistent with recognized democratic practices.
- b. The Workplace Safety and Health Representative shall be elected by workers at the worksite.

3. Term of Office

- a. The term of office of Committee members shall normally be two years. There is no limitation on the number of years a representative may serve, and all members are eligible for re-election.

4. Bulletin Board

- a. Administration will provide a WSH Bulletin Board at every worksite for the exclusive use of the committee or representative. Information posted on the board shall include:
 - i. The names of committee members or representatives
 - ii. The scheduled dates of committee meetings
 - iii. The agenda for each meeting
 - iv. The minutes of the preceding meeting
 - v. Relevant Workplace Safety and Health items

5. Posting of Member Names

- a. Co-coordinating committee – member names shall be posted on the WSH bulletin board in every division building where workers regularly work. Scheduled meeting dates of the Committee, and any guidelines or rules which the Committee may adopt will also be posted.
- b. Worksite committee - member names shall be posted on the WSH bulletin board at the specific worksite. Scheduled meeting dates of the Committee, and any guidelines or rules which the Committee may adopt will also be posted.
- c. Representative – shall have his/her name posted prominently at the worksite.

6. Meeting Guidelines

- a. Co-chairs of the committee prepare the agenda and distributed it at least one week prior to the meeting to members.
- b. Proposed agenda items, along with the name of the ‘responsible person’ will be given to the co-chair in advance.

- c. The chairpersonship shall alternate from meeting to meeting between the two chairpersons. They shall each participate to an equal extent as any other member in the discussions and decisions of the meeting.
- d. The committee shall meet a minimum of four times per year. Subsequent meeting time and date shall be scheduled at each meeting and shall be posted along with an agenda on the WSH Bulletin Board.
- e. Except for the calling of a special meeting, committee members shall be given at least 3 days' notice of a meeting.
- f. The quorum for a meeting shall consist of ½ of the employer members and ½ of the worker members.
- g. The meetings will be restricted to safety and health related issues and concerns.
- h. An emergency meeting may be called at any time at the discretion of any one of the co-chairpersons.

7. Educational Leave

- a. Each member of the WSH Committee shall be allowed educational leave to a maximum of two normal working days without loss of pay or other benefits for the purposes of attending Workplace Safety and Health Training seminars, programs or courses.
- b. Members of the WSH Committee must submit a request for educational leave in writing to the administration co-chair. The request will be reviewed by the committee and submitted to the Superintendent for approval.
- c. The committee member attending educational programs and seminars will be required to report back to the WSH Committee regarding the learning received.

8. Procedures to Resolve Concerns

- a. Employers and workers have unique and specific responsibilities described in the Workplace Safety & Health Act. These responsibilities are in no way reduced by the existence and activities of a Safety & Health Committee.
- b. The Safety & Health Committee will function best if each of its members believes that the safety and health of all persons at the workplace is the responsibility of each member.

9. Reporting of Concerns

- a. All persons connected with the workplace shall make every effort to resolve safety or health concerns with the appropriate supervisor or contact first.
- b. See The Procedure for Handling Concerns in part 10.
- c. If requested, any WSH committee member or representative contacted directly shall keep confidential the identity of the person who forwarded the concern.

10. Procedure for Handling of Concerns

- a. **First Stage Direct Resolution:**
 - i. Where a safety or health concern is identified, the appropriate supervisor or contact shall attempt to remedy or resolve the matter. Where practicable a WSH worker representative or committee member shall be involved in this effort. In certain circumstances it may be desirable for the worker affected to participate as well.
 - ii. Concerns resolved in this manner shall be recorded on a Hazard-Near Miss Report (**FORM #1**) and forwarded to the WSH Committee. It should be recorded in the minutes of the next meeting although the Committee may choose not to record matters of a minor nature.

- b. **Second Stage Committee Involvement:**
 - i. Where a satisfactory resolution is not achieved in Stage 1, the worker representative or committee member shall ensure that the concern is placed on the agenda of the next regular worksite WSH committee meeting for the purpose of resolving the concern. Where there is no worksite WSH committee the concern will be forwarded to the RRVSD WSH Coordinator and HR Department.
 - ii. The matter shall be placed on the agenda of each successive meeting until it is resolved. Beside the agenda item shall be placed the date on which the concern first arose.
 - iii. A worksite committee may seek the assistance of the RRVSD WSH Coordinating committee to resolve a concern.
 - iv. All workers and the employer shall cooperate with the Committee in resolving the concern.
- c. **Third Stage Outside Assistance:**
 - i. If the Committee members are unable to resolve the concern they shall request assistance from the Workplace Safety & Health Division of the Department of Labor and Immigration. They may also request assistance from other appropriate consultation services. While it is preferable that all members of the Committee should agree with the request for assistance such an agreement is not required.

11. Examination of Dangerous Conditions

- a. Where a worker believes that a dangerous condition exists in his workplace an inspection shall be undertaken, or a special meeting shall be held by the Committee co-chairpersons or their designates, for the purposes of examining the condition and resolving the concern. This provision is in addition to the rights of the worker under the WSH Act to report that condition to a Safety & Health Officer and to refuse to work under that condition.

12. Decision or Recommendation of Committee

- a. A person who has reported a safety or health concern to a Safety & Health Committee member shall be notified of any decision or recommendation made by the Committee relating to that concern.

13. Warning of Dangerous Conditions

- a. Where the Committee agrees that a condition existing in the workplace is dangerous or unusually dangerous or that work required to remedy a condition may itself be dangerous the Committee members shall so advise all persons at the site or location likely to be affected by the condition or the danger.

14. Response of Administration to Concerns

- a. When administration receives written recommendations from the committee(s), identifying anything that may pose a danger to the safety and health in the workplace, administration will respond back to the committee or representative in writing no later than 30 days after receiving the recommendations.
- b. If administration has satisfactorily addressed all recommendations within 30 days of receiving the recommendations, then writing in response is not required.

15. WORKPLACE INSPECTIONS

a. Importance of Inspections

The ability of Safety & Health Committee members or Representatives to contribute to the resolution of safety or health concerns at the workplace will be greater if they become informed of the types of tasks performed and operating methods used throughout the workplace, as well as the types of hazards and problems which may be encountered in the course of workplace operations.

b. Detailed School Wide Survey

The Safety & Health Committees and Representatives shall carry out safety and health inspections as set out in the inspection policy at all worksite for the purposes of:

- i. **familiarization** with the types of tasks performed and the operating methods used throughout the workplace;
- ii. **identification** of workers concerns related to safety and health in the workplace; and
- iii. **identification** of safety or health hazards, including working conditions, operating procedures, and technical methods with the view to the elimination of those hazards.

c. Regular Inspections

- i. In preparation for regular WSH committee meetings, each Committee member should inspect a specific part of the school / division and the operations conducted there.
- ii. Workplace Safety and Health Representatives will develop an inspection schedule and conduct regular inspections of the specific worksite.

16. New Materials Processes, etc.

- a. Whenever the school is planning to introduce new equipment, changes in operating procedures, new chemicals or other substances or materials into a workplace that have to potential to cause harm, The Safety & Health Committee or Worksite Representative shall be advised;
- b. The committee or representative in turn shall give priority to considering the implications, with regard to safety and health, of such plans for workers and students.
- c. The objective of the Committee / Representative should be the recommendation of measures to be incorporated at the same time as the planned introductions, to help ensure the highest practical degree of safety and health.
- d. The Worksite Committee or Representative shall copy recommendations, safe work procedures, and measures to the Coordinating Committee for review.

17. Inspection visits by Government

- a. The worker co-chairperson of the Safety & Health Committee or his designate, or the WSH representative, where one exists shall accompany a government Safety & Health Officer during any inspection.
- b. They may be joined by the employer co-chairperson or his designate.
- c. Both co-chairpersons or their designates or a WSH Representative shall be present during the discussion of the inspection report and shall sign the report indicating they have read it.
- d. Copies of the report shall be provided by the Officer to both Committee co-chairpersons or their designates or the Representative.
- e. Reports shall be forwarded to the Coordinating Committee for review.

18. RECORDS

a. Minutes

- i. Minutes of all Safety & Health Committee meetings are required. Minutes, consisting of matters relating to the receipt and disposition of safety or health concerns and other important considerations, shall be recorded on forms provided by the Workplace Safety and Health Division.
- ii. Must be signed by both co-chairs.

b. Circulation of Minutes

- i. Within one week of the meeting, a copy of the minutes shall be forwarded to:
 1. The Workplace Safety and Health Division
 2. Committee members
 3. WSH Coordinator
- ii. One copy shall be posted in a prominent place in the workplace and the original copy shall be retained in the records of the Committee.
- iii. One copy shall be retained in the safety and health committee files.
- iv. Worksite Committees shall copy the minutes of all meetings to the coordinating committee.
- v. Superintendent/CEO shall receive a copy of all minutes.

c. Posting of Minutes

- i. Minutes of meetings shall be posted on the WSH bulletin board within one week of that meeting and where possible remain posted for not less than one month after the next meeting.

Red River Valley School Division

Members of your Safety and Health Committee are:

Worker Co-Chair: _____

Administration Co-Chair: _____

**Other members of the Committee; who they represent; how to reach them
and/or where to find them:**

Worker

Administration

Help your Committee make our workplace safer and healthier.
Bring your concerns to the attention of your supervisor
and/or a member of the Committee.

WE NEED YOUR INPUT!

Winnipeg
945-3446

Brandon
726-6361

Stonewall
467-4790

Beausejour
268-6044

Flin Flon
687-1624

Snow Lake
358-2392

Thompson
667-6820

WORKPLACE SAFETY AND HEALTH COMMITTEE CHECKLIST

Review Date: _____

Reviewed By: _____

Forming a Safety and Health Committee	YES	NO	NOTES
The number of employer members must not exceed the number of worker members.			
In a non-unionized workplace, the employer should designate one or more workers not connected with management to coordinate the democratic election of worker members.			
Term of office will be two years. Members are eligible for re-election.			
No employer or worker shall attempt to influence the appointment or election of the other party's members			
For the Employer			
Provide a bulletin board in a prominent place for the exclusive use of committee members in connection with safety and health subjects.			
Provide a meeting place for the committee during regular working hours.			
Provide each committee member two days paid educational leave annually for safety and health training seminars.			
Consult and cooperate with the committee.			
Advise the safety and health committee of planned introduction of new equipment, new operating procedures or new chemicals or other substances or materials.			

All safety and health committee activities carried out by workers are considered service in the course of employment.			
Meeting Guidelines			
There are to be two co-chairs: one chosen from and by worker members and one from and by employer members.			
Chairpersonship alternates between the two from meeting to meeting.			
Co-chairs participate to an equal extent to any other member in the discussions and decisions for the meeting.			
Meet regularly at intervals determined by the committee but not less than once in each calendar quarter.			
A quorum consists of one half of the worker members and one half of the employer members.			
REQUIREMENT	YES	NO	NOTES
No ex-officio members allowed but others may be invited to attend in an advisory or observer capacity.			
Use the three stage procedure for handling concerns - see Code of Practice			
Call special meetings as required.			
Code of Practice for Workplace Safety and Health Committees			
Everyone is responsible to make the committee a team effort - this is not a negotiating table!			
Duties and Responsibilities of Committee Members			
Protect the anonymity of complainants who request same.			
Inspect dangerous conditions and/or call a special meeting to resolve the concern.			
Notify complainants of any decisions or recommendations made by the committee relating to their concerns.			
Notify all workers at any site where the work is determined to be dangerous.			
Periodically carry out school wide surveys to determine types of tasks performed, operating methods used, and hazards and problems which may be encountered in the course of workplace operations.			

Prior to regular meetings, each committee member should inspect a specific part of the workplace and the operations conducted therein.			
Review safety of new equipment, materials or processes and make recommendations accordingly.			
Worker co-chair or designate shall accompany a Safety & Health Officer during any inspection. They may be joined by the employer co-chair or designate. Both co-chairs/ designates shall be present during discussion of the inspection report and shall sign the report indicating they have read it.			
Hold school or office meetings / discussions / presentations to discuss, critically evaluate and get input on safety and health matters.			
Distribute and display safety and health information and educational materials relevant to your workplace.			
REQUIREMENT	YES	NO	NOTES
Agenda			
Co-chairs of the committee prepare the agenda. Include the place and time of the meeting.			
Forward to individual committee members at least three clear days in advance.			
Post the agenda on the Safety and Health Bulletin Board in advance.			
Stick to only safety/health issues at the mtg.			
Minutes			
Use WS&H forms or create your own standardized format to record minutes.			
Put the name & address of your workplace on the minutes.			
List those in attendance and their role: i.e. worker rep, management rep, resource person, etc.			
Record the date an issue is/was raised (use the Origin column on the WS&H forms).			
Minutes must be signed by both co-chairs.			

Within one week, distribute minutes as required.			
Put one copy in your safety and health committee files.			
Circulate minutes to safety and health committee members.			
Post minutes on your Safety and Health Bulletin Board.			
REQUIREMENT	YES	NO	NOTES
Fax to WS&H at 948-2209 or mail minutes to WS&H (if you mail the WS&H forms, please put them in an envelope).			
Minutes will be reviewed by your Safety and Health Officer.			
Phone or write your Safety and Health Officer if you are unable to resolve an issue yourselves and would like his/her assistance in finding a solution.			
The Safety and Health Bulletin Board must be located in a prominent place.			
Post the names of all committee members, how to contact them and their term of office expiry date.			
Post scheduled dates (and times, when available) of committee meetings.			
Post the agenda for each meeting ahead of time.			
Post the minutes for each meeting within one week after and for at least one month after the next meeting.			
Items recommended from time to time by committee members for posting.			
Items issued from time to time by WS&H for posting.			