



**POLICY:**

REGULATION: EBA – Workplace Safety and Health – Site Committees

**EXHIBIT:**

The Seine River School Division has established a workplace safety and health committee for each workplace (also referred to as site) as per the requirements outlined in the Manitoba *Workplace Safety and Health Act* 40(1) - 40(8). Please consult the *Manitoba Workplace Safety and Health Act and Regulation* manual for more details.

**COMMITTEE STRUCTURE**

As per the Manitoba *Workplace Safety and Health Act* 40(8):

*A committee*

- (a) *shall consist of not fewer than four or more than 12 persons, of whom at least ½ shall be persons*
  - (i) *representing workers who are not associated with the management of the workplace, and*
  - (ii) *appointed in accordance with the constitution of the union that is the certified bargaining agent or that has acquired bargaining rights on behalf of those workers, or where no such union exists, persons elected by the workers they represent; and*
- (b) *shall have two co-chairpersons – one chosen by the employer members on the committee, and the other chosen by the worker members on the committee – who shall alternate in serving as chairperson at meetings of the committee and shall participate in all decisions of the committee.*

In communities where more than one school or site are attached in one location, the entire complex may be designated as a site, with representatives from all schools/sites on the committee.

**COMMITTEE MEMBER SELECTION**

Every effort will be made to include a representative from each employee group on the site committee (Administration, Custodian, Educational Assistant, Teacher, Secretary/Library Technician). Committee members will be appointed by the employee group members at the site. The representative name will be provided to the school administrator, no later than September 15<sup>th</sup> each year. Should no representative from an employee group be available or wish to serve on the committee, the site administrator/manager will inform SRSD Human Resources. SRSD Human Resources will inform the union representative for that employee group, who will determine if a representative may be found from within the site. For smaller sites, where a committee is not required under the legislation, the SRSD Safety Officer will be consulted to determine how best to address worker input and participation in the SRSD workplace safety and health program.

Committee members are appointed for a term of two years. Committee member names will be posted conspicuously on the WSH information board at each site (generally in each staff room). For more information on the committee selection process, please refer to the Manitoba Workplace Safety and Health Act and Regulations.

APPROVED: October 24, 2017

REVISED: September 2017

SOURCE: Manitoba Workplace Safety and Health Act and Regulation (2015), 40(1) - 40 (10)

OTHER REFERENCE: Policy EB – Workplace Safety and Health Policy Statement



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**EXHIBIT:**

**COMMITTEE MEETINGS AND INSPECTIONS**

Regular meetings and site inspections will be held a minimum of every 90 days (September, December, March, June) during regular school hours. Meeting and inspection minutes will be completed and, within seven days,

- posted on the site employee WSH information boards;
- Meeting minutes are to be emailed to [srsdwhcommitteeminutes@srsd.ca](mailto:srsdwhcommitteeminutes@srsd.ca) . Inspection reports are to be emailed to [SRSDworkplaceinspections@srsd.ca](mailto:SRSDworkplaceinspections@srsd.ca) .

**COMMITTEE MEMBER TRAINING**

The school division will provide sessions for new committee members on committee basics/responsibilities, inspections and hazard identification, and an overview of the divisional Workplace Safety and Health program. All committee members will be provided with a minimum of two days of training each year, within the school division, on WSH topics, such as, but not limited to: safe work procedures, First Aid/CPR, Non-violent Crisis Intervention (NVC), Workplace Hazardous Materials Information System (WHMIS), fire prevention and response, hearing health, ergonomics, harassment and violence prevention, etc. All committee members are expected to attend divisional training sessions.

**COMMITTEE MEMBER DUTIES**

Site-based committees will meet regularly and address any ongoing concerns related to employee safety and health that may arise. Their **regular duties** include, but are not limited to, the following:

1. Consider any concerns or complaints respecting the safety and health of workers;
2. Participate in the identification of worker risks in the workplace;
3. Develop and promote education, prevention and protection measures, as well as review effectiveness of these measures;
4. Cooperate with any persons exercising duties under the Act or regulations;
5. Inspect the workplace at regular intervals;
6. Participate in investigations of accidents and dangerous occurrences in the workplace;
7. Ensure that records are maintained, such as meeting minutes, Material Safety Data Sheets, hearing conservation records, training records, notes/documentation for investigations, etc.;
8. Maintain privacy and confidentiality of persons involved in complaints or investigations.

Each site-based committee will provide an **annual overview of the key elements** of the SRSD WSH program to all employees at their site. A presentation to be used and available on the divisional website will be provided by the SRSD Safety Officer and will be updated regularly. The site-based overview will include a description of where documents, forms and information can be found, what is available on the site WSH staff information board, and who to contact with questions or concerns. If committees have questions or need assistance or training in any aspect of their roles or duties, please contact the SRSD Safety Officer.

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SOURCE: Manitoba Workplace Safety and Health Act and Regulation (2015), 40(1) - 40 (10)

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