



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GBEB – WORKPLACE SAFETY AND HEALTH COMMITTEE

The Rolling River School Division supports employee participation in workplace safety and health issues and will ensure that all school locations have an active Workplace Safety and Health Committee or representative that meets the legislated requirements. The Committee will include representation from all employee groups, including:

- Administrators / Supervisors
- Teachers
- Unionized Support Staff
- Non-Unionized Support Staff

ROLE

The role of the Workplace Safety and Health Committee is to

- Monitor the Division's workplace safety and health system and ensure that it is effective.
- Develop, promote and recommend the means of delivery for safety and health training.
- Conduct and report on workplace inspections.

ACTIVITIES

The Workplace Safety and Health Committee will meet a minimum of four times per school year and report as required under legislation. The Committee will:

- Conduct regular workplace inspections in accordance with legislation, to identify any safety and health concerns.
- Receive safety and health concerns and complaints from employees.
- Review and provide recommendation on action to resolve the concerns / complaints.
- Follow-up to ensure appropriate action to resolve concerns is made.
- Participate in training activities to enhance their ability as a member of the Committee.
- Identify and promote safety and health training for all employees.

Each school/office will review the employees assigned to the school/office by September 10th of each year. If the school/office has 20 or more employees, the school/office will elect a Workplace Safety and Health Committee by the 15th of September each school year.

Workplaces with under 20 employees will not have a committee but will elect a Workplace Safety and Health Representative. The school bus drivers will also elect a Workplace Safety and Health Representative.

All schools with an Industrial Arts, Home Economics or other shop environment or vocational program will elect a Workplace Safety and Health Committee regardless of the number of employees assigned at the school.

COMMITTEE MEMBERS

The committee(s) will have the following membership:

School Committee	Divisional Office Committee
School Administrator	Secretary-Treasurer
Teacher	Maintenance or Transportation Supervisor
Unionized Support Staff (Custodian or Cleaner)	Maintenance Worker / Mechanic
Non-Unionized Support Staff (EA/Librarian/Secretary)	Administrative Support Staff
	Division Office Teaching Staff
	Information Technology Department Staff

MEETING SCHEDULE

Each Committee will meet during the following months:

- September
- December
- March
- June

COMMITTEE CHAIR

Committee Chair duties will rotate among committee members on a schedule that is set by the Committee at the first meeting each year.

The Chair is responsible to:

- create the agenda
- distribute the agenda to Committee members,
- post the agenda on the Workplace Safety and Health Bulletin Board,
- appoint a meeting recorder
- conduct the meeting
- provide any follow-up or correspondence from the meeting as required,
- ensure the minutes are recorded and distributed appropriately

COMMITTEE AGENDA

The Committee agenda will be created, distributed and posted by the Chair at least two days prior to a meeting and will include the following topics as a minimum.

- Complete a workplace safety inspection

- Develop an action plan to deal with concerns from the workplace safety inspection
- Review of concerns/ complaints received
- Training reports / requests
- Concerns

COMMITTEE MINUTES

Each Committee will record minutes of their meetings and email signed copies to Manitoba Labour, Workplace Safety and Health and to members of the committee.

The responsibility for recording minutes will rotate among Committee members. The meeting Chair is responsible for ensuring the Minutes are forwarded to the appropriate personnel and agencies and posted on the Workplace Safety and Health Bulletin Board that is easily accessible to all staff.

COMMITTEE TRAINING

Each new Committee member will receive an orientation to the Workplace Safety and Health Committee role and responsibilities provided by the Division.

Each Committee member will participate in a minimum of two safety and health training sessions each year.

Date Adopted: October 7, 2004

Date Revised: November 15, 2011

Date Reaffirmed: November 16, 2016

Date Reaffirmed: October 7, 2020