

FORT LA BOSSE SCHOOL DIVISION

TITLE – **WORKPLACE SAFETY AND HEALTH**

POLICY - **EB-R**

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Cross Reference -

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Legal Reference – Workplace Safety & Health Act W210

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A. WORKPLACE SAFETY AND HEALTH COMMITTEE STRUCTURE

The Fort La Bosse School Division (FLBSD) workplace and learning environment is a unique and complex setting in relation to other industries that may be of an industrial or commercial nature. As such, the FLBSD believes in the concept of one “Divisional Workplace Safety and Health Committee” to address the needs, rights, and responsibilities of all stakeholders within the school division.

B. WORKPLACE SAFETY AND HEALTH COMMITTEE COMPOSITION

The Workplace Safety and Health Committee shall be a committee of the Board of Trustees and will report and make recommendations to the Board on a regular basis through the Operations Committee.

The composition of the Workplace Safety and Health Committee will take into consideration the following:

- * The number of employees
- * The number of working professions
- * The number of work facilities
- * The geographic size of the school division
- * Appropriate administrative personnel

C. WORKPLACE SAFETY AND HEALTH COMMITTEE SIZE

The size of the Workplace Safety and Health Committee will take into consideration the following:

- * The committee will consist of a maximum of 12 members.
- * Employee groups represented on the Workplace Safety and Health Committee shall consist of a minimum of six (6) and a maximum of seven (7) members.
- * Employer members on the Workplace Safety and Health Committee shall consist of a minimum of three (3) and a maximum of five (5) members.
- * Employee representatives shall be elected or appointed to the committee by the organization with whom they are employed, and on an annual basis. The minimum number of employee members from each employee group are as follows: 3 members from M.T.S., one of whom will be a teacher in the Industrial Arts/Technology/Vocational area.

- * 2 members from U.F.C.W. (1 from Custodial/Maintenance group and 1 from the Administrative Assistants group)
- * 1 member from the Bus Driver and Bus Garage Staff
- * 1 member from Educational Assistants/Librarians/Clinicians/Computer Techs. Staff.

Aspects of the Workplace Safety and Health Committee

- * The elected representatives shall elect an employee co-chairman at the first meeting of the school year.
- * Employer representatives shall be appointed by the Board of Trustees and shall consist of at least one (1) School Administrator, one (1) Senior Administrator, and at least one (1) School Board Trustee and for an indefinite period of time.
- * An employer co-chair shall be appointed on an annual basis.

D. SELECTION OF SAFETY AND HEALTH CONTACT PERSONS

The FLBSD recognizes not only the value of a Divisional Workplace Safety and Health Committee but as well the need to have a “Safety and Health Contact Person” at each work facility. It will be the responsibility of the “Safety and Health Contact Person” to observe and support the workplace and learning environment to ensure for safety and health for all stakeholders. The “Safety and Health Contact Person” must communicate with facility administrators and the Divisional Workplace Safety and Health Committee regarding any concerns within his/her work facility and learning environment.

WPSH elected committee members will also serve as “Safety and Health Contact Person” for their respective workplace or school. Workplaces and schools that do not have an employee staff member elected to the Divisional Workplace Safety and health Committee will elect from their staff one person to act as a “Safety and Health Contact Person”. Appropriate school-based safety and health training with emphasis on work-site accident investigation and work-site inspections shall be provided on an annual basis to the “Safety and Health Contact Person”.

All “Safety and Health Contact Persons” will attend the first Workplace Safety and Health Committee meeting of each year. The initial portion of the meeting will be focused on the role of the WSH contact person, facility inspections, and procedures to address health and safety concerns.

E. POSTING OF NAMES – WSH COMMITTEE AND SAFETY AND HEALTH CONTACT PERSONS

The names of all “Workplace Safety and Health Committee” members and all “Safety and Health Contact Persons” including their job title and work phone number shall be displayed on a WSH bulletin board in all workplace and learning facilities.

All WSH bulletin boards shall be located in an area within each workplace and school facility that is accessible to all students, staff, and the general public.

It will be the responsibility of the facility contact person to post information and maintain the WSH bulletin board.

F. WORKPLACE SAFETY AND HEALTH COMMITTEE MEETINGS

- * A minimum of four (4) meetings will be held between September 15th and June 15th of each school year.
- * All meetings will be held during the working hours of the majority of the employee committee members.
- * The committee will be composed of two co-chairpersons for this committee: one representing the employees and the other representing the employer. Each co-chair will alternate in chairing meetings of the committee.
- * A quorum for all committee meetings must include a minimum of 50% of the employee members along with one employer member and one co-chairman. Employer members will not out-number employee members at any meeting of the committee.
- * All meetings will be recorded and such minutes will be posted on the WSH bulletin boards at all workplace and school facilities. All minutes will be forwarded to the Division's Board of Trustees before the next Board meeting.

G. WORKPLACE SAFETY AND HEALTH COMMITTEE DUTIES

- * Monitors and recommends changes to the Division's Safety and Health program.
- * Carries out facility inspections on a regular basis to identify the safety and health risks to all students, staff, and the general public.
- * Receives, considers, disposes of, and maintains the records for all concerns and complaints respecting the safety and health of all staff and students within the school division.
- * Recommends and promotes measures to protect the safety, health, and well being of all persons in the school division, and checks their effectiveness.
- * Recommends and promotes programs for education and information concerning safety and health for staff in the school division.
- * Co-operates with Workplace, Safety and Health Officers in the exercise of their duties.
- * Ensure minutes from each meeting are posted in at least one prominent location at each work site and forwards a copy of the minutes to the Board of Trustees and the Department of Workplace Safety and Health.
- * Investigates serious accidents when they occur.
- * Ensures appropriate training for the facility safety and health contact person Safety and Health program.

