

Red River Valley School Division
ADMINISTRATIVE PROCEDURE C2 - WSH COMMITTEE



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:

Teachers
Support Staff (Educational Assistants, Librarian, Secretary etc.)
Custodians
Administrators
Department Managers
Senior Administration

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

Duties of Committees and Representatives

1. Coordinating Workplace Safety and Health Committee

Worksite Committees may be established where requested providing there are more than 20 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;

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- 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 WSH 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.

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- 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.

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Red River Valley School Division
Workplace Safety and Health Program

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

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5. Posting of Member Names

- a. WSH 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 distribute it at least one week prior to the meeting to members.
- b. Proposed agenda items 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 minimum 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.

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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. 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 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 WSH committee meeting for the purpose of resolving the concern.
- 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 committee to resolve a concern.
- iv. All workers and the employer shall cooperate with the Committee in resolving the concern.

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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 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

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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 procedures at all worksites 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. RRVSD WSH Committee 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.

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- 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. Committee members
 - 2. WSH Coordinator
- ii. One copy shall be posted on the WSH bulletin board 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.

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