

WORKPLACE SAFETY HEALTH COMMITTEE GUIDELINES

Policy Reference: A-11

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## Introduction

### Workplace Safety and Health Committee

Workplace Safety and Health legislation in Manitoba requires that a Workplace Safety and Health Committee be established in each place of employment where twenty or more persons are employed. For purposes of Turtle Mountain School Division, the “Division” is deemed to be one “place of employment” with one committee serving the whole Division. In complex workplaces, or very large schools, separate committees may be established at the request of the Workplace Safety and Health Division of the Provincial Government.

#### A. Objectives:

The main concern of the committee is to provide a means for employees and employers to work together in a reasonable and co-operative way to identify and resolve safety and health problems in the workplace. The Committee further attempts to develop practices and procedures that will provide for the health in the workplace. Development of education and training programs is also a priority of the Committee.

#### B. Duties:

The general duties are:

- The receipt, consideration, and disposition of concerns and complaints relative to safety and health in a workplace.
- Identification of risks to the safety and health of workers and/or other persons in the workplace
- Development and promotion of a safety program including co-operation with Safety and Health Officers and the development of the educational programs.
- Maintenance of a record of committee activities.
- Such other duties as may be specified in the Act.

#### C. Committee Sizes:

- Employer Members: The maximum of employer members is five and may be fewer at the discretion of the employer. The number never exceeds the number of employee members.
- Employee Members: The number of employee members is five. The number is never less than the number of employer members.

#### D. Election/Appointment of Members:

Employer representatives on the Committee will be appointed by the Board. They shall be the Superintendent, Secretary-Treasurer, Supervisor of Buildings and Maintenance and two Trustees.

Employee members shall be elected to represent the following groups:

- Turtle Mountain Division Association of the Manitoba Teachers' Society (2)
- CUPE Local #1719 (1)
- Bus Drivers (1)
- Turtle Mountain Principals' Association (1)

Elections and/or appointments of new committee members are held annually and the new committee is declared as of November 15<sup>th</sup>.

The names of committee members shall be posted on all Turtle Mountain Workplace Safety and Health bulletin boards.

E. Meetings:

Co-chairpersons are chosen, one representing the employer, the other representing employees. Chairmanships of committee meetings shall alternate between the co-chairpersons. All committee members shall be individually notified at least three days in advance of all regular meetings.

The meeting place shall be the Division Office when available. Committee members will be given due notice of any change in location.

Regular meetings are held quarterly in the months of September, November, February and May.

The quorum for the meetings shall consist of one half of the worker members and one half of the employer members.

Minutes of the Workplace Safety and Health Committee meetings are circulated to all members within one week of the meetings, and to the principals. One copy of the minutes is posted on the Workplace Safety and Health notice board in each workplace. A copy is also sent to the Provincial Branch of Workplace Safety and Health.

The employer and employee co-chairpersons shall jointly prepare the committee agendas.

Minutes of the meetings shall be taken by the Secretary-Treasurer of the Division.

Special meetings may be called by either co-chairperson. Discussions at the meetings to be limited to the reason for calling the meeting.

F. Resolving Concerns:

Committee members are encouraged to believe that all persons share a responsibility for the health and safety of fellow employees. Whenever a safety or health concern arises, an employee should follow the steps listed below:

- Step 1: Report the concern to the immediate supervisor/principal to resolve.
- Step 2: If the concern is not corrected at this step, report the concern to the Employee Representative on the committee. The Employee Representative will contact the principal/supervisor and together will attempt to resolve the concern.
- Step 3: If the concern is not corrected satisfactorily, the Worker Representative will then bring the concern to the attention of the Division Committee. All concerns must be reported to the Division's "Safety and Health Concern Form". A copy of this form shall be returned to the originator indicating the action taken, if any.
- Step 4: If the concern is not resolved in committee, either the employee or employees or both jointly may request assistance from the Workplace Safety and Health Division of the Department of Labour.
- Note: Persons are urged to follow the steps 1 to 4. However, under the Act any or all of the steps may be by-passed. If requested confidentiality shall be assured.

G. Workplace Inspections:

Periodic inspection tours are held by the committee representatives as deemed necessary.

A complete inspection tour may be held annually by the Workplace Safety and Health Committee.

H. Education and Training:

Arrangements will be made for a training program for Committee Members. Regulation provide for this training to be considered as part of the working day so there is no loss of salary. Occasionally, the committee may designate certain persons to attend Provincial Workplace Safety and Health training seminars.

APPENDIX

Terms for clarification:

Workplace Safety and Health Division of the Provincial Environment and Workplace Safety and Health Act.

Safety and Health Officers: Employees of Workplace Safety and Health Division of the Provincial Environment and Workplace Safety and Health Department, who are empowered to carry out workplace inspections and enforce regulations.

Workplace Safety and Health Committee: Turtle Mountain School Division's committee made up of elected/appointed representatives of the employer and employees of the Division who have general responsibility for making recommendations to the appropriate persons regarding the over-all safety and health of employees in the workplaces of the Division.

Safety or Health "Concerns": Any situation or condition that is deemed to be hazardous, or may become hazardous and adversely affect the safety or health of employees, students and/or the general public who may have access to school buildings or property which is under the jurisdiction of the Board of Trustees of the Turtle Mountain School Division.