

A. Workplace Safety Program Policy Statement

Beautiful Plains School Division is committed to a school system where individuals learn and work in a positive and safe environment. One of the important aspects of such a system is reflected through the Division's policies on Workplace Safety and Health.

Beautiful Plains School Division, in cooperation with its supervisors and employees, will endeavor to maintain its facilities as safe and healthy places of employment and learning. Every effort will be made to design and operate our facilities and programs in compliance with provincial health and safety regulations.

Beautiful Plains School Division believes that providing a safe working environment is a shared responsibility. Everyone has a responsibility to make health and safety a part of every activity by working together to fulfill our safety and health obligations. People who work for our school division will share the responsibility and the benefits of a safe workplace.

The specific objectives of BPSD Workplace Safety and Health Committee include the following:

- Assisting workers and the employer to identify, record, examine, evaluate and resolve safety and health concerns in the workplace;
- Develop practical procedures and conditions to help develop a high degree of safety and health in the workplace; and
- Promote and provide education and training programs to develop knowledge of safety and health concerns and to make individuals aware of the roles they have in maintaining a safe work environment.

B. Divisional Workplace Safety & Health Committee

Role of the Workplace Safety & Health Committee:

Maintaining a safe and healthy workplace is a goal of Beautiful Plains School Division. This goal is a shared responsibility of employees and the employer.

The Workplace Safety & Health Committee will provide recommendations to the Division in view of making workplaces safer and healthy. Recommendations made by the committee will identify risks, and develop and promote safety and health initiatives. The committee or committee representatives will accomplish this by considering concerns and complaints, inspecting workplaces at regular intervals, reviewing accident summary reports and dangerous occurrences on Division property, and complying with the Division's Safety Program.

1. Committee Structure

Employee Representatives:

- 1 representative from Neepawa Collegiate
- 1 representative from Carberry Collegiate
- 1 representative from Neepawa Middle School
- 1 representative from R. J. Waugh School
- 1 representative from Hazel M. Kellington School
- 1 representative from Small Schools & Colony Schools
- 1 representative from School Bus Drivers / Garage
- 1 representative from Beautiful Plains Teachers Association (if not already represented from a school)

Employer Representatives:

- 2 representatives from Board of Trustees
- 1 Maintenance Supervisor
- 1 Senior Management

a) Term

All employee representatives will serve a two year term with appointments made in the month of September. Neepawa Collegiate, Neepawa Middle School, R. J. Waugh and Small Schools will be appointed in ODD years and Carberry Collegiate, Hazel M. Kellington and Bus Drivers/Garage on EVEN years. There is no limitation on the numbers of years a representative can serve.

b) Selection of Representatives

The election of a facility representative will take place at a general meeting of all staff in the facility in September. The Bus Driver/Garage representative will be elected at the general bus driver meeting prior to the start of the fall term. The small schools/colony school representative will be chosen in September at a meeting and/or by phone communication between the facilities. Employer trustee representatives will be appointed at the annual inaugural meeting.

c) Representation (Communication)

The committee structure being developed in view of enhancing communication between the Division's facilities and the Divisional Workplace Safety & Health Committee by providing a committee member for each of our large facilities, (more than 20 workers) a representative for small and colony schools, school bus driver/garage employees, and a guaranteed member for the Beautiful Plains Teachers' Association.

All employees will have easy access to a committee representative on the Divisional Workplace Health & Safety Committee. Each representative will have a responsibility to consult all employee groups in the facility on a monthly basis.

2. Rules Governing Workplace Safety & Health Committee Meetings

- a) The committee shall meet a minimum of four times per year, once in each quarter. January to March, April to June, July to September, October to December. The next meeting date and time to be determined at each meeting.
- b) The committee shall be chaired alternately by an employee and employer representative. The group shall choose their meeting chair from those present at the meeting.
- c) The minutes of the meeting shall be written under the direction of the Senior Manager present and reviewed and signed by an employee and employer representative. Signed minutes will be circulated to all Division workplaces (to be posted on the Safety Bulletin Board) and to the Manitoba Department of Labour.
- d) All members of the Committee shall be reimbursed for their out of pocket expenses and shall not incur any loss of pay while carrying out their duties.

3. Employee Representative Responsibilities

- a) Establish an effective means of communication between all employees in the facility. This could be accomplished by meeting with the facility's employee group representative on a monthly basis.
- b) The quarterly Supervisors Safety & Health Inspection forms shall be collected. Prior to the next divisional workplace health and safety meeting the employee representative (for facilities with 20 or more workers) shall call a meeting to review the quarterly inspection forms. The school principal and representatives from employee groups (teachers, educational assistants/school secretaries, and custodial) shall be in attendance.

Small Schools and Bus Drivers/Garage representatives are to review quarterly inspection forms and follow up by phone as necessary.

Unresolved issues from facility meetings are to be reported at the next divisional workplace health and safety meeting by the employee representative.

- c) Ensure that Workplace Safety & Health Information is posted on the Safety Bulletin Board.
- d) Make themselves available to hear concerns from workers.
- e) To report any unsafe conditions to the principal, supervisor, and senior management.
- f) To attend meetings involving all staff in the facility to report on safety and health initiatives and answer questions.
- g) The Representative will attend all Divisional Workplace Safety & Health Meetings.
- h) Aid in the development and promotion of safety and health programs.
- i) Aid in the investigation of dangerous incidents, accidents, and work refusals as directed by the Workplace Safety & Health Committee.

4. Employer Representative Responsibilities

- a) Provide Division policy and procedure information to the committee.
- b) Provide information to the committee on operation, maintenance, and inspection of school property.
- c) Research complaints and conditions that have been requested by the committee.
- d) Aid in the investigation of dangerous incidents, accidents and work refusals as directed by the Workplace Safety & Health Committee.
- e) Aid in the development and promotion of safety and health programs.

5. Retention of Workplace Safety & Health Minutes

Minutes along with completed Supervisors Safety & Health Inspection forms shall be retained for ten years.

C. Employer/Supervisor/Employee Responsibilities

Employers, supervisors and employees are legally responsible for safety and health in the workplace.

1. Division Responsibility

It is the responsibility of the Division and its senior management to establish and maintain an effective safety and health program. Enough resources are to be allocated to provide a safe and healthy workplace, maintain the safety program and support an effective Workplace Safety & Health committee. An effective committee ensures supervisors and employees can effectively participate in safety and health discussions.

If the Division receives written recommendations from the committee identifying anything that may pose a danger to the safety and health of any person, the Division shall respond in writing to the committee or representative no more than 30 days after receiving the recommendation. [Section 41.1 (2) WSA]

2. Supervisors Responsibility

School principals, teachers in higher safety risk areas, such as science rooms, shops, phys-ed and home ec., maintenance /transportation supervisors, and head custodians are to be considered supervisors. Supervisors are to understand and ensure compliance with the provincial workplace safety and health act and regulations and requirements outlined in this Workplace Safety & Health Program. Supervisors are to utilize other recognized safety documents and guidelines such as the support document for Industrial Arts teachers and Safety Guidelines for Physical Activities in Schools. They will cooperate with the Workplace Safety & Health committee and site representatives by identifying hazards, inspecting their work areas, and correcting unsafe acts and conditions. The completion of the Supervisors Safety and Health Inspection Forms will help supervisors fulfill their responsibilities.

3. Employee Responsibility

Employees in higher risk areas are to understand and follow legislation and the requirements outlined in this Workplace Safety & Health program. Employees are to follow safe work procedures by using safety equipment, safety devices, and personal protective equipment. They are to report any unsafe acts, workplace hazards, incidents, near misses, injuries, and workplace illnesses immediately to their supervisor/school administration. Employees are to cooperate with the Workplace Safety & Health committee and site representative and with other employees helping them to work safely.

D. Identification and Control of Workplace Hazards

1. Supervisors Safety & Health Inspection Forms

Administration and supervisors will complete the Supervisors Safety and Health Inspection form quarterly two weeks prior to Workplace Safety & Health Committee meetings. Forms are available in the facility safety program binder.

Administration and supervisors will conduct an annual inspection of the facility and grounds utilizing the booklet, "Workplace Inspections: Risk Management". The workplace safety representative will provide a summary report on the inspection to the workplace safety committee.

2. Material Safety Data Sheets Binder and Chemical Inventories

Worksite supervisors are expected to maintain an inventory of chemicals and other hazardous materials found at the job site. Each of the chemicals must have a corresponding MSDS (material safety data sheet) that is not older than three years. MSDS forms are to be evaluated to ensure that adequate safety equipment is available for the safe use of eth chemical or controlled product. Old MSDS must be maintained for 30 years. A master list of the MSDS sheets will be kept in the facility's central office. Copies of chemical inventories will be forwarded to the facility's central office and the Division Office. Inventories shall detail the maximum amount of chemical on site at any given time. New chemicals that arrive on site shall be added to the inventory list immediately and a current MSDS form obtained.

3. Job Hazard Analysis

The Division will maintain job hazard analysis for jobs in the Division. They will be available in the facility safety program binder. Supervisors will review the job hazards associated with their worksites and ensure that the workers are aware of and follow safe working procedures. Job hazard analysis (JHA) will be reviewed every three years.

4. Working Alone

The Division has developed a policy and procedure for employees. (see Policy H.A.)

5. Hearing Conservation

The Division has developed a policy and procedure for employees. (see Policy H.B.)

E. Dangerous Conditions – Reporting Procedures

1. If you, as an employee of Beautiful Plains School Division have a safety or health concern, please notify your supervisor and /or school/building administrator.
2. The school/building administrator will examine, evaluate and if possible have the situation rectified.
3. If the situation is not satisfactorily resolved within a reasonable period of time, the employee should involve the local workplace safety site representative to try to resolve the matter.
4. If the situation is still not resolved within a reasonable period of time, the Workplace Safety & Health Site Representative and/or school/building administrator shall forward the concern in writing to the Workplace Safety & Health Committee.
5. The Workplace Safety & Health Committee will investigate and respond to the school/building administrator and the Workplace Safety & Health Site Representative with a description and time frame within which the action if any, is to be taken.
6. A follow up inspection may occur.

F. Employee Safety Training and Committee Member Development Opportunities

The Division believes that training is important to the success of the Workplace Safety & Health committee. Members of the committee are entitled to take up to two days educational leave per year for the purpose of attending workplace health and training seminars. Training needs of the committee will be assessed and addressed on a yearly basis.

The Division will conduct the following training program for its employees.

- Staff will be kept informed at meetings of all staff in the facility of the Divisional Safety Program through the building representative.
- First aid training will be provided to staff as per Workplace Safety & Health regulation 140/98 Schedule A.
- Staff new to the Division will receive Workplace Hazardous Material Information System (WHMIS) training during their first year of employment. Staff involved with the use of hazardous chemicals will receive WHMIS training every three years. Those staff not handling hazardous chemicals shall receive an annual awareness session on WHMIS.

The appropriate supervisors will orientate new staff hired and make them aware of potential hazards and the safety procedures. This will include a review of the emergency plan, fire exits, JHA's, WHMIS, and employee responsibilities under Workplace Safety and Health.

Staff working with students in higher risk areas such as shop will provide safety instruction for the students.

The Division will retain records of staff participating in Divisional or Provincial Workplace Safety & Health training for thirty years.

G. Emergency Response and Facility Plans

On an annual basis each school will review and submit a copy of their emergency response plan to the Division office. A crisis response team will be identified on a yearly basis. The plan must designate an evacuation site. The schools will ensure that information in the yearly plan is communicated to the local emergency measures organization or fire department.

At minimum the plan shall consist of procedures for:

- dealing with fire
- dealing with chemicals and hazardous materials
- severe weather environmental conditions
- bus accidents
- security concerns
- utility emergencies

H. Facility Inspection Schedule

Each workplace representative, in cooperation with the building management, will conduct or ensure quarterly inspections of the facility are being completed. As well, they will ensure that the appropriate staff is conducting inspections of their work areas. The completed Supervisors Safety & Health Inspection forms for work areas shall be completed two weeks prior to the meeting, and tabled at each Workplace Safety & Health Committee meeting. Areas of concern identified through the inspection forms will be addressed through the normal reporting procedure.

I. Investigating Dangerous Incidents, Accidents, and Work Refusals

Work Refusals

A worker may refuse to work or do particular work at a workplace if he or she believes on reasonable grounds that the work constitutes a danger to his or her safety or health or to the safety or health of another worker or another person.

Employees are to adhere to the following steps when refusing dangerous work:

STEP 1

Report immediately to your supervisor, or to any other person in charge at the workplace, giving your reasons for refusing to work. At his point, the refusing worker and supervisor must attempt to resolve the concern.

If the employer resolves the matter to your satisfaction, go back to work. If you still believe the work is dangerous...

STEP 2

If the supervisor and worker cannot resolve the refusal, the worker co-chairperson of the safety and health committee, or a committee member who represents workers (or a worker representative, if there is no committee), must be asked to help for the purpose of inspecting the workplace.

If the dangerous condition is not remedied after the inspection...

STEP 3

Any of the persons present during the inspection in STEP 2 may notify a safety and health officer of the refusal to work and the reasons for it. The safety and health officer will investigate the matter and decide whether the job situation or task the worker has refused constitutes a danger to the safety or health of the worker or any other worker or person at the workplace.

The officer will provide a written decision to the refusing worker, each co-chairperson, or the representative, and the employer. Anyone directly affected by an officer's decision may appeal it to the Director of the Workplace Safety and Health Division. The Director will make a decision about the appeal, and provide written reasons. The decision of the Director may be appealed to the Manitoba Labour Board.

J. Dangerous Occurrences

Staff shall report dangerous occurrences, serious incidents and work refusals to their supervisor. Divisional administration and an employee Workplace Safety & Health co-chair will investigate all serious incidents, and refusals to work. The accident investigation team will prepare a report outlining the direct, indirect and possible root cause of the incident. The report will outline the corrective action necessary to prevent the same thing from happening again. Copies of the report will be made available to employees. The Workplace Safety & Health committee will audit the effectiveness of the corrective action taken by the Division. Workplace Safety and Health officials will be notified if the incident could have resulted in death, major injury, or disability.

Employees have the right to appeal the findings of the report to Manitoba Workplace Safety officials.

The Division will utilize an investigation form as provided in the facility workplace safety and health binder.

All reports on accidents investigated within the Division shall be kept for thirty years.

In the case of a dangerous incident or accident, the building workplace safety representative will be informed and invited to participate in the investigation of the incident.

K. Outside Contractors

When construction contracts are signed by the Division a requirement of the contract will be that all safety requirements of the provincial workplace safety and health legislation are adhered to.

Outside contractors hired to do repairs that are not subject to a construction contract will meet with the appropriate Divisional personnel to review potential hazards in the facility and of the job, and any relevant safety policies. Contractor's that will be bringing controlled products and chemicals on division property are to have Material Safety Data Sheets available.

L. Safety & Health Program Evaluation

The Divisional Workplace Safety & Health committee will formally review the Safety & Health program every three years. The program will also be reviewed if there are changes in the workplace that may affect the health and safety of the employees. The following questions must be answered by the review:

- Are the responsibilities for reviewing and evaluating the safety and health program clear?
- Is the committee effectively involved?
- Are the checklists and written procedures in the safety and health program actually working as they are supposed to?

M. Harassment Prevention Policy

See Policy G.H.E. in Personnel – Approved May 1, 2007

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