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| <p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p> | <p>Code GBE</p> |
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WORKPLACE SAFETY AND HEALTH

Kelsey School Division is committed to:

- ❖ Providing a safe and healthy work environment for all employees, students, and visitors;
- ❖ Ensuring that reasonable precautions are in place to prevent illness and/or injury;
- ❖ Recognizing the roles, rights, and responsibilities of all employees in the field of Workplace Safety and Health, and ensuring that all employees are aware of these and other conditions embodied in provincial legislation;
- ❖ Complying with the requirements of all relevant statutes, regulations, and standards of government agencies and other regulatory authorities representing Workplace Safety and Health;
- ❖ Supporting safe work procedures through the funding of adequate equipment, programs, and training through the establishment of standards of safe work programs;
- ❖ Establishing and maintaining a Workplace Safety and Health Program to ensure the goals of this policy and encourage the right of participation and responsibility of all employees for maintaining a healthy and safe workplace.

Although it is everyone's responsibility to maintain a healthy and safe workplace, it will be the responsibility of the Superintendent of Schools to ensure that all aspects of this policy are being followed.

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WORKPLACE SAFETY AND HEALTH

1. DIVISIONAL COMMITTEE

a) General

i) A joint union management Workplace Safety and Health Committee shall be constituted in accordance with the Workplace Safety and Health Policy and the Provincial Safety and Health Act and Regulations.

b) Committee Membership

i) The Committee shall be composed as per Kelsey School Division guidelines:

Superintendent

KTA - 1 member per worksite

CUPE - 1 member per worksite

Admin - 1 member per worksite

Garage - 1 member CUPE, 1 member administration

Div. Office - 1 member Division Office staff, 1 member administration

ii) The Workplace Safety Officer may attend as an advisor to the Committee.

iii) Building Committee composed of:

- 1 member KTA, 1 member CUPE, 1 member administration

School administration not required to attend Divisional meetings.

c) Committee Operation

i) The Committee shall operate under the principles of consensus.

d) Committee Organization

i) The Committee shall be permanent and ongoing. Sub-committees may be formed and shall operate under such terms of reference as the Committee determines.

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e) Co-Chair Person

- i) The business of the Committee shall be conducted under the guidance and supervision of three co-chairpersons.
- ii) One co-chairperson shall represent administration and will be appointed by the Superintendent.
- iii) One co-chairperson shall be elected from the KTA representatives at the Committee.
- iv) One co-chairperson shall be elected from the CUPE representatives at the Committee.

f) Meetings

- i) The Committee's calendar year shall coincide with the school year.
- ii) A regular meeting shall be held four times per year.
- iii) An emergency meeting may be called at any time at the discretion of any co-chair.

g) Committee Responsibilities

- i) The duties of the Committee shall include:
 - (a) the receipt and review of concerns respecting safety and health issues;
 - (b) recommending how safety and health concerns may be resolved.
 - (c) assisting in the identification of safety and health concerns which may affect workers and others in the workplace;
 - (d) assisting with the development and promotion of measures to protect the safety and health of persons in the workplace;
 - (e) reviewing hazard identification and control reports, inspection reports, emergency procedures and accident investigation reports;
 - (f) recommending the development and promotion of programs for education and information regarding safety and health in the workplace.

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2. CONCERNS

a) Definition

i) A concern is a situation brought about by a hazard or condition in the physical plant or any equipment or tools an employee utilizes to fulfill their job responsibilities which is, or potentially may, endanger the safety and health of employees working in, or persons attending a Division building.

b) Processing of Concerns

i) This is a suggested process. In all cases where there is a concern, the Act shall apply.

ii) When a concern arises which an employee believes is of a safety or health nature, the employee shall report the concern to his/her WS&H representative and immediate supervisor or school administrator.

iii) If the concern is not resolved as a result of the action taken above, the Committee representative may forward the concern to one of the WS&H co-chair persons.

iv) If the concern cannot be resolved by the WS&H Committee, the Committee will forward the concern to the WS&H Officer.

v) The WS&H Officer shall investigate and attempt to resolve the concern.

3. EDUCATION

a) General

i) Representatives of WS&H Committee will be allowed educational leave to a minimum of two (2) regular working days per school year for the purpose of attending workplace safety and health training seminars sponsored or approved by the Division or other agency.

ii) Members of the Committee wishing to take educational leave must follow the Kelsey School Division professional leave guidelines.

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4. SAFETY RULES/PROCEDURES

a) General

- i) School administrators shall be responsible for the development of safety rules and procedures consistent with the work practices of the worksite and the regulations in effect for the Province of Manitoba.
- ii) School administrators will ensure that the workplace, and all necessary equipment, systems, and tools are safe and without risks to safety or health of employees working at the worksite.
- iii) The Superintendent or designate will ensure that; 1) employees are acquainted with safety or health hazards which may be encountered by them or by others attending the worksite; 2) that all employees or persons attending the worksite are familiar with the use of all devices or equipment provided for their protection.

b) Employee Responsibilities

- i) All employees working in or persons attending a Division building shall take reasonable care to protect their own safety and health and the safety and health of others who may be affected by their acts or omissions.
- ii) All employees, at all times, when the nature of the worksite or the nature of the work requires, shall observe all safety rules/procedures, use all devices and wear all articles of clothing and personal protective equipment provided by the Division or required to be used and worn by any regulation which applies to the work practice.
- iii) Employees who do not observe the safety rules or procedures established for their worksite or do not wear protective clothing or devices required to be worn by their work practices shall be subject to discipline in accordance with policy.
- iv) Where employees are required to supply clothing or personal protective devices, the Division may reimburse the employee for the cost of such clothing or personal protective device.

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5. WORKPLACE INSPECTIONS

a) General

i) Each school administrator shall ensure a system of conducting safety inspections is established.

b) Frequency

i) The frequency of inspections will be established by Kelsey School Division guidelines subject to WS&H Act.

c) Inspections

i) Inspections shall be carried out at least four times per year to identify unsafe conditions, unsafe habits, health hazards, and compliance with safety rules/procedures and government regulations.

d) Reports

i) Each worksite will maintain a checklist and committee approved form for use during inspections.

ii) Upon completion of an inspection, a completed inspection checklist and report form must be filed with the co-chairs, Director of Maintenance, and Superintendent for presentation to the WS&H Committee two weeks prior to their next meeting.

e) Action

i) Any concerns or deficiencies identified during inspections should be dealt with as soon as possible.

ii) The Maintenance Director shall follow up on all concerns or deficiencies identified during inspections and will report the status of the actions being taken to address the concerns to the Superintendent and the WS&H Committee.

6. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

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a) General

- i) The Workplace Hazardous Materials Information Systems is a national system designed to ensure that all employees working in a close proximity to controlled products are properly informed about any hazardous material being used at the worksite.
- ii) The administration of the Division's WHMIS policy will be handled by the Superintendent and WS&H Committee.

b) Application

- i) WHMIS applies to hazardous materials known as controlled products.
- ii) A Controlled Product is any controlled product that can be included in any of the following six (6) classes as identified in Schedule 2 of the Hazardous Product Act:

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| a) Class A | A compressed gas |
| b) Class B | A combustible or flammable material |
| c) Class C | An oxidizing material |
| d) Class D | A poisonous or infectious material |
| e) Class E | A corrosive material |
| f) Class F | A dangerously reactive material |

- ii) A material safety data sheet (MSDS), which must accompany controlled products by the supplier/manufacturer, is a technical document which identifies and summarizes the health and safety information available about the controlled product.

c) Procedures

- i) School administrators will ensure that the controlled products are labeled according to legislation and that MSDS's are available for each controlled product present on the worksite.
- ii) The school administrator will ensure that controlled products will not be used until the product is properly labeled and an MSDS is obtained.

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- iii) MSDS's which are over three (3) years old and are for products still in use, must be updated. Updates will be available through the Maintenance Director.
 - iv) A WHMIS binder containing MSDS's and other information regarding products being used on the worksite must be available for access by all staff.
 - v) The school administrator is responsible to inform the Maintenance Director if an MSDS for a maintenance product is missing.
 - vi) Teachers are responsible to inform the school administrator if an MSDS for a chemical or teaching material is missing.
- d) Purchasing
- i) The Maintenance Director will be responsible to ensure that current MSDS's are received for all maintenance controlled products.
 - ii) The school administrator will be responsible to ensure that current MSDS's are received for all controlled teaching products.
 - iii) The Maintenance Director will be responsible to ensure that all steps for safe handling, use, and disposal of controlled products are in place.
- e) Emergency Plans
- i) School administrators and the Maintenance Director shall be responsible for the development of procedures to deal with emergencies or accidental spills of controlled products.
 - iii) The emergency plans shall be included in the WHMIS binders present at the worksite.