

# WORKPLACE SAFETY AND HEALTH

Set-Up and Plan of Action Letters – November 7<sup>th</sup>, 2005

Plan of Action – Safety and Health in the Workplace

- B-14(R1)      Committee Structure
  
- B-14(R2)      Workplace Inspections and Reporting
  - B-14(R2-F1)      WS&H Committee – School Safety Tour
  - B-14(R2-F2)      WS&H Committee – Bus Garage/  
Maintenance Area
  - B-14(R2-F3)      WS&H Committee – Division Office
  - B-14(R2-F4)      Workplace Safety & Health Concern Form
  
- B-14(R3)      Other Divisional Workplace Safety & Health Procedures and Initiatives
  - B-14(R3-F1)      Gymnasium Inspection Checklist
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Checklist
  - B-14(R3-F3)      Month End Work Order Form
  - B-14(R3-F4)      Emergency Request Work Order Form
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- B-14(R7)      Reporting of Serious Accidents Involving Staff of the Interlake  
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  - B-14(R7-F1)      Serious Staff Accident Report Form

November 7<sup>th</sup>, 2005

To: All School Administrators of the Interlake School Division

Re: **WORKPLACE SAFETY AND HEALTH**

The Interlake School Division is concerned for the safety and health of all students and staff attending and working in, as well as all the visitors to, the facilities of the Division. We are committed to providing and maintaining safe and healthy workplaces.

It is the intent of the Division to comply with the requirements of the *Workplace Safety and Health Act*, the regulations, and the relevant Codes of Practice. It shall cooperate with the Workplace Safety and Health Division of Manitoba Labour and Immigration in the implementation of health and safety programs. It shall promote education and foster attitudes that are manifested in a sound culture of health and safety.

Members of the Senior Management team will be responsible for overseeing the establishment of health and safety committees and the implementation of programs in divisional workplaces having 20 or more employees. Representatives, with roles and duties similar to those of committees, will be identified for places having 10 to 20 workers. Individuals at other workplaces will report workplace issues to immediate supervisors, School Principals, or to Senior Management.

The safety and health program to be developed by each committee will be a systematic plan to identify and control safety and health hazards, and to respond to emergencies. It will be workplace – specific. It will obviously take advantage of, and enhance already existing health and safety policies of the Division. Its main purpose is to make safety and health a core value of the workplace.

The Senior Management team will prepare and outline a basic program to be used by each committee in developing their own health and safety program. It will incorporate the 11 elements as identified in Section 7.4 (5) of the *Workplace Safety and Health Act*.

Every person in the Division must integrate good workplace safety and health practices into their daily tasks by following safe work methods found in our policies and procedures. Supervisors, employees, students, and visitors – all have a shared responsibility for providing and for maintaining a safe environment by conducting activities in a safe manner, by observing safety rules, and by always practicing safe behavior. Substandard safety and health performance will not be tolerated.

This Workplace Safety and Health policy will be posted in locations where it is accessible and visible to all employees, students, and visitors.

Sincerely,

Valerie Weiss  
Board Chairperson  
Interlake School Division

/ch

November 7<sup>th</sup>, 2005

To: All School Administrators of the Interlake School Division

Re: **Workplace Safety and Health Committee Set-Up and Plan of Action**

As you are aware, we are in the process of setting up the new Committees/Representatives for each location in the Interlake School Division for Workplace Safety and Health.

Please refer back to your copy of "The Plan of Action for Implementing Safety and Health in the Workplace" that was presented to you at the Administrative Council meeting on June 1, 2005. This plan of action was prepared by Mr. Norbert Delaquis and will be referred to on a regular basis during the implementation stages of the committees.

As you will remember, locations with 20 or more employees will have two representatives as well as an Administrator from each location. For locations with 50 or more employees, it is recommended that there be three representatives as well as an Administrator. For locations with between 10 to 20 employees, one representative from each of those locations will be required. Locations with less than 10 employees (i.e. Colonies and ACE) will have one representative for all locations. Attached you will find the breakdown of which school is included in each category.

The next step to be taken will be the election for a two-year term as Workplace Safety and Health Committee Representatives. These names must be provided to Colleen Hink, Maintenance Administrative Assistant no later than December 6<sup>th</sup>, 2005. It will be the responsibility of each school administrator to arrange for an election of representatives. If no volunteers come forward to run for election, it will then be the responsibility of the Administrator to appoint individuals as Workplace Safety and Health representatives.

Administrators are to inform these representatives that the Workplace Safety and Health Board Committee has set up two days of training to be held on January 11<sup>th</sup> and 12<sup>th</sup>, 2005 (9:00 a.m. to 4:00 p.m.) at Quarry Park Interpretive Centre. This training instructed by Grace Selby, Safety and Health Training Officer, is a level one course geared to Safety and Health Committee members, their supervisors or employers. The course is developed to assist in the development of a working relationship with all of the above members of the Internal Responsibility System. It covers legislation on role and responsibility, hazard recognition, risk assessment, control measures and how to carry out inspections. Substitute costs will be covered for these two days as well as mileage and lunch will be provided to the committee members. Attending these training sessions is mandatory for all members and Administrators on the school committees.

The Interlake School Division is concerned for the safety of students, staff and visitors. Practices currently in place such as the maintenance month-end work orders, emergency work orders, bi-annual inspections, playground and gym inspections will all remain in place as usual as well as emergency plans and fire drills. Please refer to your Annual Task/Submissions Calendar for dates. If an employee has a Workplace Safety and Health concern before the committees are in place and trained, the form that is currently in place entitled "The Workplace Safety & Health Concern Form" should be filled out and submitted. A copy of the form has been attached for your records.

Once all the names of the representatives have been received, a package will be sent out to these members with instruction, training dates, inspection forms and any other pertinent information needed to properly carry out inspections and prepare minutes from the inspection meetings, to be submitted to Workplace Safety and Health.

Sincerely,

Valerie Weiss  
Board Chairperson  
Interlake School Division

/ch

A SUGGESTED

**PLAN OF ACTION**

FOR  
IMPLEMENTING

**SAFETY AND HEALTH  
IN THE WORKPLACE**



INTERLAKE SCHOOL DIVISION

# WORKPLACE SAFETY AND HEALTH

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# WORKPLACE SAFETY AND HEALTH

## 1. BACKGROUND

• A few definitions
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**RISK:** Risk describes the odds that a hazard will cause harm. It refers to the probability and severity of potential incidents, dangerous occurrences, near misses, and emergencies (fires, floods, etc.) There are different risk levels: marginal, moderate, and substantial.  
 $RISK = Probability \times Severity$ .

**INCIDENT:** An accident is any unplanned event that causes injury. A dangerous occurrence (near miss) (near accident) is any event that could have injured someone. The term "incident" describes both accidents and dangerous occurrences.

**HAZARD:** A hazard is any activity, situation, or substance that can hurt someone. Workplace hazards are divided into two broad categories: health hazards and safety hazards. Basically health hazards can cause illness. Safety hazards can cause injury.

**SAFETY:** Safety means the prevention of physical injury to workers and the prevention of physical injury to other persons arising out of or in connection with activities in the workplace.

**WORKPLACE:** It means any building, site, workshop, structure, mine, mobile vehicle, or any other premises or location whether indoors or outdoors in which one or more workers, or self-employed persons, are engaged in work or have worked.

**PROGRAM:** A workplace safety and health program is a systematic plan to identify and control hazards and respond to emergencies. It promotes health and safety in the workplace.

**CONSULTATION:** The Workplace Safety and Health Division interprets "consult" to mean that, while not obliged to obtain the approval or permission of the Workplace Safety and Health committee, an employer is obliged to consider, in good faith, the views and opinions of the committee in the process of making decisions about the workplace. To consult in good faith, the employer must provide opportunity to be informed of necessary information, to review and assess the information, and to comment or make recommendations. Credible reasons for not accepting or implementing the committee's recommendations should be given.

## • Appearance of the legislation

Manitoba passed its first comprehensive piece of workplace safety and health legislation in 1977, pulling together safety and health laws and regulations from a variety of government departments such as Health, Environment, and The Workers Compensation Board. This legislation is similar to that in every other Canadian jurisdiction. In August 2002, *The Workplace Safety and Health Act* was updated following the first major public review of workplace safety and health in twenty-five years.

Manitoba's workplace safety and health law, like that of other Canadian jurisdictions is based on the following general principles:

- **Internal responsibility system:** The legal duty for maintaining a safe and healthy workplace is assigned to the people in the workplace who have the authority and ability to identify and control hazards. Employers, supervisors and workers have a personal and shared responsibility to control hazards. Others like contractors, owners and suppliers may also be in a position to control hazards introduced into the workplace, and have a duty to do so.
- **Due diligence:** The duty to control workplace hazards is more than just complying with specific requirements or regulations. There is a general duty to take all precautions that are reasonable and practical in the circumstances to prevent harm.
- **Safety and Health Rights:** Workers' have three fundamental safety and health rights:
  - **Right to know** about hazards in the workplace, how to identify them, and how to protect themselves, and about the rights afforded to workers under the Act.
  - **Right to participate** in health and safety decisions through employer's consultations with safety and health committees and workers;
  - **Right to refuse** work they believe, on reasonable grounds, to be dangerous to their safety and health or the safety and health of others.

## • Purposes of the Act.

### General objects and purposes

2(1) The objects and purposes of this Act are

- (a) to secure workers and self-employed persons from risks to their safety, health and welfare arising out of, or in connection with, activities in their workplaces; and
- (b) to protect other persons from risks to their safety and health arising out of, or in connection with, activities in workplaces.

## Specific objects and purposes

- 2(2) Without limiting the generality of subsection (1), the objects and purposes of this Act include
- (a) the promotion and maintenance of the highest degree of physical, mental, and social well-being of workers;
  - (b) the prevention among workers of ill health caused by their working conditions;
  - (c) the protection of workers in their employment from factors promoting ill health; and
  - (d) the placing and maintenance of workers in an occupational environment adapted to their physiological and psychological condition.

### • General responsibilities resulting from same.

The Act assigns responsibilities to everyone in the workplace. It also requires them to cooperate and work together to identify and control health and safety hazards.

#### • Employers

Employers have the greatest degree of control over the workplace, and therefore the greatest degree of responsibility for health and safety in the workplace. They are required to exercise due diligence in taking all reasonable precautions to protect the health, safety, and welfare of workers on the job. Every workplace, large or small, must have a system in place to identify hazards, assess the risk of those hazards, and carry out appropriate corrective action to control the risk.

Duties for employers include:

- Ensure workers are trained to do their jobs safely before they begin a new job.
- Ensure workers are sufficiently and competently supervised.
- Ensure a workplace safety and health committee is established in workplaces with 20 or more workers, or a workers safety and health representative is appointed in workplaces with 10 to 19 workers.
- Consult and cooperate with committees and representatives.
- Implement a written safety and health program in workplaces with 20 or more workers.

#### • Contractors

If you hire another employer or a self-employed person under a contract (written or verbal) and "direct" the activities of that employer or self-employed person, then you are a contractor under the Act.

As a contractor, you are legally responsible for managing the safety and health risks that fall under your control. You are also required to provide contracted employers/self-employed persons with information you have which could affect their health and safety, or the health and safety of their workers.

- **Supervisors**

Supervisors must take reasonable precautions to protect the safety and health of workers under their supervision. They are required to advise workers about safety and health hazards and ensure proper health and safety policies, practices, and procedures are followed.

- **Workers**

Workers are required to take reasonable precautions to protect their own health and safety, as well as the health and safety of others. They must wear or use protective equipment and co-operate in the management of safety and health in the workplace. Workers not only have a right but a responsibility to report health and safety hazards, or to take reasonable steps to prevent an injury to themselves or someone else. They cannot be subject to discipline or other sanction for fulfilling that responsibility.

<ul style="list-style-type: none"><li>• <b>Possibility of a variance request. Conditions and implications</b></li></ul>
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The WSH Act allows the Director to provide a variance, in order to meet special circumstances, on receipt of a written application and after consultation with affected parties. The Director may order more than one committee for a single workplace or allow one **committee** for two or more workplaces or, a similar variance may be considered for a safety and health program. The Director may permit an employer to implement one safety and health **program** for more than one workplace.

- Variances can only be granted if the Director is satisfied that health and safety is not materially affected by the variance.
- The Director will take into account such things as:
  - Nature of the work.
  - Frequency of injury or illness at the workplace or in the industry as a whole.
  - Agreement among the workplace parties, i.e. both co-chairs agree.
  - For Safety and Health Programs, the similarity of safety and health issues at affected workplaces.

In addition to the above, criteria for establishing one committee for more than one workplace include the following.

- Worker members are elected and an employer member is appointed from each of the locations requiring a SHC. ( Safety and Health Committee )
- Each class or group of employees is represented at meetings (e.g. administrative staff, teachers, custodial staff).
- Worker members of the SHC continue to support the variance.
- Every effort is made by the SHC to address the concerns of the workplaces that do not require their own SHC.

## • MAST reaction and approach

- **December, 2002**  
Letter from Jeff Parr, Assistant Deputy Minister, stating requirement to establish a written workplace safety and health program.
- **December 17<sup>th</sup>, 2002**  
Letter from Keith Thomas regarding changes and indicating that Jeff Parr had indicated the possibility of a variance application to continue with one divisional committee, at a November 24<sup>th</sup>, 2002 meeting. A project to develop a job Hazard Analysis for jobs in the field of education is also announced by MAST Risk Management.
- **In 2003**, MAST established a committee composed of representatives of MTS, MASS, MASBO, CUPE, and the MAST Risk Manager to explore solutions to safety issues in school workplaces.
- **April 23, 2003**, the committee discussed proposed criteria for Variance applications. The date for applications for same was extended to January 1, 2004.
- **June 19<sup>th</sup>, 2003**  
Letter from the Brandon School Division Workplace Safety and Health Committee to Premier Gary Doer and Cabinet Members, relating the difficulties in trying to comply with the new legislation.
- **June 24<sup>th</sup>, 2003**  
Letter from Keith Thomas regarding the Interorganization Committee on Workplace Safety and Health. M.T.S. and CUPE are no longer in agreement with a variance application for a divisional committee only. They are also informing their members and recommending that they not accept a divisional committee unless school committees are also included.
- **June 25<sup>th</sup>, 2003**  
Letter to MTS and CUPE from Garry Draper, President of MAST, calling into question the advisability of pursuing discussions and dissolving the Interorganizational Committee.
- **July 31<sup>st</sup>, 2003**  
Letter from Keith Thomas – Date for variance applications to be extended to January 1<sup>st</sup>, 2005.
- **November 3<sup>rd</sup>, 2003**  
Letter from Acting ADM regarding the Criteria for Variances of Committee Requirements in Schools, of which number 3 requires the support of all workplace parties.

• **MTS position**

The local MTS Association ( ITA ) does not support a variance request. The provincial MTS has also encouraged local associations not to support variance requests.

• **The resulting situation**

In simple terms, the law requires that committees be set up for workplaces with 20 or more employees. The School Division, as an employer, may apply for a variance to continue with one divisional committee, if it has the support of workers and employee groups. MTS has not indicated support for a variance application, and will not support it. The resulting situation is that the Division must establish committees. If you wish a central committee as well, you will not need to apply for a variance for same.

The Division must also implement a safety and health program for each workplace with 20 or more workers.

2. Specific requirements regarding **COMMITTEES** and **REPRESENTATIVES**

**• What the legislation states**

“Every employer shall establish a workplace safety and health committee.

- (a) for each workplace where at least 20 of the employer’s workers are regularly employed; and
- (b) for any other individual workplace or class of workplace designated by written order of the director.” [40(1)]

and

“Each employer shall cause a worker not associated with management to be designated as the worker safety and health representative.

- (a) at a workplace, other than a construction project, where a safety and health committee is not required, but where 10 or more workers are regularly employed; ...” [41(1)]

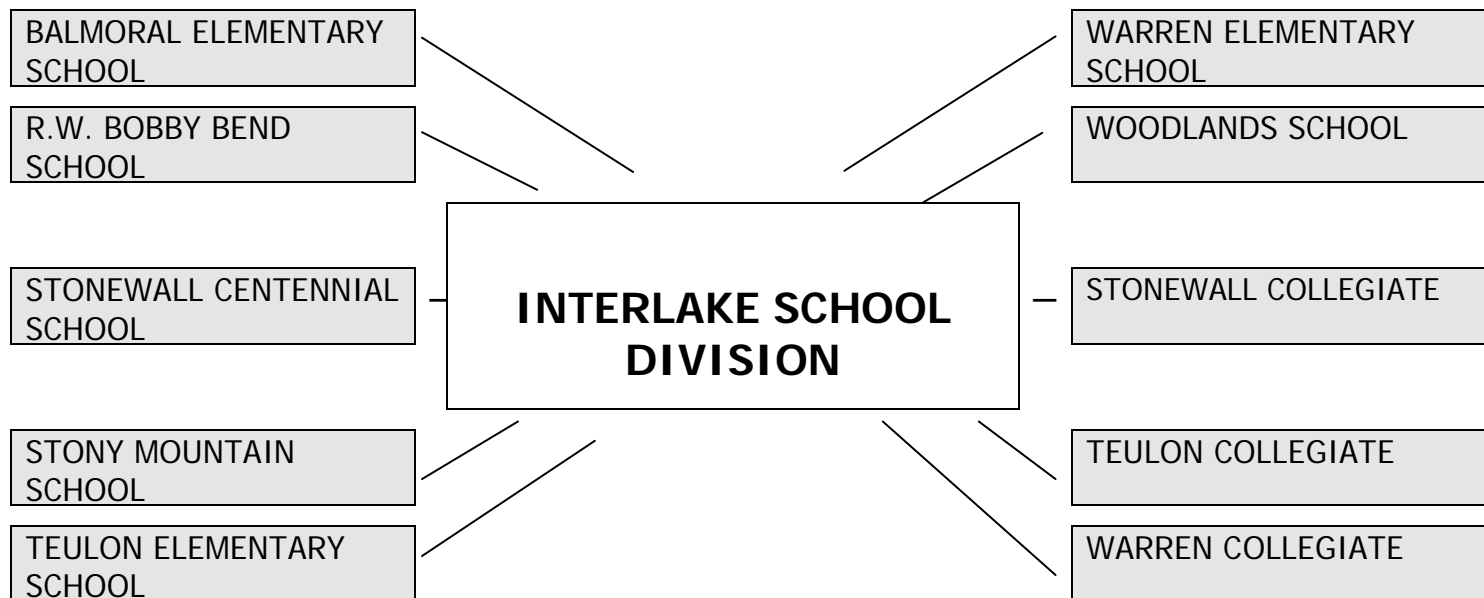
**• How this applies to Interlake School Division**

(Please see over)

## WORKPLACE SAFETY AND HEALTH

### A) Schools/locations with 20 or more employees, 2004-2005: (Committees) (10)

Balmoral Elementary School	28	Warren Elementary School	27
R.W. Bobby Bend School	42	Woodlands School	20
Stonewall Centennial School	36	Stonewall Collegiate Institute	58
Stony Mountain School	33	Teulon Collegiate Institute	35
Teulon Elementary School	30	Warren Collegiate Institute	26



### B) Schools/locations with 10-20 employees, 2004- 2005: (Representatives) (5)

Division Office	12	Grosse Isle School	10
Trans./Maint./Tech/Bus Garage	15	Rosser School	10
Brant Argyle School	10		

### C) Schools/locations with less than 10 employees, 2004-2005: (10)

Alternative Centre for Education (ACE)	6	Interlake Colony School	3
Concord Colony School	3	Prairie Blossom Colony School	3
Sturgeon Creek Colony School	4	Rock Lake Colony School	3
Clearwater Colony School	3	Mallard Colony School	3
New Haven Colony School	3		

• **The makeup of committees.**

The *Code of Practice for Workplace Safety and Health Committees* states that the total number of worker members on a committee shall not be less than two, where there are fewer than 50 workers. The employer may be represented on the committee by as many persons as he wishes, but the number of employer members must not exceed the number of worker members. A Principal would be considered “associated with management”. [40(8) (i)]

The **code** suggests that where there are more than 50 workers (such as Stonewall Collegiate), the employer shall “consult with the union to determine the number of worker members required for the committee.” It further suggests that there be 3 worker members for a workplace having between 50 – 100 workers.

• **A central (divisional) committee is a possibility.**

Although not compulsory, a divisional committee is possible and may be advisable for monitoring the implementation of the program. The makeup of that committee could vary.

• **How committees are formed (elections, nominations, etc.) - Senior Administration involvement.**

Section 40(8) of the Act states that: A committee

- (a) shall consist of not fewer than four or more than 12 persons, of whom at least ½ shall be persons
  - (i) representing workers who are not associated with the management of the workplace, and
  - (ii) appointed in accordance with the constitution of the union that is the certified bargaining agent or that has acquired bargaining rights on behalf of those workers, or where no such union exists, persons elected by the workers they represent; and
- (b) shall have two co-chairpersons – one chosen by the employer members on the committee, and the other chosen by the worker members on the committee – who shall alternate in serving as chairperson at meetings of the committee and shall participate in all decisions of the committee.

The term of office of committee members is normally one year. The names of committee members shall be posted in a prominent place at the workplace, along with the scheduled meeting dates of the committee.

It is strongly recommended that senior management be involved with committees. **The Guide to Setting up a Workplace Safety and Health Program** states that “To be effective, a workplace safety and health program needs the active support and commitment of senior management...” and “Senior management must be accountable for developing and implementing the program.” (p.4)

## • The roles and duties of committees.

The **roles** of the committee include the following, which are stated as objectives in the *Code of Practice*:

- (i) assisting workers and the employer to identify, record, examine, evaluate and resolve safety and health concerns in the workplace;
- (ii) developing practical procedures and conditions to help achieve the highest possible degree of safety and health in the workplace; and
- (iii) promoting education and training programs to develop detailed knowledge of safety and health concerns and responsibilities in each individual in the workplace.

Section 40(10) of the Act outlines the **duties** of committees as follows:

- (a) the receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;
- (b) participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;
- (c) the development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;
- (d) co-operation with the occupational health service, if such a service has been established within the workplace;
- (e) co-operation with a safety and health officer exercising duties under this Act or the regulations;
- (f) the development and promotion of programs for education and information concerning safety and health in the workplace;
- (g) the making of recommendations to the employer or prime contractor respecting the safety and health of workers;
- (h) the inspection of the workplace at regular intervals;
- (i) the participation in investigations of accidents and dangerous occurrences at the workplace;
- (j) the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
- (k) such other duties as may be specified in this Act or prescribed by regulation.

**• The cost analysis – for implementation per year**

- 10 committees with 2 workers each = 20 workers. (Note: Should Stonewall Collegiate elect to go with 3 workers, the number would be 21)
- It is difficult to establish a precise estimate because workers could be represented by persons from different employee groups. Substitute costs for professional and support staff vary considerably.
- It is assumed, for the sake of calculations, that 1 professional staff member and 1 support staff member will be named for each location.
- The requirements are as follows:
  - (a) Each committee member is entitled to 2 Educational Leave days per year.
  - (b) Provision must be made for 4 meetings per year for each committee (½ day meetings).
  - (c) Provision must be made for inspections. It is suggested that those occur immediately prior to the meetings – therefore 4 per year (part of ½ days).
  - (d) Provision must be made for the investigation of incidents.

**10 Committees each having 2 workers = 20 workers**

- Requirements:**
- (a) Educational Leave: ( Committees )  
(20 workers @ 2 days each)
    - 10 Professional Staff @ 2 days each = 20 days
    - 10 Support Staff @ 2 days each = 20 days
  - (b) + (c) Meetings and Inspections ( Committees )  
(Half day Meetings and Inspections 4 times per year)
    - 10 x 4 = 40 half days for Professional Staff = 20 days
    - 10 x 4 = 40 half days for Support Staff = 20 days
  - (d) Investigation of Incidents (as needed basis)  
(Allocate 3 days for the entire Division)
    - 3 days equivalent for Professional Staff = 3 days
    - 3 days equivalent for Support Staff = 3 days
  - (e) Representatives (at 5 locations)  
(Educational Leave = 5 x 2 days = 10 days)
    - 3 x 2 = 6 days for Professional Staff = 6 days
    - 2 x 2 = 4 days for Support Staff = 4 days
 Inspections ( 5 days )
    - 3 x 1 = 3 days equivalent for Professional Staff = 3 days
    - 2 x 1 = 2 days equivalent for Support Staff = 2 days

**Cost analysis:**

•	Substitute costs for Professional Staff (20 + 20 + 3 + 6 +3) = 52 days @ \$110 =	\$ 5,720
•	Substitute costs for Support Staff (20 + 20 + 3 + 4+2) = 49 days @ \$75 =	\$ 3,675
•	Allocation for Miscellaneous, mileage, accommodation, etc...=	<u>\$ 1,105</u>
	<b>TOTAL</b>	<b>\$ 10,500</b>

### 3. Specific requirements regarding a **PROGRAM**

• <b>What the legislation states</b>
--------------------------------------

“An employer shall establish a written workplace safety and health program for each workplace where 20 or more workers of that employer are regularly employed”.  
[7.4(1)]

“A workplace safety and health program must include

- (a) a statement of the employer’s policy with respect to the protection of the safety and health of workers at the workplace;
- (b) the identification of existing and potential dangers to workers at the workplace and the measures that will be taken to reduce, eliminate, or control those dangers, including procedures to be followed in an emergency;
- (c) the identification of internal and external resources, including personnel and equipment, that may be required to respond to an emergency at the workplace;
- (d) a statement of the responsibilities of the employer, supervisors, and workers at the workplace;
- (e) a schedule for the regular inspection of the workplace and of work processes and procedures at the workplace;
- (f) a plan for the control of any biological or chemical substance used, produced, stored, or disposed of at the workplace;
- (g) a statement of the procedures to be followed to protect safety and health in the workplace when another employer or self-employed person is involved in work at the workplace that includes
  - (i) criteria for evaluating and selecting employers and self-employed persons to be involved in work at the workplace, and
  - (ii) procedures for regularly monitoring employers and self-employed persons involved in work at the workplace;
- (h) a plan for training workers and supervisors in safe work practices and procedures;
- (i) a procedure for investigating accidents, dangerous occurrences, and refusals to work under section 43;
- (j) a procedure for worker participation in workplace safety and health activities, including inspections and the investigation of accidents, dangerous occurrences, and refusals to work under section 43;
- (k) a procedure for reviewing and revising the workplace safety and health program at intervals not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of workers at the workplace; and
- (l) any other requirement prescribed by regulation.”

## • The 11 parts of a sound Health and Safety Program

The requirements of the foregoing legislation, stated in other words, are as follows

1. Write a **policy** that demonstrates commitment.
2. Identify and control **hazards and emergencies**.
3. Identify **people and resources required** to deal with emergencies.
4. Prepare a statement of **responsibilities**.
5. Schedule **inspections**.
6. Develop **plans** to control chemical and biological hazards.
7. Develop a procedure to safeguard **contracted employer(s)** or self-employed person(s) at your workplace.
8. Develop a **training plan** for workers and supervisors.
9. Develop a procedure to **investigate** incidents, dangerous occurrences, and refusals to work.
10. Develop a **strategy to involve workers**.
11. Regularly **evaluate and revise** your program.

## • How the Program ties in with existing policies, practices, and procedures.

The Interlake School Division is obviously concerned with the health and safety of students, staff, and the public. The Board, under its policies, has addressed several areas of concern relating to safety and security in the schools.

The Workplace Safety and Health Program is intended to complement and work with existing policies and practices, and indeed to promote awareness of their existence and knowledge of their content, whether it be in regards to Workers Working Alone or the Emergency Preparedness to give two examples. "If elements of the safety and health program have been implemented in separate procedures and policies, those documents must be referred to in the main safety and health program document." *Guide to setting up a Workplace Safety and Health Program* (p.4).

• **A need for workplace – specific programs.**

The legislation makes it clear that a committee must be set up “for each workplace where at least 20 of the employer’s workers are regularly employed;...” and a worker safety and health program established.

“The Act and regulations set out minimum requirements reflecting accepted industry practices. However, every workplace is different and the best way to prevent injuries and occupational illnesses may differ from one workplace to another. **Safety and health programs need to be workplace – specific.** A program developed for one workplace may not meet the needs of another.” *Guide* (p.4)

In other words, while a basic program may be developed to accommodate similar workplaces, each location must eventually develop and refine its own program, to reflect its own particular needs in promoting safety and health. An example is the Working Alone policy and procedures. Each workplace has different circumstances in this regard, which may be addressed differently.

#### 4. Suggested **APPROACH** and **RATIONALE**

##### **• A positive approach – Initiative, leadership, goodwill.**

There has been some confusion, differences of opinion have been expressed, and polarization has occurred as a result of the legislation and attempts to deal with its implementation. Many appear to have become entrenched in their positions (e.g. MAST, MTS). This may be unfortunate as much good can come from the Workplace Safety and Health endeavour, if it is done properly. It is also an opportunity for the Division to take the initiative, assume leadership, and show goodwill, in short, to take the positive approach.

##### **• Benefits, returns, shared responsibilities**

The ultimate benefit is to “make safety and health a core value of the organization” (*Guide*, p.1), by implementing a good safety and health program. Health and safety should be part of the Division’s culture. A good program can also reduce the costs associated with harm to people and damage to property.

Safety and health in the workplace is everybody’s responsibility – not just the employer’s. Employers have the greatest degree of control over the workplace, and therefore the greatest degree of responsibility for health and safety in the workplace. Supervisors are required to advise workers about safety and health hazards and ensure that policies, practices, and procedures are followed. Workers and other persons must take reasonable precautions to protect their own health and safety and to report hazards to supervisors. A positive approach will help determine and fix responsibilities for all concerned, for the benefit of all parties.

##### **• Practical aspects – little or no choice, etc.**

Quite apart from the benefits of having sound programs that promote health and safety, it is obvious that the Division has little or no choice. It must implement programs. The way the programs are implemented will determine their success.

##### **• Educational considerations.**

While they are not considered to be “workers” under the legislation, students are “other persons” and the *raison d’être* of the educational system. The development of awareness about health and safety issues and sound attitudes that will serve students well for their entire life is an important consideration. The Workplace Safety and Health Division of Manitoba Labour and Immigration has resources available, and which can be incorporated into the regular program of instruction.

## 5. Suggested **PLAN** of **ACTION**

### • **Consultation requirements.**

The *Guide to Setting up a Workplace Safety and Health Program* specifies that the program "must be developed in consultation with your workplace safety and health committee." (p.4) It further states that "To fulfil the obligation to consult in good faith, an employer must give the committee a real opportunity:

- to be informed of information essential to making a reasonable and informed assessment;
- to review and assess the information and possible alternatives or options;
- to comment or make recommendations on the possible options and alternatives; and
- to be considered. This means the employer will consider the recommendations of the committee and give the committee credible reasons for not accepting or implementing the committee's recommendations."

### • **Practical steps to be taken.**

The problem is, obviously, that the committees have yet to be formed. Two things must be done simultaneously:

- 1) establish committees, and
- 2) develop a program (to be refined by the local committees).

The following practical steps are suggested:

- a) A **draft** Board policy and basic program is to be developed and eventually adopted by the Board. (See Appendix 1 and 2)
- b) Once adopted by the Board, communicate both the **policy** and the **basic program** to the workplaces through the Principals, and ask for input and reaction.
- c) Proceed to implementation – organize committees and identify representatives. This could be a shared responsibility of the Principals and members of the Senior Administration team.
- d) Identify resources available.  
Initial information regarding Workplace Safety and Health should be provided to each committee. For example, an information kit consisting of basic materials and lists of resource persons could be prepared.
- e) A central committee to monitor and evaluate is recommended. Several possibilities as to the makeup of this committee exist.
  - The existing committee.
  - Variation of same.
  - No central committee

## Sample

### WORKPLACE SAFETY AND HEALTH

The Interlake School Division is concerned for the safety and health of all students and staff attending and working in, as well as all the visitors to, the facilities of the Division. We are committed to providing and maintaining safe and healthy workplaces.

It is the intent of the Division to comply with the requirements of the *Workplace Safety and Health Act*, the regulations, and the relevant Codes of Practice. It shall cooperate with the Workplace Safety and Health Division of Manitoba Labour and Immigration in the implementation of health and safety programs. It shall promote education and foster attitudes that are manifested in a sound culture of health and safety.

Members of the Senior Management team will be responsible for overseeing the establishment of health and safety committees and the implementation of programs in divisional workplaces having 20 or more employees. Representatives, with roles and duties similar to those of committees, will be identified for places having 10 to 20 workers. Individuals at other workplaces will report workplace issues to immediate supervisors, School Principals, or to Senior Management.

The safety and health program to be developed by each committee will be a systematic plan to identify and control safety and health hazards, and to respond to emergencies. It will be workplace – specific. It will obviously take advantage of, and enhance already existing health and safety policies of the Division. Its main purpose is to make safety and health a core value of the workplace.

The Senior Management team will prepare and outline a basic program to be used by each committee in developing their own health and safety program. It will incorporate the 11 elements as identified in Section 7.4 (5) of the *Workplace Safety and Health Act*.

Every person in the Division must integrate good workplace safety and health practices into their daily tasks by following safe work methods found in our policies and procedures. Supervisors, employees, students, and visitors – all have a shared responsibility for providing and for maintaining a safe environment by conducting activities in a safe manner, by observing safety rules, and by always practicing safe behavior. Substandard safety and health performance will not be tolerated.

This Workplace Safety and Health policy will be posted in locations where it is accessible and visible to all employees, students, and visitors.

## Sample Administrative Regulation

### WORKPLACE SAFETY AND HEALTH

#### Preamble

*The Workplace Safety and Health Act* requires that the School Division “establish a written workplace safety and health program for each workplace where 20 or more workers ... are regularly employed.” [WSH Act 7.4(1)] It further requires that “the employer shall design the workplace safety and health program in consultation with the committee for the workplace...” [WSH Act 7.4(6)] It is recognized that programs will vary somewhat from one workplace to another. There are nonetheless eleven elements that must be present in all locally developed programs. The intent of this administrative regulation is to assist each committee to develop its own program and to ensure that it incorporates those elements, as specified under Section 7.4(5) of the Act. They are as follows.

**1) Summary of the Division’s Workplace Safety and Health policy.**

The Interlake School Division is concerned for the safety of students, staff, and visitors. It is intent on promoting a sound culture of health and safety. Senior Management will oversee the establishment of committees and the implementation of programs with plans designed to identify and control hazards and respond to emergencies. A safe environment is a shared responsibility of supervisors, employees, students, and visitors. Substandard safety and health performance will not be tolerated.

**2) Measures to Identify and Control Hazards.**

The Committee will list those policies and procedures which are already in place, such as Emergency Plans, Fire Drills. Measures or systems to identify hazards, such as a Job Hazard Analysis (safe work procedures) for the more hazardous jobs will be developed. Other topics to be considered include: mechanisms to address the concerns of workers, record-keeping, reports, assignment of responsibilities, etc.

**3) People, resources, and procedures to deal with emergencies.**

The school’s Emergency Preparedness Plan will form the basis of the Committee’s focus in identifying all potential emergencies. The committee will ensure that it is complete, up-to-date, and understood by all concerned.

**4) Responsibilities.**

Statements of responsibilities regarding workplace safety and health are to be prepared in regards to the employer, supervisors, workers, and “other persons” (students, visitors, suppliers, contractors, self-employed persons).

- 5) Inspections.**  
Schedules and procedures are to be developed. Plans to provide training will be made.
- 6) Plans to control chemical and biological hazards.**  
This will involve the preparation of an inventory of chemicals and biological hazards. The WHMIS (Workplace Hazardous Materials Information Systems) regulation will need to be studied and administered by the committee.
- 7) Dealing with contractors and self-employed persons.**  
In order to deal with the safety and health risks of contracted employers and employees, the program must have a system for evaluating and monitoring outsiders who do jobs at the workplace. This particular aspect of the local program will be developed in close cooperation with Senior Administration.
- 8) Training.**  
The committee will develop a long term and an annual training plan. It will determine how the training will be delivered, to whom, and what it will involve.
- 9) Investigations of incidents and dangerous occurrences.**  
Investigation procedures for incidents and dangerous occurrences should state, among other things: the objectives of investigations; who investigates what types of incidents; the type of training the investigators will receive; who receives written investigation reports; who follows up on corrective action; who maintains documents and records, who reports to the Division of Workplace Safety and Health.
- 10) Develop a strategy to involve workers.**  
All employees and other persons need to be involved in efforts to prevent injuries and illnesses. They need to be aware of the Safety and Health program, know their rights and responsibilities, and understand how to handle concerns.
- 11) Evaluation and revision of the program.**  
Each committee will develop a procedure to address how its program will be reviewed and revised with a minimum of 3 year intervals.

**References:**

- 1) *The Workplace Safety and Health Act*
- 2) An Overview of Workplace Safety and Health Legislation in Manitoba
- 3) Workplace Safety Regulation 108/88 (especially Sections 1-37 incl.)
- 4) Workplace Safety and Health Committee Regulation 106/88
- 5) Code of Practice for Workplace Safety and Health Committees
- 6) Workplace Safety and Health Committee Minutes
- 7) Workers Working Alone Regulation 105/88
- 8) Code of Practice for Workers Working Alone
- 9) Sanitary and Hygienic Welfare Regulation 104/88
- 10) First Aid Regulation 140/98
- 11) Workplace Health Hazard Regulation 53/88
- 12) Workplace Hazardous Materials Information System Regulation (WHMIS)
- 13) Administrative Penalty Regulation 62/2003
- 14) Safe Work – Student Program
- 15) *Hazardous Products Act* (Department of Justice – Canada)
- 16) Elements of a Workplace Safety and Health Program
- 17) A Guide to Setting up a Workplace Safety and Health Program

<b>INTERLAKE SCHOOL DIVISION</b>	Reference Number: B-14(R1)
	Title: Committee Structure
	Department: Maintenance
	Legal Reference: Workplace Safety and Health Act
	Cross Reference: Plan of Action; Set-up and Plan of Action Letters - November 7, 2005.
No. of Related Forms:	

### **PROCEDURES**

1. Each school/location shall determine the number of representatives required for that worksite. Refer to the *Plan of Action for Implementing Safety and Health in the Workplace*.
2. At the beginning of each two-year term, an election must be held for committee members. If no staff comes forward for election, it is the responsibility of the administrator of the building to appoint individuals to serve on the committee for a two-year term.
  - 2.1 Committees can have no less than two members.
  - 2.2 Committees shall consist of at least half representing workers not associated with management of the workplace.
  - 2.3 Management must not exceed worker members on the committee.
3. A listing of the committee members must be:
  - 3.1 Forwarded to the Maintenance Department of the school division.
  - 3.2 Posted on the workplace safety and health bulletin board located in that worksite.

<p><b>INTERLAKE SCHOOL DIVISION</b></p>	<p>Reference Number: B-14(R2)  Title: Workplace Inspections and Reporting  Department: Maintenance  Legal Reference: Workplace Safety and Health Act  Cross Reference: Plan of Action  No. of Related Forms: 4</p>
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**PROCEDURES**

1. Inspections are to be done four times per school year and each inspection is to be a half-day in length.
  - 1.1 Substitute costs for staff involved in inspections will be covered by the school division and are to be arranged by the school.
  - 1.2 Schools set their own inspection dates for the year.
2. Following the inspection, the committee prepares minutes on the workplace safety and health minutes form found on the website <http://safemanitoba.com/minutes.aspx>
  - 2.1 All concerns are to be noted on the minutes, followed by the person responsible to take action for that concern (i.e. custodian, maintenance personnel, electrician, teacher, etc.).
  - 2.2 Minutes are to be distributed as follows:
    - a. A copy is to be emailed to the provincial Workplace Safety and Health Department at the website listed above.
    - b. A copy is to be submitted to the Maintenance Department of the school division.
    - c. A copy is to be posted on the Workplace Safety and Health bulletin board located at the worksite.
  - 2.3 Minutes must be kept at the workplace for a period of at least 10 years.

3. The Maintenance Department will send a follow-up letter for each set of minutes submitted outlining:
  - 3.1 What action has or will be taken.
  - 3.2 Who took the action.
  - 3.3 A work order number, if applicable.
4. Minutes should be reviewed prior to each new inspection to ensure familiarity with concerns expressed during previous inspections.
5. Hutterian schools are owned and maintained by the colony. All safety issues and repairs are the responsibility of the colony. Safety inspections are conducted by the Hutterian administrator and school principal. If follow-up is required for repairs that are not completed in a timely manner, the Hutterian administrator is to report the concern to the assistant superintendent.
6. The Alternative Centre for Education (ACE) is a leased building. Repairs and maintenance to all leased buildings are the responsibility of the owners. Inspections are conducted by the ACE administrator. If follow-up is required for repairs that are not completed in a timely manner, the ACE administrator reports the concern to the secretary-treasurer.



Date:

# WS&H COMMITTEE

SCHOOL:

## SCHOOL SAFETY TOUR – SECTION 1

GENERAL (applies to all schools)

Please check the appropriate response box for each area.

### PROTECTION:

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are all extinguishers date tagged and securely mounted? *Note: Check nozzle to ensure it is clean.				
2. Are First Aid Kits available?				
3. Are Eyewash Stations accessible and in working order?				

### COMMENTS:

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### FIRE ALARM SYSTEM:

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is fire alarm operative?				
2. Are detectors provided in all storage rooms?				
3. Are hand-bells available in case automatic system fails?				

### COMMENTS:

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**HOUSEKEEPING:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are corridors clear and unobstructed?				
2. Stairways clear and free of tripping hazards?				
3. Fire exits clear and doors operating freely?				
4. All rooms, laboratories, etc. free of litter?				
5. Does good housekeeping prevail in all basement areas, crawl space, storage rooms, etc.?				
6. Is storage area neat & tidy and free from flammable material?				
7. Are there any recent water stains on ceiling or walls which would indicate water leakage?				
8. Are flammable liquids stored? Properly labeled?				

**COMMENTS:**

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**ELECTRICAL:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are all electrical wires, conduit and lighting fixtures properly supported and connected?				
2. Any temporary wiring or extension cords where new permanent wiring should be provided?				
3. Are covers missing off fuse boxes, junction boxes, etc.?				
4. Are panel boxes labeled?				
5. Exit lights working properly?				
6. Emergency lights working properly?				

**COMMENTS:**

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**HEATING/VENTILATION UNITS:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is heating equipment clear from combustibles? (3"-5" clearance)?				
2. Is door to furnace room closed and locked?				

**COMMENTS:**

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**DOORS:** *(Provide room numbers and specific details)*

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are exit doors equipped with panic hardware?				
2. Do fire doors close automatically?				
3. If not automatic, are fire doors kept closed?				
4. Are doors to shops, science rooms, supply rooms, boiler and electrical rooms locked?				
5. Are exits and emergency escape routes posted in each room for instruction, adjacent to the room exit?				

**COMMENTS:**

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**GYMNASIUMS:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is equipment stored safely?				
2. Are floors clear and free of tripping hazards?				
3. Is equipment assembled properly?				
4. Are crash mats available?				

**COMMENTS:**

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**WS&H:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is the MSDS binder accessible? (Updated)				
2. Is the Workplace Safety & Health binder accessible? Updated?				

**COMMENTS:**

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## SCHOOL SAFETY TOUR – SECTION 2

### JUNIOR & SENIOR HIGH SCHOOLS

**LABORATORIES:** *(Provide room numbers and specific details)*

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are gas shut-off valves working properly?				
2. Is a fire extinguisher provided?				
3. Is a fire blanket provided?				
4. Does ventilation appear adequate?				
5. Are friction lighters available?				
6. Are chemicals kept in locked enclosures? Labeled?				

**COMMENTS:**

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**INDUSTRIAL ARTS:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are refuse containers of sufficient number and frequently emptied?				
2. Is machinery and equipment free of excessive accumulations of oil, grease, and debris?				
3. Painting operation:				
a) Are paints stored properly? Labeled?				
b) Dry chemical extinguisher provided?				
c) Room adequately ventilated?				
4. Is personal protective equipment being used?				

**COMMENTS:**

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**ART ROOM:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is kiln area free from combustibles? Vented properly?				
2. Are posters and paper work kept clear of heating equipment? Away from doorways?				

**COMMENTS:**

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**HOME ECONOMICS:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are dry chemical extinguishers available?				
2. Are food supplies stored apart from other supplies?				
3. Are clothes dryers vented and clear of lint?				

**COMMENTS:**

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PRINCIPAL SIGNATURE: \_\_\_\_\_

WS&H SCHOOL REP. SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



DATE:

# WS&H COMMITTEE

## SAFETY TOUR - SECTION 1

### BUS GARAGE/MAINTENANCE AREA

*As appropriate, check all areas of the school and indicate which rooms, if any, do not meet requirements.*

**PROTECTION:**

**YES/NO**

- 1) Are all extinguishers charged, date tagged and properly mounted? \_\_\_\_\_
- 2) Fire hoses in good repair and wrenches and nozzles found at hose stations? \_\_\_\_\_
- 3) Are First Aid Kits properly stocked? \_\_\_\_\_
- 4) Are eyewash stations working and staff knows how to use them? \_\_\_\_\_

**COMMENTS:**

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**FIRE ALARM SYSTEM:**

\*Note: Check nozzle to ensure it is clear. If out of date, bring up to code, every month. Check that extinguishers are charged.

- 1) Is fire alarm operative? \_\_\_\_\_
- 2) Are reserve batteries in working order? \_\_\_\_\_
- 3) Are detectors provided in all storage rooms? \_\_\_\_\_

**COMMENTS:** *(Provide room numbers and specific details)*

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**HOUSEKEEPING:**

- 1) Are corridors obstructed? \_\_\_\_\_
- 2) Stairways clear and free from tripping hazards? \_\_\_\_\_
- 3) Fire exits clear and doors operating freely? \_\_\_\_\_
- 4) Posters and papers in corridors restricted to bulletin boards? \_\_\_\_\_
- 5) All rooms, laboratories, etc. free of litter? \_\_\_\_\_
- 6) Does good housekeeping prevail in all basement areas, crawl space, storage rooms, etc. \_\_\_\_\_
- 7) Is storage area neat & tidy and free from flammable material? \_\_\_\_\_
- 8) Are area rugs securely fastened to the floor? \_\_\_\_\_
- 9) Are water stains present on ceilings or walls & how long have they been there? \_\_\_\_\_

**COMMENTS:** *(Provide room numbers and specific details)*

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**ELECTRICAL:** *(Provide room numbers and specific details)*

**YES/NO**

- 1) Are all electrical wires, conduit and lighting fixtures properly supported and connected? \_\_\_\_\_
- 2) Any temporary wiring or extension cords where new permanent wiring should be provided? \_\_\_\_\_
- 3) Are covers missing off fuse boxes, junction boxes, etc., and are panel boxes labelled? \_\_\_\_\_
- 4) Exit lights working properly? \_\_\_\_\_
- 5) Emergency lights working properly? \_\_\_\_\_
- 6) Electrical hot plates not used on wooden tables or near combustible material? \_\_\_\_\_

**COMMENTS:**

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**WORKING ALONE PLAN:**

- 1) Are all school employees aware of the working alone policy? \_\_\_\_\_
- 2) Do they complete the Working Alone Form when appropriate? \_\_\_\_\_

**COMMENTS:**

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**HEATING/VENTILATION UNITS:**

- 1) Heating equipment clear from combustibles? (3" – 5" clearance) \_\_\_\_\_
- 2) Door to furnace room closed and locked? \_\_\_\_\_
- 3) Are there any unusual odours? \_\_\_\_\_

**COMMENTS:**

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**DOORS:** *(Provide room numbers and specific details)*

- 1) Do fire doors close automatically? \_\_\_\_\_
- 2) If not automatic, are fire doors kept closed? \_\_\_\_\_
- 3) Exit doors equipped with panic hardware? \_\_\_\_\_

**COMMENTS:**

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**FLAMMABLE LIQUIDS:**

**YES/NO**

- 1) Are flammable liquids properly stored? Properly labelled? \_\_\_\_\_
- 2) Duplicating fluid in use with suction type duplicating machines has its container strapped to a rigid surface? \_\_\_\_\_

**COMMENTS:**

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**WASHROOMS:** *(Provide room numbers and specific details)*

- 1) Is the washroom clean? \_\_\_\_\_
- 2) Are floors dry and slip resistant? \_\_\_\_\_

**COMMENTS:**

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**WS&H:**

- 1) Fire blanket provided? \_\_\_\_\_
- 2) Does ventilation appear adequate? \_\_\_\_\_
- 3) Are refuse containers of sufficient number and frequently emptied? \_\_\_\_\_
- 4) Machinery and equipment free of excessive accumulations of oil, grease, & debris? \_\_\_\_\_
- 5) Painting operations:
  - a) paints stored in U.L. approved flammable liquid storage cabinets? Labelled? \_\_\_\_\_
  - b) dry chemical extinguisher provided? \_\_\_\_\_
  - c) room adequately ventilated? \_\_\_\_\_
- 6) Is personal protective equipment being used properly? \_\_\_\_\_
- 7) Is the WHMIS Manual accessible? Updated? \_\_\_\_\_
- 8) Is the Workplace Safety & Health binder accessible? Updated? \_\_\_\_\_

**COMMENTS:**

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Date:

# WS&H COMMITTEE

## SCHOOL SAFETY TOUR – SECTION 1

### DIVISION OFFICE

Please check the appropriate response box for each area.

**PROTECTION:** Note: check nozzle to ensure it is clear. If out-of-date, bring up to code, every month. Check that extinguishers are charged

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are all extinguishers charged, date tagged and properly mounted?				
2. Are First Aid Kits properly stocked?				

**COMMENTS:**

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### FIRE ALARM SYSTEM:

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is fire alarm operative?				
2. Are reserve batteries in working order?				
3. Are detectors provided in all storage rooms?				

**COMMENTS:**

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**HOUSEKEEPING:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are corridors clear and unobstructed?				
2. Fire exits clear and doors operating freely?				
3. Posters and papers in corridors restricted to bulletin boards?				
4. All rooms, free of litter?				
5. Does good housekeeping prevail in all basement areas, crawl space, storage rooms, etc.?				
6. Is water tank / water softener room neat & tidy and free from flammable material?				
7. Are area rugs securely fastened to the floor?				
8. Are water stains present on ceiling or walls & how long have they been there?				

**COMMENTS:**

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**ELECTRICAL:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are all electrical wires, conduit and lighting fixtures properly supported and connected?				
2. Any temporary wiring or extension cords where new permanent wiring should be provided?				
3. Are covers missing from lights, fuse boxes, junction boxes, etc. and are panel boxes labeled?				
4. Exit lights working properly?				
5. Emergency lights working properly?				
6. Are extension cords being used properly? If so, are they taped down?				

**COMMENTS:**

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**HEATING/VENTILATION UNITS:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is the roof top heating/air conditioning unit inspected regularly by contractor?				
2. Are there any unusual odors?				

**COMMENTS:**

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**DOORS:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are exit doors equipped with panic hardware?				

**COMMENTS:**

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**WS&H:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is the MSDS binder accessible? (Updated)				
2. Is the Workplace Safety & Health binder accessible? Updated?				

**COMMENTS:**

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**FLAMMABLE LIQUIDS:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are flammable liquids properly stored? Properly labeled?				

**COMMENTS:**

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**WASHROOMS:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Is the washroom clean?				
2. Are the floors dry and slip resistant?				

COMMENTS:

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**WORKING ALONE PLAN:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are Division Office employees aware of the working alone plan?				
2. Do they complete the Working Alone Form when appropriate?				

COMMENTS:

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**KITCHEN / LOUNGE:**

	Yes	No	Maintenance Issue	Maintenance Issue, W/O issued (Y/N)
1. Are all appliances in safe/working order?				

COMMENTS:

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SUPERINTENDENT SIGNATURE: \_\_\_\_\_

WS&H REP. SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



Interlake School Division

## WORKPLACE SAFETY & HEALTH

### CONCERN FORM

Date: \_\_\_\_\_

School/Building: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Location of Concern: \_\_\_\_\_

Nature of Concern: \_\_\_\_\_

\_\_\_\_\_

Remedial Action Required: \_\_\_\_\_

\_\_\_\_\_

Reported To: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Name of School Representative: \_\_\_\_\_

Building Operations Supervisor comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PLEASE RETURN FORM WHEN WORK HAS BEEN COMPLETED

Date Referred: \_\_\_\_\_

Action Required: \_\_\_\_\_

\_\_\_\_\_

Follow-up Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_

<p style="font-size: 24pt; margin: 0;"><b>INTERLAKE</b></p> <p style="font-size: 24pt; margin: 0;"><b>SCHOOL</b></p> <p style="font-size: 24pt; margin: 0;"><b>DIVISION</b></p>	<p>Reference Number: B-14(R3)</p> <p>Title: Other Divisional Workplace Safety &amp; Health Procedures and Initiatives</p> <p>Department: Maintenance</p> <p>Legal Reference: Workplace Safety and Health Act</p> <p>Cross Reference: Plan of Action</p> <p>No. of Related Forms: 4</p>
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**PROCEDURES**

1. School Yard/Playground Inspections:
  - 1.1 Daily [B-14(R3-F5)] and weekly [B-14(R3-F2)] inspections are to be conducted by the custodian, or designate in a school that has no day custodian. This person does a walk-through in the playground area and completes, signs and dates the checklist form [B-14(R3-F2)]. If concerns are noted on the form, it is forwarded to the Maintenance Department for work orders to be issued. If no form has been submitted throughout the month, a signed nil report [B-14(R3-F2)] must be submitted to the Maintenance Department.
  - 1.2 An inspection of the playground equipment is done by maintenance personnel prior to school commencement. A playground checklist is completed, signed and dated and work orders are issued for any repairs required.
  
2. Gym Inspections:
  - 2.1 A gym inspection is done by maintenance personnel in September and February of each school year. As part of the semi-annual inspection, school staffs (gym teachers) are required to inspect gym equipment as part of the inspection. A completed inspection checklist [B-14(R3-F1)] is submitted to the Maintenance Department and work orders are issued for repairs when required. School staff should periodically check gym equipment by visual inspection.
  
3. Month-End Work Order:
  - 3.1 The custodian of the school must complete this form [B-14(R3-F3)], listing any non-emergency maintenance requirements. This form is forwarded to the Maintenance Department.

4. Emergency Work Order:

4.1 The custodian in the school completes this form [B-14(R3-F4)] if an emergency arises in the school that requires immediate attention. In the case of the Division Office the form is submitted by the office manager; in the case of Transportation/Maintenance/Technology the form will be completed by the maintenance administrative assistant. All forms must be forwarded to the Maintenance Department.

5. Fire Drills:

5.1 Schools are required to post designated exit routes in the school. All schools are required to have 10 fire drills per school year, one of which must be a full evacuation drill.

6. MSDS Binders:

6.1 Binders are required to be kept current (within three years) with Material Safety Data Sheets (MSDS) for all applicable products used in the worksite. This binder is to be kept in a central accessible location and staff is to be made aware of where it is located.

7. Emergency Preparedness Plan:

7.1 Each worksite has an Emergency Preparedness Plan in a binder located in their facility with a copy submitted to the Division Office. All plans must use the same table of contents for their Emergency Preparedness Plan.

- a.
  - I. Emergency Contacts
  - II. Evacuation/Dispersal/Shelter Chart
  - iii. Potential Emergencies
    - Section 1 Aggressive & Violent People
    - Section 2 Bomb Threats
    - Section 3 Bus Cancellation
    - Section 4 Chemical Spills
    - Section 5 Child Removal/Abduction/Intruder
    - Section 6 Failure of Services
    - Section 7 Fire or Explosion
    - Section 8 Medical/Accidents
    - Section 9 Prison Breakout
    - Section 10 Storms
    - Section 11 Tragic Events Response Plan
    - Section 12 Weapon Threats
    - Section 13 Controlling Visitor Access to Schools
    - Section 14 Pandemic Planning

# GYMNASIUM INSPECTION CHECKLIST

School :

Inspected by:

Date:

EQUIPMENT	GOOD	NEEDS REPAIR	ACTION TAKEN
<b>BASKETBALL</b>			
*backboards			
*hoops			
*cables/pulleys			
*motors/mounts			
*anchors/mounting			
*raising apparatus			
<b>BADMINTON &amp; VOLLEYBALL</b>			
*pole condition			
*pole mounting			
*nets/rackets			
*padding			
*winches			
<b>BALANCE BEAM</b>			
*splinter free			
*stable			
<b>BOX HORSE</b>			
*splinter/tear free			
*stable			
<b>CLIMBING ROPES/ RINGS / FRAMES</b>			
*condition of ropes and pulleys			
*check pins/cables/ uprights/hardware/ trapeze/cargo nets/ ladders/slides/bars			
<b>MATS</b>			
*tears/rips			
*handles/velcro			
*foam			
*cleanliness			
<b>HIGH BAR</b>			
*cable/chains/hooks turnbuckles/stability			
<b>SCOREBOARD</b>			
*mounting & suspension			
*screen in place			

<b>EQUIPMENT</b>	<b>GOOD</b>	<b>NEEDS REPAIR</b>	<b>ACTION TAKEN</b>
<b>TRAMPOLINE</b>			
*condition of bed/ cables/hooks/pad			
*nuts/bolts secure			
<b>WEIGHT MACHINE</b>			
*pulleys/cables/pins//b olts/handles/grips			
*regular lubrication			
*stable/rust free			
<b>GYM DIVIDERS</b>			
*all carriers & chains in place & bottom pipe secure			
*curtains properly in place			
<b>BLEACHERS</b>			
*check for loose/ worn hardware			
*replace broken/ splintering wood			
<b>EMERGENCY EQUIPMENT</b>			
*check emergency lights			
*check exits & lighting			
<b>ADDITIONAL ITEMS IN GYM</b>			

Principal Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERLAKE SCHOOL DIVISION

SCHOOL YARD/PLAYGROUND EQUIPMENT SAFETY CHECKLIST

School:  Date:

**WEEKLY PLAYGROUND EQUIPMENT SAFETY CHECKLIST**

	Needs Repair	Has None	Date Action Taken
Visible severe cracks, bending, warping, rusting, or breakage of any component			
Worn swing hangers and chains			
Missing, damaged, or loose swing seat			
Broken supports, anchors			
Footings exposed, cracked, loose in ground			
Accessible sharp edges, points			
Exposed ends of tubing that should be covered by plugs or caps			
Protruding bolt ends that don't have caps or covers			
Loose bolts, nuts, etc.			
Lack of lubrication on moving parts			
Worn bearings			
Surfacing material worn or scattered			
Inspect pea rock, under swings, slides and monkey bars			
Chipped or peeling paint			
Vandalism (broken glass, trash, etc.)			
Tripping hazards (roots, rocks, etc.)			
Rough or splintered wooden components			
Fencing (broken wire, mesh, rust, hinges, etc.)			

Comments/Actions taken:

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Signature: \_\_\_\_\_

**Please forward a copy to the Maintenance Department monthly and as repairs are required.**



# MONTH END WORK ORDER FORM

Indicate the work required under one of the codes listed below:

- 1 – CARPENTER
- 2 – PLUMBER
- 3 – ELECTRICIAN
- 4 – WSH (as reported)
- 5 – OTHER

CODE	WORK OR REPAIRS REQUIRED	RM#	SUPERVISOR'S COMMENTS

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

(To be submitted to MAINTENANCE OFFICE at the end of each month.)



# EMERGENCY REQUEST WORK ORDER FORM

Indicate, by code, the person required to complete the work requested.

- 1 – CARPENTER
- 2 – PLUMBER
- 3 – ELECTRICIAN

- 4 – WSH (as reported)
- 5 – OTHER

CODE	WORK OR REPAIRS REQUIRED	RM#

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Order Requested By

\_\_\_\_\_  
Principal Signature



<b>INTERLAKE SCHOOL DIVISION</b>	Reference Number: B-14(R4)
	Title: Safety and Health Committee Training
	Department: Maintenance
	Legal Reference: Workplace Safety and Health Act
	Cross Reference: Plan of Action
No. of Related Forms:	

**PROCEDURES**

1. Training Requirements:

The term of an individual on a Workplace Safety and Health Committee is two years. Members of the Workplace Safety and Health Committee are eligible for two days of training per year.

- 1.1 SAFE Committee Basics- An introductory course will be available to all new committee members.
- 1.2 Second year and beyond committee members will be notified of training sessions that may be sponsored by other divisions, MAST or MTS. In addition, a training program schedule is available on the Workplace Safety and Health website at [www.gov.mb.ca/labour/safety/training.html](http://www.gov.mb.ca/labour/safety/training.html), which are available free of charge. Committee members are responsible to make arrangements for taking their own training.

2. Substitutes, Mileage and Costs incurred:

- 2.1 All pre-approved costs incurred for training sessions will be reimbursed from the Workplace Safety and Health budget line. The following conditions apply:
  - a. Approval must be granted by the division safety officer.
  - b. Substitute costs for 4 half-day inspections and two days of training per year.
  - c. Mileage will be reimbursed at the divisional rate [B-8(R1-F1)].
  - d. When meal costs are incurred the cost will be reimbursed at the divisional rate.

<b>INTERLAKE SCHOOL DIVISION</b>	Reference Number: B-14(R5)
	Title: Working Alone
	Department: Maintenance
	Legal Reference: Workplace Safety and Health Act <a href="http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php">http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php</a> , Manitoba Regulation 217/2006, Part 9 Workers Working Alone Regulation.
	Cross Reference: Code of Practice for Workers Working Alone <a href="http://beta.safemanitoba.com/code_of_practice_for_working_alone.aspx">http://beta.safemanitoba.com/code_of_practice_for_working_alone.aspx</a>
No. of Related Forms: 1	

## PROCEDURES

### 1. Definition:

1.1 Working alone means the performance of any work function by a worker who:

- a. Is the only worker for that employer at that worksite at any time, or
- b. Is working where assistance would not be readily available to the worker.

2. Employees of the Interlake School Division who **may**, at any time during the year, work alone at their place of work, must complete a *Working Alone Form*. If the information contained on the form should change, it is the responsibility of the employee to update the form as soon as possible.

### 3. Working Alone Plan:

3.1 If an employee is alone at a worksite for more than four (4) hours, s/he will be responsible for making telephone contact. If s/he fails to make contact at the appointed time, the contact person will then be responsible for implementing the emergency plan indicated on the *Working Alone Form* completed by the employee.

Custodians must also fill out an additional second page of the *Working Alone Form* that applies to their position only.



Interlake School Division  
**WORKPLACE SAFETY & HEALTH**  
MANITOBA REGULATION 217/2006, PART 9  
*Workers Working Alone Regulation*

All employees of the Interlake School Division who **may**, at any time during the year, work alone at their place of work, must complete this form. If the information contained in this form should change, it is the responsibility of the employee to complete an updated form as soon as possible.

Definition: Working alone means the performance of any work function by a worker who:

- (a) is the only worker for that employer at that workplace at any time, and
- (b) is not directly supervised by his or her employer, or another person designated as a supervisor by his or her employer, at any time.

If you are alone at a worksite for more than four (4) hours, you will be responsible for contacting someone by telephone. If you fail to make contact at the appointed time, the contact person will then be responsible for implementing the emergency plan indicated below.

Employee Name: _____	Title: _____
School/Building: _____	Phone No.: _____
Physical location / address of workplace: _____ _____	
Name of person you will contact by telephone at the end of a four hour period _____	
_____	Phone No.: _____

In the event that you do not make contact with the above person at the appointed time, this person will implement the following plan to ensure your well being:

1.	Contact one of the school representatives below (has key to gain access to worksite).
	Name/Title: _____ Phone No.: _____
	Name/Title: _____ Phone No.: _____
	Name/Title: _____ Phone No.: _____
2.	In the event that none of the school representatives above can be reached, <b>contact the local RCMP at 911</b> for immediate assistance.

*I have read and understand the intent of the above plan.* Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employer Signature

Distribution: 1 copy to employee / contact person      1 copy at Workplace      1 copy to Board Office



Interlake School Division

**WORKPLACE SAFETY & HEALTH**  
Manitoba Regulation 217/2006, Part 9  
Workers Working Alone Regulation

**THIS PORTION OF THE WORKING ALONE FORM APPLIES TO  
CUSTODIANS AND CLEANERS ONLY**

I understand that there may be times when I am working alone in my workplace, and I have completed the reverse side of this form as a precautionary measure for those times.

I also understand that there may be times when I am not alone in my workplace, but I may have to undertake tasks that may put me at risk. **BEFORE** undertaking any such tasks (i.e. going into the crawl space or onto the roof of the building for any reason) I will **(please check one or more of the appropriate boxes below)**:

- Notify the principal or designate of my intentions and destination. This will include arranging a time limit for me to return and check in.
- Take a two-way radio with me and giving the principal or designate a second radio to monitor while I complete such tasks. This will include arranging a time limit for me to return and check in.

In the event that I do not return at the pre-determined time, the following procedures will take place **(employee and principal to determine sequence of events i.e. who will go and look for employee; who to notify in an emergency, etc.)**:

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<p><b>INTERLAKE SCHOOL DIVISION</b></p>	<p>Reference Number: B-14(R6)  Title: Role of the Board WSH Committee  Department: Maintenance  Legal Reference: Workplace Safety and Health Act,  Cross Reference:  No. of Related Forms:</p>
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**PROCEDURES**

1. Board Committee Structure:
  - 1.1 A committee is organized on an annual basis at each school board inaugural meeting.
  - 1.2 The committee will consist of four members.
  - 1.3 There will be two scheduled Workplace Safety and Health Board Committee meetings per school year, with additional meetings if required.
  
2. Role of the Committee:
  - 2.1 To monitor annually the Interlake School Division Workplace Safety and Health program as per the Workplace Safety and Health Act <http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>.
  - 2.2 To review feedback received from the worksite committees.
  - 2.3 To make recommendations for professional development including the associated costs.
  - 2.4 To review committee reports that have not been successfully resolved and create an action plan for resolution.
  - 2.5 To annually review the budget requirements for the implementation and professional development of the Interlake School Division Workplace Safety and Health program.

<p><b>INTERLAKE SCHOOL DIVISION</b></p>	<p>Reference Number: B-14(R7)</p> <p>Title: Reporting of Serious Accidents Involving Staff of the Interlake School Division</p> <p>Department: Maintenance</p> <p>Legal Reference: Workplace Safety and Health Act, Manitoba Regulation 217/2006, Part 2.6 - 2.9</p> <p>Cross Reference:</p> <p>No of Related Forms: 1</p>
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## PROCEDURES

1. Under Manitoba Regulation 217/2006, Part 2.6 to 2.9, when a serious accident occurs at a worksite:
 

<http://www.safemanitoba.com/uploads/regulations/reg2006consolidated.pdf>

  - 1.1 Inform the Superintendent's Department and submit the *Serious Staff Accident Report Form* to the Superintendent's Department as soon as possible.
  - 1.2 The employer is required to notify Manitoba Labour immediately after the accident, using "the fastest means of communication available".
  - 1.3 Follow steps outlined in procedure #3.
  - 1.4 This section also stipulates that no equipment or materials involved in a serious accident may be moved, unless it is necessary to release an injured person or to avoid creating additional hazards.
  
2. An incident must be reported if it results in:
  - 2.1 Injury which requires medical attention or death.
  - 2.2 An unsafe worksite.
  
3. Steps to follow in the event of an accident/incident:
  - 3.1 Care for any injured persons.
  - 3.2 Secure the accident site.
  - 3.3 Notify the principal or immediate supervisor.

- a. Principal or immediate supervisor will notify Safety and Health Officer, Manitoba Department of Labour at 945-3446 (24 hrs per day).
  - b. Principal or immediate supervisor will notify Superintendent's Department.
  - c. Principal or immediate supervisor will notify the WSH school-based committee.
- 3.4 Accident Investigation Team will investigate the incident and complete the report. This team will consist of:
- a. Safety Officer.
  - b. WSH site committee representatives (one management, one employee).
  - c. Principal and/or department supervisor.
  - d. Experts may be called in as required.
  - e. Completed reports will be distributed to Safety Officer, Manitoba Labour, WSH Committee, and the Superintendent's Department. The Superintendent's Department will contact MAST.



## SERIOUS STAFF ACCIDENT REPORT FORM

**School Board:** Interlake

School Division

**School:**

**Telephone No.**

**First name of injured person:**

**Last name of injured person:**

**ISD job title:**

**Date of accident:**

**Time of accident:**

**Where accident occurred:**

**How accident occurred:**

**Exact nature and type of Injury:**

**Was injury treated:**

**Injury treated by:**

**Type of treatment:**

**Name of supervisor:**

**Date submitted:**