

# INTERLAKE SCHOOL DIVISION

MINUTES OF THE WORKPLACE SAFETY AND HEALTH COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION, HELD ON APRIL 25<sup>TH</sup>, 2016, AT THE DIVISION OFFICE, STONEWALL, MB.

## **COMMITTEE MEMBERS PRESENT**

SALLY COOK, JOHN HUEGING, SANDRA WIEBE

## **ADMINISTRATION PRESENT**

ASSISTANT SUPERINTENDENT, MARGARET WARD  
PAUL OLIVER, SAFETY OFFICER

## **ABSENT**

CINDY BRAD

THE MEETING WAS CALLED TO ORDER AT 4:30 P.M.

## **AGENDA ITEMS:**

1. **INJURY REPORTING:** THE COMMITTEE WAS INFORMED THAT STEPS ARE BEING TAKEN TO IMPROVE OUR INJURY REPORTING PROCESS:
  - a. ALL REPORTING FORMS WILL BE REDESIGNED AND A STEP BY STEP PROCESS WILL BE PROVIDED TO SCHOOLS.
  - b. ADMINISTRATORS/SUPERVISORS WILL BE INFORMED OF THE PROCESS FOR REPORTING INJURIES.
  - c. AN AWARENESS FOR THE IMPORTANCE OF INJURY REPORTING WILL BE DELIVERED TO STAFF THROUGH SAFETY TALKS.THE COMMITTEE ALSO DISCUSSED WCB PREMIUMS, LOST TIME INJURIES, AND ESTABLISHING A RETURN TO WORK PROGRAM. FURTHER INVESTIGATION INTO THIS IS REQUIRED.
2. **WSH COMMITTEE STRUCTURE VARIANCE:** THE COMMITTEE DISCUSSED THE CURRENT WSH COMMITTEE STRUCTURE VERSUS THE USE OF A CENTRAL WSH COMMITTEE. PAUL OLIVER WILL CONDUCT FURTHER RESEARCH INTO THE VARIANCE REQUIREMENTS FOR A CENTRAL COMMITTEE.
3. **WELLNET:** THE COMMITTEE WAS INFORMED THAT THE WELLNET CONTRACT FOR MSD SHEET MANAGEMENT WILL EXPIRE APRIL 30, 2016. THE SAFETY OFFICER WILL NOW MANAGE MSD SHEETS. MSD SHEETS WILL BE HOUSED IN OUTLOOK PUBLIC FOLDERS WHERE THEY WILL BE AVAILABLE TO ALL STAFF.

MEETING ADJOURNED AT 5:20 P.M.

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COMMITTEE CHAIRPERSON

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SECRETARY-TREASURER