

INTERLAKE SCHOOL DIVISION

MINUTES OF THE WORKPLACE SAFETY AND HEALTH COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION, HELD ON JANUARY 27TH, 2014, AT THE DIVISION OFFICE, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT

GREG SHEDDEN (CHAIRPERSON), SANDRA WIEBE

ADMINISTRATION PRESENT

ASSISTANT SUPERINTENDENT CHRISTINE PENNER

MIKE WAITE, SAFETY OFFICER
CAMERON DAHL, MAINTENANCE SUPERVISOR
KEN KRULICKI, TRANSPORTATION SUPERVISOR

ABSENT

FRAN FREDERICKSON

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

AGENDA ITEMS:

1. **WORKPLACE SAFETY AND HEALTH POLICY – MAINTAINING A SAFETY SYSTEM CHECKLIST:** THE COMMITTEE REVIEWED POLICY B-14 WORKPLACE SAFETY AND HEALTH, AND THE ISD CHECKLIST FOR MAINTAINING SAFETY SYSTEMS.
2. **GUIDELINES FOR INTERLAKE SCHOOL DIVISION FACILITY INSPECTIONS:** THE COMMITTEE DISCUSSED THE FRAMEWORK FOR AN INSPECTION PROCESS. THE SAFETY OFFICER RECOMMENDED THAT HE BE INVOLVED ANNUALLY WITH INSPECTIONS AND THAT AN INSPECTION PLAN BE CREATED.
3. **COMPLETED INTERLAKE SCHOOL DIVISION INSPECTION REPORTS:** THE COMMITTEE WAS PROVIDED A SUMMARY OF THE 2014 ISD INSPECTION SUMMARY OF HAZARDS FOR REVIEW.
4. **COMMITTEE ROLES AND ACCOUNTABILITY:**
 - A. MIKE WAITE SPOKE TO THE IMPORTANCE OF CREATING A COMMITTEE THAT UNDERSTANDS THE IMPORTANCE OF SAFETY SO THAT PEOPLE KNOW THAT THEY ARE CARED FOR AND VALUED AND THUS CREATE A CULTURE OF SAFETY.
 - B. A SAFETY LEADERSHIP COMMITTEE SHOULD INCLUDE THE TRANSPORTATION AND MAINTENANCE SUPERVISORS.
 - C. THE COMMITTEE WOULD NEED TO DECIDE WHAT WE WANT TO MEASURE IN TERMS OF SAFETY:
 - WHAT ARE WE MEASURING?
 - HOW ARE WE MEASURING SAFETY PERFORMANCE?
 - D. HOUSEKEEPING STANDARDS ARE REQUIRED AS THERE IS POOR HOUSEKEEPING IN OUR SCHOOLS AND BUILDINGS (IE. THERE IS AN OVERABUNDANCE OF MATERIAL BEING STORED)
5. **OTHER BUSINESS:**
 - FOR THE NEXT MEETING MIKE WILL COMPILE A FRAMEWORK OF SAFETY CONCERNS AND MEASURES FOR THE COMMITTEE TO REVIEW AND REVISE AS NEEDED.
 - THERE WAS A RECOMMENDATION THAT WE NEED MORE WSH COMMITTEE MEETINGS PER YEAR.

MEETING ADJOURNED AT 5:30 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER