

INTERLAKE SCHOOL DIVISION

MINUTES OF THE WORKPLACE SAFETY AND HEALTH (WSH) COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION, HELD ON MAY 25TH, 2015, AT THE DIVISION OFFICE, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT

DARCI LOEHMER (CHAIRPERSON), JOHN HUEGING, SANDRA WIEBE

ADMINISTRATION PRESENT

ASSISTANT SUPERINTENDENT, WAYNE DAVIES
SAFETY OFFICER, PAUL OLIVER

ABSENT

DAVID HARCUS

THE MEETING WAS CALLED TO ORDER AT 4:00 P.M.

AGENDA ITEMS:

1. **IT'S ALL ABOUT COMPLIANCE:** PAUL OLIVER DESCRIBED AGENDA FOCUS WOULD BE REGARDING STEPS TOWARDS COMPLIANCE AND DEVELOPING PROGRAMS TO ADDRESS THE TYPE OF DUE DILIGENCE THE TRUSTEES MIGHT WISH TO DEMONSTRATE.
2. **SCHOOL INSPECTIONS/SCHOOL VISITS/CHEMICAL CLEANUP:** THE COMMITTEE WAS INFORMED THAT SCHOOL INSPECTIONS ARE UNDERWAY, SOME HAVE BEEN CONDUCTED AND ANTICIPATE CONCLUSION BY END OF JUNE, AT WHICH TIME A SUMMARY WOULD BE PRESENTED FOR PRIORITIZING ITEMS IDENTIFIED. ASSISTANCE HAS BEEN REQUESTED OF CUSTODIANS TO ASSIST IN INVENTORYING MATERIALS ON HAND TO REDISTRIBUTE ANYTHING EXCESS TO REQUIREMENTS AND/ OR OTHERWISE FACILITATE SUITABLE DISPOSAL.
3. **SUPPORT TO WSH COMMITTEES:** THE COMMITTEE WAS INFORMED THAT THE POSITION OF SAFETY OFFICER IS TO ACT AS A RESOURCE TO THE SEPARATE WORKPLACE HEALTH & SAFETY COMMITTEES AND THAT IF NOT AVAILABLE TO ATTEND, THAT HE IS FORWARDED MINUTES BY THE VARIOUS SECRETARIES. ISSUES RAISED ARE ADDRESSED IN PRIORITY.
4. **VARIANCE:** THE COMMITTEE DISCUSSED WSH COMMITTEE STRUCTURE. ONE PROPOSAL PUT FORTH WAS TO APPLY FOR A VARIANCE TO OPERATE UNDER A LARGER, SINGLE WSH COMMITTEE. SEVERAL PROS / CONS WERE DISCUSSED AMONGST THE GROUP. PAUL OLIVER IS TO TABLE A SUMMARY, WEIGHING THOSE CONSIDERATIONS FOR THE GROUP AT A SUBSEQUENT MEETING.
5. **PROGRAMS UNDERWAY:** THE COMMITTEE WAS INFORMED OF THE FOLLOWING PROGRAMS CURRENTLY BEING UNDERTAKEN IN THE SAFETY DEPARTMENT:
 - A. EARLY AND SAFE RETURN TO WORK (ESRTW) - ESRTW INITIATIVES AND WORK THAT HAS GONE ON WITH HUMAN RESOURCES TO DATE, WERE PRESENTED IN DISCUSSION WITH THE GROUP, WITH EMPHASIS ON THE FINANCIAL IMPACT TO THE INTERLAKE SCHOOL DIVISION OF OUR CURRENT WCB STANDING AND POTENTIAL AREAS FOR IMPROVEMENT.
 - B. ORIENTATION - THE ORIENTATION PROCESS FOR THE RECENT SUMMER HIRES WAS DESCRIBED. IT WAS FURTHER SUGGESTED THAT A FORMALIZED PROCESS FOR ALL NEW HIRES BE DEVELOPED THAT INCLUDES SOME ELEMENTS OF SAFETY. (PROCESS TO FEATURE BUT NOT LIMITED TO ESRTW).
 - C. POLICY - A *DRAFT* POLICY IS TO BE DEVELOPED THAT SUPPORTS ABOVE ORIENTATION AND ESRTW.
 - D. INDOOR AIR QUALITY - TRUSTEES ARE AWARE OF SOME INDOOR AIR QUALITY (IAQ) ISSUES RAISED. PAUL OLIVER INDICATED THAT AN INVESTIGATION WAS PLANNED FOR AT LEAST ONE FACILITY TO OCCUR WITHIN THE WEEK. (THIS HAS BEEN DONE, AWAITING ANALYSIS AND REPORT WITH CORRECTIVE ACTIONS – IF ANY – TO FOLLOW).
 - E. DESIGNATED SUBSTANCES INVESTIGATIONS - CAM DAHL HAS INDICATED A DESIRE THAT A SURVEY OF DESIGNATED SUBSTANCES BE CONDUCTED OVER THE SUMMER. PAUL OLIVER HAS INDICATED THIS WILL OCCUR. CURRENTLY DEVELOPING A TIMETABLE FOR BUILDING ACCESS AND CUSTODIAL ASSISTANCE, WITH CONSIDERATION TO INCORPORATING CUSTODIAN VACATION SCHEDULES.

6. TRAINING:

A. GLOBAL HARMONIZATION SYSTEM (GHS)

A TRAINING PROGRAM ILLUSTRATING THE TRANSITION FROM WHMIS TO GHS HAS BEEN DEVELOPED AND DELIVERED TO ONE GROUP. SUBSEQUENT GROUPS ARE EXPECTED IN LATE SUMMER, AND SHOULD INCLUDE NEW HIRES IN SELECT POSITIONS.

B. FIRST AID

A KEEN INTEREST HAS BEEN EXPRESSED IN RECEIVING FIRST AID CERTIFICATION AND A SERIES OF TRAINING OPPORTUNITIES WILL BE PRESENTED.

C. IN CASE OF INJURY...ESRTW

AN ESRTW PROGRAM HAS BEEN DEVELOPED. ELEMENTS OF THIS WERE INCORPORATED INTO THE SUMMER HIRE GROUP, THOUGH IT IS NOT YET POLICY. IT IS THE HOPE OF THE SAFETY OFFICER THAT THIS WILL BE SUPPORTED BY POLICY AND BECOME A TRAINING/PROFESSIONAL DEVELOPMENT STANDARD.

7. JOINT MANAGEMENT COMMITTEE – LSSD/ISD

WAYNE DAVIES, ASSISTANT SUPERINTENDENT DESCRIBED THE JOINT COMMITTEE CONSISTING OF HIMSELF AND ANGIE MUNCH, MANAGER OF HUMAN RESOURCES AT LORD SELKIRK SCHOOL DIVISION (LSSD) TO CONSULT IN SETTING GOALS FOR THE ROLE OF THE SAFETY OFFICER IN THEIR RESPECTIVE SCHOOL DIVISIONS. THIS IS EXPECTED TO OCCUR IN QUARTERLY MEETINGS AND A PROPOSED SCHEDULE HAS BEEN PUT FORTH BY MR. DAVIES.

MEETING ADJOURNED AT 4:40 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER