INTERLAKE SCHOOL DIVISION

MINUTES OF THE WORKPLACE SAFETY AND HEALTH COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION, HELD ON NOVEMBER 16TH, 2015, AT THE DIVISION OFFICE, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT

CINDY BRAD (CHAIRPERSON), SALLY COOK, JOHN HUEGING, SANDRA WIEBE

ADMINISTRATION PRESENT

ASSISTANT SUPERINTENDENT, WAYNE DAVIES
PAUL OLIVER, SAFETY OFFICER

ABSENT

THE MEETING WAS CALLED TO ORDER AT 5:30 P.M.

AGENDA ITEMS:

1. **SAFETY MANAGEMENT SYSTEM (SMS):** COPIES OF THE INTERLAKE SCHOOL DIVISION – SAFETY PROGRAM ELEMENTS 2015 WERE PROVIDED FOR REVIEW AND DISCUSSION. QUESTIONS OF ROLES AND RESPONSIBILITIES AND IMPLEMENTATION WERE ADDRESSED. THE SMS WAS ACCEPTED AS PRESENTED. (ATTACHED)

2. **WELLNET**: WELLNET SERVICE WAS DISCUSSED. PAUL OLIVER DESCRIBED THE STEPS THAT ARE UNDERWAY TO DISCONTINUE THE SERVICE AND MOVE TO SELF MANAGED. FURTHER UPDATES WILL FOLLOW.

3. **REFERENCE B-14 (R7) REPORTING OF INCIDENTS**: THE COMMITTEE REVIEWED REFERENCE B-14 (R7) REPORTING OF INCIDENTS. QUESTIONS ABOUT THE ROLE OF THE SAFETY OFFICER IN THE INCIDENT REPORTING PROCESS WERE LINKED TO SUPPORT FOR THE SMS. NO ADDITIONAL EDITS WERE REQUESTED AT THAT TIME, WITH THE UNDERSTANDING THE DRAFT WOULD BE SUBJECT TO FURTHER REVIEW.

4. **SUPPORT ACTIVITIES**: THE COMMITTEE WAS PROVIDED AN EXPLANATION FROM PAUL OLIVER ABOUT TYPICAL RESPONSE IN SUPPORT OF QUERIES FROM ADMINISTRATORS, CUSTODIANS, INDOOR AIR QUALITY, ERGONOMICS CONCERNS, AND A VARIETY OF CONCERNS.

5. **SCHOOL INSPECTIONS**: THE COMMITTEE DISCUSSED THE SAFETY OFFICER'S ATTENDANCE AT INDIVIDUAL WSH SCHOOL INSPECTIONS AND DISCUSSED INVESTIGATIONS AND REMEDIATION OF ASBESTOS AND INDOOR AIR QUALITY.

MEETING ADJOURNED AT 6:30 P.M.

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COMMITTEE CHAIRPERSON

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SECRETARY-TREASURER