

# 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 7<sup>TH</sup>, 2016, AT THE DIVISION OFFICE, STONEWALL, MB.

## COMMITTEE MEMBERS PRESENT

CINDY BRAD, DAVID HARCUS, JOHN HUEGING

## ADMINISTRATION PRESENT

ASSISTANT SUPERINTENDENT, MARGARET WARD  
PAUL OLIVER, SAFETY OFFICER

## ABSENT

FRAN FREDERICKSON

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

## AGENDA ITEMS:

**WSH COMMITTEE STRUCTURE VARIANCE:** THE FOLLOWING CONSIDERATIONS FOR A CENTRAL WSH COMMITTEE WERE PROVIDED:

1. PROPOSED COMMITTEE STRUCTURE: 18 MEMBERS COMPRISED OF REPRESENTATION FROM ALL EMPLOYEE GROUPS.
2. SITE INSPECTIONS: FOUR (4) SITE INSPECTIONS PER YEAR WITH ONE (1) DESIGNATED AS A FULL-SITE INSPECTION. INSPECTIONS TO TAKE PLACE IN SEPTEMBER/OCTOBER, DECEMBER, FEBRUARY/MARCH, APRIL/MAY. SAFETY OFFICER TO PROVIDE SUPPORT IN THE FORM OF MODELLING THE INSPECTION PROCESS FOR THE FIRST TWO (2) INSPECTIONS. SITE ADMINISTRATOR AND CUSTODIAN (AS AVAILABLE) TO PARTICIPATE IN SITE INSPECTIONS.
3. TRAINING: COMMITTEE MEMBERS ENTITLED TO TWO (2) DAYS OF TRAINING PER YEAR. ISD SAFETY OFFICER TO PROVIDE ONE (1) MANDATORY SESSION IN NOVEMBER AND ONE (1) OPTIONAL SESSION IN JANUARY AS WELL AS RECOMMENDATIONS FOR TRAINING OPPORTUNITIES OUTSIDE OF THE DIVISION.
4. TEAM ASSIGNMENTS: SIX (6) TEAMS OF THREE (3) TO BE ESTABLISHED AND TO BE ASSIGNED A GROUP OF SITES, NOT TO INCLUDE THEIR USUAL ENVIRONMENT.
5. COMMITTEE MEETINGS: ONE (1) MANDATORY TRAINING SESSION IN NOVEMBER PLUS AFTERNOON MEETINGS FOLLOWING SITE INSPECTIONS IN FEBRUARY, MARCH, APRIL & MAY. DIRECTOR OF OPERATIONS, ASSISTANT SUPERINTENDENT, SAFETY OFFICER AND SECRETARY-TREASURER TO PARTICIPATE IN AFTERNOON COMMITTEE MEETINGS.
6. SAFETY OFFICER INVOLVEMENT: ALL FULL-SITE INSPECTIONS IN SEPTEMBER/OCTOBER, MANDATORY FULL-DAY TRAINING SESSION IN NOVEMBER, OPTIONAL FULL-DAY TRAINING SESSION IN JANUARY, ALL DECEMBER INSPECTIONS, AND ALL AFTERNOON COMMITTEE MEETINGS.
7. EMPLOYEE GROUPS: REGULATIONS REQUIRE THAT ALL EMPLOYEE GROUPS MUST BE WILLING TO SIGN A VARIANCE APPLICATION. ALL GROUPS HAVE BEEN BRIEFED AND HAVE AGREED TO SIGN THE APPLICATION. EACH EMPLOYEE GROUP WILL BE RESPONSIBLE FOR ELECTING REPRESENTATIVES TO THE CENTRAL COMMITTEE.
8. YEARLY COMMITMENT: TWO (2) DAYS OF TRAINING, EQUIVALENT OF THREE (3) DAYS FOR SITE INSPECTIONS, EQUIVALENT OF TWO (2) DAYS FOR COMMITTEE MEETINGS. TOTAL COMMITMENT IS SEVEN (7) DAYS PER SCHOOL YEAR.
9. VARIANCE APPLICATION: THE APPLICATION IS PREPARED AND READY TO SUBMIT WITH ALL OF THE REQUIRED SIGNATURES.
10. A 'PILOT' PROJECT: ALTHOUGH TIMELINES ARE TIGHT FOR THIS YEAR, WITH THE REQUIRED BUY-IN FROM ALL EMPLOYEE GROUPS, WE WOULD LIKE TO PROCEED WITH THIS PROJECT WITH THE INTENT OF CLARIFYING REFERENCE PROCEDURES BY THE END OF APRIL, 2017.

**PROPOSED MOTION:** THAT THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION SUPPORT THE APPLICATION TO WORKPLACE SAFETY AND HEALTH FOR A VARIANCE TO MOVE FROM SITE-BASED WSH COMMITTEES TO A CENTRAL WSH COMMITTEE.

MEETING ADJOURNED AT 6:45 P.M.

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**COMMITTEE CHAIRPERSON**

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**SECRETARY-TREASURER**