



AP #103 - Divisional Workplace Safety and Health Committee

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

General Administration

Procedure Manual

Policy Ref: 1, 10, 11,12, 14, 15, 16, and 17

PRSD is committed to provide all staff, students, contractors and visitors to its facilities a safe and healthy environment in which to work and to learn.

PRSD recognizes the rights, roles, and responsibilities of all employees with respect to workplace safety and health and accepts an overall responsibility to maintain a comprehensive workplace safety and health program.

It is the intent of PRSD to comply with the requirements of the Manitoba Workplace Safety & Health Act and the regulations and the relevant Codes of Practice. It shall promote education and foster attitudes that are manifested in a sound culture of safety and health.

All relevant laws and regulations are incorporated in our program as minimum standards.

All PRSD personnel have a shared responsibility for providing and for maintaining a safe environment by conducting activities in a safe manner, by observing safety rules, and by practicing safe behavior.

All personnel will be held accountable for implementing this program.

PRSD WORKPLACE, SAFETY AND HEALTH COMMITTEE (WSHC)

PRSD's Workplace Safety and Health Committee (WSHC) enables employees and administration to work together to provide and maintain a safe and healthy learning and working environment for students and staff.

WSHC STRUCTURE

The WSHC is comprised of elected/appointed representatives from the employee groups:

- C.U.P.E Employees (3) – Recommended that representation includes C.U.P.E. Workplace, Safety, and Health representative and a school custodian
- Prairie Rose Teachers' Association (3) – Recommended that representation includes an Industrial Arts and senior years' science teacher
- Employer (5) – Assistant Superintendent, Secretary Treasurer/CFO and/or Assistant Secretary-Treasurer, Facilities Supervisor, Human Resources Manager
- Superintendent/CEO – Ex-officio member
- The committee will be co-chaired by one chair from the employer and one rotating chair from PRTA and CUPE

WSHC MANDATE

The WSHC will:

- Receive and review concerns respecting safety and health issues
- Recommend how safety and health concerns may be resolved
- Assist in the identification of safety and health concerns which may affect workers and others in the workplace



- Assist with the development and promotion of measures to protect the safety and health of persons in the workplace
- Review hazard identification and control reports, inspection reports, emergency procedures, and accident investigation reports

WSHC MEETINGS

WSHC meetings will be held a minimum of four times each school year (from September to June) during regular school hours. The WSHC will be co-chaired – one representing the employer and one from the employees’ group. The co-chairs will alternate chairing the meetings.

WSHC MEETING MINUTES

Minutes of all meetings will be forwarded within ten days to:

- Workplace Safety & Health Committee Members
- Prairie Rose Teachers’ Association
- CUPE 4701
- Principals
- PRSD schools for posting on school WSH bulletin boards
- Bus garages for posting on bulletin boards
- Midland Adult Education Centre for posting on bulletin board

The WSHC has an Administrative Assistant assigned to it. The WSHC Administrative Assistant has the following responsibilities:

- Meeting minutes.
- Records maintenance
- Member of accident investigation team.