



AP #104 - Site-Based Workplace Safety and Health Teams and Inspections

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

General Administration

Procedure Manual

Policy Ref: 1, 10, 14, 15, 16, and 19

SITE-BASED WORKPLACE SAFETY AND HEALTH TEAMS (WSHT)

Each facility is to have a Site-Based Workplace, Safety, and Health Team (WSHT).

Each site-based WSHT is to include the following members:

- Principal or designate
- Site-Based Safety Committee Employee Co-chair or designate
- Custodian or designate

WSHT – SITE-BASED RESPONSIBILITIES

Principals/designate are responsible for:

- Developing and maintaining emergency response preparedness plans
- Participating in school inspections scheduled by the Workplace Safety and Health Coordinator
- Facilitating resolution of safety concerns and hazards
- Provide a proper location and necessary time for the committee members
- Providing WS&H bulletin board
- Forwarding safety meeting minutes to the designated workplace safety personnel
- Ensuring compliance with the provincial Workplace Safety & Health Act and regulations and requirements

Site-based safety committee employee co-chair/designate is responsible for:

- Call a special safety meeting to deal with matters of urgent concern, including but not limited to serious incidents, accidents, dangerous occurrences or matters believed to constitute a serious risk to the safety or health of a worker or other persons.
- Participate in school inspections scheduled by the Workplace Safety and Health Coordinator
- Handling site-based concerns and complaints
- Liaising with WSHC (Divisional)
- Maintaining information on WS&H bulletin board:
 - The name of each committee member and the date each member's term of office expires
 - A signed copy of the meeting minutes which need to remain posted until all matters of concern are resolved
 - The agenda for each meeting
- Participate in any audits by Provincial Workplace Safety and Health
- Participate in any incident investigations that happen (WSH)
- Participate in any Right to Refuse situations

Custodian/designate is responsible for:

- Participate in school inspections scheduled by the designated workplace safety personnel
- Forward any maintenance issues found to the Facilities department



AP #104 - Site-Based Workplace Safety and Health Teams and Inspections

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

General Administration

Procedure Manual

Policy Ref: 1, 10, 14, 15, 16, and 19

All site-based representatives will serve a two-year term with appointments made in September. There is no limit on the number of years a representative can continuously serve.

SITE-BASED INSPECTION TEAM MEMBERSHIP

The site-based inspection team consists of:

- Principal
- Custodian
- Designated workplace safety personnel
- Site-Based Safety Committee Employee Co-chair

SITE-BASED INSPECTION SCHEDULES:

There will be four inspections conducted at each facility over the school year.

The designated workplace safety personnel will coordinate with principals on inspection dates.

PURPOSE OF SITE-BASED INSPECTIONS

Inspections shall identify unsafe conditions, unsafe habits, health hazards, and compliance with safety rules/procedures and government regulations. Committee members are to use the Workplace Safety & Health Inspection Checklist when conducting a site inspection.

DOCUMENTATION OF SITE-BASED INSPECTIONS

Upon completion of a site-based school inspection, a completed inspection checklist/report will be forwarded to each site-based safety committee member to be shared with staff. Copies are available to anyone requesting them.

The minutes will be prepared and distributed within ten working days. The designated workplace safety personnel will send copies to the site-based safety committee members, the Province, and PRSD Senior Administration