



## Workplace Safety and Health

### **Administrative Procedure 8.160-i**

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**Board Governance Policy Cross Reference: 1, 2, 3, 16, 17**

**Legal Reference: Workplace Safety and Health Act**

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**Date Adopted: November, 2004**

**Date Amended: February, 2005; June, 2012; June 2020; April, 2023**

**Date Reviewed:**

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#### **Purpose and Responsibility**

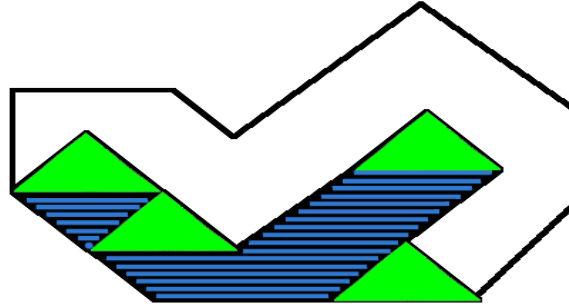
The District's Workplace Safety and Health Committee enables employees and administration to work together to provide and maintain a safe and healthy learning and working environment for students and staff of the School District of Mystery Lake.

#### **Objectives**

All personnel are required to support the workplace safety and health program and make safety and health a part of their daily routine and ensure that they are following safe work methods and relevant regulations;

All personnel will be held accountable for implementing this program;

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



SCHOOL DISTRICT OF MYSTERY LAKE  
SAFETY AND HEALTH  
PROCEDURAL HANDBOOK

FOR

COMMITTEE REPRESENTATIVES  
&  
SITE-BASED REPRESENTATIVES

**April, 2023**

***In the event of any conflict between this handbook and School District of Mystery Lake's Policy (-Workplace Safety & Health) and Provincial Regulation - (Workplace Safety & Health Procedures), the Policy and Regulation will govern.***

## **A. PURPOSE AND RESPONSIBILITY**

The District's Workplace Safety and Health Committee enables employees and administration to work together to provide and maintain a safe and healthy learning and working environment for students and staff of the School District of Mystery Lake.

## **B. OBJECTIVES**

- a. All personnel are required to support the workplace safety and health program and make safety and health a part of their daily routine and ensure that they are following safe work methods and relevant regulations;
- b. All personnel will be held accountable for implementing this program;
- c. All relevant laws and regulations are incorporated in our program as minimum standards.

## **C. DEFINITIONS AND TERMS**

Committee – The School District of Mystery Lake Workplace Safety and Health Committee.

Reportable Accident – An accident that could cause death, permanent disability, or hospitalization.

SBO – School Board Office

SDML – School District of Mystery Lake

Serious Accident – See [Admin Procedure 8.010](#)

WSH – Workplace Safety and Health

WSH Officer – An official appointed by the Government of Manitoba given the authority to enforce the WSH Act.

Worker Representative – Someone who is neither a Principal or Vice-principal and who belongs to one of the unions at SDML.

Management Representative – Someone who is either a Principal or Vice-Principal or who has supervisory responsibilities and is not a member of one of the unions at SDML.

Union Representative – Someone appointed by and whose duty it is to report directly to their respective union the relevant points of discussion or decisions of the WSH Committee.

#### **D. COMMITTEE STRUCTURE**

- a. The WS&H Committee is comprised of elected representatives from the employee groups:
  - One worker and one management representative from each school and the SBO
  - One representative from each union, 7911, 8223, and the TTA
  - The Facilities Manager

#### **E. MEETINGS**

- a. Regular meetings shall be held four times per year, 2 prior to Christmas Break and 2 after Christmas Break. Dates for the remainder of the year shall be set at the first meeting of the year. The Facilities Manager shall call the date of the first meeting. Inspections of all School Board buildings shall be done four times per year, two weeks prior to WSH meetings. Inspections shall be recorded on forms as approved by The Department of Labour. Only safety items are to be recorded on these forms. Other items shall be addressed through regular work orders.
- b. There will be Co-Chairs – one representing employer and one from the employees group.
- c. The Co-Chairs will alternate chairing the meetings.
- d. Minutes of all meetings will be forwarded within ten days to:
  - I. Workplace Safety & Health Committee Members
  - II. Provincial Workplace Safety and Health
  - III. School Principals
  - IV. Schools for posting WS&H bulletin boards

#### **F. CHAIRPERSONS**

The chair of the committee shall alternate between a Management representative voted in by the Workplace Safety & Health Committee and a worker/union representative elected from the worker/union representatives on the committee.

## G. EDUCATION

- a. Committee members and Site-Based Representatives are allowed to take the equivalent number of hours normally worked during two normal working days for the purpose of safety and health training. A training database will be kept by the committee.
- b. WS&H Committee members and Site-Based Representatives wishing to take professional development must submit a request in writing to the employer co-chair. The employer co-chair will coordinate and approve professional development based on criteria to include immediate need and knowledge base of the committee.
- c. Each committee member requires 16 hours of training annually.

## H. RESPONSIBILITIES OF WS&H TEAM

- a. Site-Based Representatives:
  - I. Handle local concerns and complaints.
  - II. Liaise with WS&H Committee.
  - III. Site-representative for all safety and health concerns.
  - IV. Maintain information on WS&H bulletin board.
  - V. Participate in inspection of schools.
- b. WS&H Committee:
  - I. The receipt and review of concerns respecting safety and health issues.
  - II. Recommending how safety and health concerns may be resolved. The committee is not responsible for unsafe or unhealthy situations in the workplace.
  - III. Assist in the identification of safety and health concerns which may affect workers and others in the workplace.
  - IV. Assisting with the development and promotion of measures to protect the safety and health of persons in the workplace.
  - V. Reviewing hazard identification and control reports, inspection reports, emergency procedures and accident investigation reports.
  - VI. Recommending the development and promotion of programs for education and information regarding safety and health in the workplace.
  - VII. Co-chairs conduct accident investigations.
- c. School Principal:
  - I. Develop and maintain emergency response preparedness.
  - II. Facilitate resolution of safety concerns and hazards.
  - III. Provide WS&H bulletin board.
  - IV. Attend on-site inspection of school or assigned designate.

- d. Committee Administration:
  - I. Meeting minutes.
  - II. Accident Investigation – [Refer to Accidents/Serious Incidents in Admin Procedure 8.010](#)
  - III. Technical support (noise, mold, asbestos, etc.)

#### I. PROCEDURES FOR DEALING WITH CONCERNS (see CONCERN REGISTRY – Appendix 1)

**Definition:** A concern is a situation brought about by a hazard or condition at the physical location or any equipment or tools an employee utilizes to fulfill their job responsibilities which is, or potentially may, endanger the safety and health of employees working in, or persons attending a Division building.

- a. When a concern arises which an employee believes is of a safety or health nature, the employee should report the concern to the School Principal or Supervisor, who will forward it to the appropriate person for remedy.
- b. If the concern is not resolved as a result of the action taken in 'a', the employee may report the concern to the Site-Based Representative in the building. The Site-Based Representative will attempt to resolve the concern together with the School Principal or Supervisor.
- c. If the concern is not resolved as a result of the action taken in 'b', the Site-Based Representative will bring the concern forward to one of the Co-chairs of the WS&H Committee for resolution.
- d. The Co-chair of the WS&H Committee will attempt to resolve the concern together with the School Principal or supervisor.
- e. If the concern is not resolved as a result of "d", the WS&H Committee Co-chair shall submit in writing, recommendations from the committee or representative, to the employer.
- f. The employer shall respond in writing to the committee or representative no later than 30 days after receiving the recommendations unless the employer implements all of the recommendations within 30 days of receiving the recommendations.
- g. Under emergency conditions, the time frames for resolution will be escalated as appropriate and feasible.

#### J. PROCEDURES FOR DEALING WITH DANGEROUS WORK

**Definition:** Dangerous work generally means work involving safety and health risks that are not *normal* for the job.

Committee Co-Chairs have the responsibility to investigate Right-To-Refuse incidents where an immediate solution is not or cannot be found.

Co-Chairs may also involve the committee on an emergency basis if necessary or a WSH officer where there a dispute or remedy cannot be found. Procedures followed are to be according to Section 43 of the WSH Act. A report shall be made to the WSH committee of all incidents involving Right to Refuse.

#### **K. SCHEDULED INSPECTIONS BY WS&H COMMITTEE AND SITE-BASED REPRESENTATIVE**

- a. The WS&H Committee will notify each School Principal of inspection date in advance.
- b. The School Principal will arrange an adequate meeting space for the WS&H Committee.
- c. There will be four inspections conducted over the school year, with all district and school complexes and areas being inspected each year. NOTE: A school complex will be counted as one school.
- d. Your facility's inspection team consists of management and worker representatives from each workplace.
- e. Inspections shall identify unsafe conditions, unsafe habits, health hazards and compliance with safety rules/procedures and government regulations. The inspection team will use Appendix 2 as a reference.
- f. Upon completion of an inspection, a completed inspection checklist/report will be attached to the WS&H minutes identifying the appropriate action to be taken, time frame and by whom.
- g. The Maintenance Supervisor will review the inspection report with the School Principal or Building Supervisor and provide a copy for reference.
- h. The minutes will be prepared and distributed within ten working days.

#### **L. PERSONS WORKING ALONE**

- a. Provincial Legislation requires where a worker is working alone, the District shall provide and implement a plan as a means of insuring, so far as is reasonably practicable, the safety, health and welfare of that worker from risks arising out of, or in connection with, activities in the workplace.
- b. In most cases, the type of work that is performed by the employees of the School District of Mystery Lake is considered "low risk".
- c. The District has created a "buddy" system that requires all employees who are in a work alone situation to contact their "buddy". Contact should be maintained at a minimum two-hour interval, unless the risk of the situation warrants more frequent contact.
- d. Please refer to Appendix 3 to process the SDML work alone guidelines.

## APPENDIX "1"

### PROCEDURE FOR REPORTING A WORKPLACE SAFETY & HEALTH CONCERN

1. Staff with concerns must bring them to the attention of their School Principal or Supervisor.
2. The School Principal or Supervisor must investigate the concern and implement appropriate remedies.
3. If unresolved, the concerned staff member should complete the "Concern Register" Form below and forward it to the Site-based Representative. The Site-based Representative should attempt to resolve the concerns together with the School Principal or Supervisor.
4. If a satisfactory resolution is not reached, then the Site-based Representative will forward copy of the "Concern Register" form to one of the Co-Chairs of the Workplace Safety and Health Committee for resolution within 30 days of the next scheduled meeting.

#### Concern Register

Date: \_\_\_\_\_ Facility: \_\_\_\_\_

Specific Room or Area: \_\_\_\_\_

Site-based WS&H Representative: \_\_\_\_\_

Details of Concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor Comments and/or Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## APPENDIX “2”

### SCHOOL DISTRICT OF MYSTERY LAKE

#### WORKPLACE SAFETY AND HEALTH INSPECTION CHECK LIST

A. Safety hazards including:

- a. Slipping & tripping
- b. Fire and explosion
- c. Materials falling from height, rolling, etc.
- d. Lifting and other manual handling operations
- e. Moving machinery parts
- f. Workplace violence
- g. Working alone or in isolated places
- h. Working at heights
- i. Ejection of materials
- j. Pressure systems
- k. Vehicles

B. Health hazards including:

- a. Chemical
- b. Biological (bacteria, viruses, dust & mould)
- c. Physical (electricity, heat, light, vibration, noise & radiation)
- d. Work design- ergonomics resulting in muscular-skeletal injuries and illness

C. Committee Members are to use The General Workplace Safety & Health Inspection Checklist (Form 9.380) when conducting a Site Inspection.



## APPENDIX "3" SCHOOL DISTRICT OF MYSTERY LAKE WORKING ALONE GUIDELINES

The safety and security of the worker and the facility in which he/she works is a very high priority with the School District of Mystery Lake.

All workers must be aware that working alone is a recognized hazard in the workplace:

1. Definition:
  - 1.1 Working alone means the performance of any work function by a worker who:
    - 1.1.1 **Is the only worker for that employer at that worksite at any time or**
    - 1.1.2 **Is working in isolation; where assistance would not be readily available to the worker.**

All workers when working alone in a divisional workplace must observe the following procedures:

1. Employees of the School District of Mystery Lake, who may, at any time during the year, work alone at their place of work, must complete a Work Alone Plan.
2. If the information contained on the form should change, it is the responsibility of the employee to update the form as soon as possible.
3. Custodians, Transportation & Maintenance Staff must also complete a Working in Isolation Work Plan
  - 3.1 This must be done with the School Principal (and or designate).

### **Custodial Staff - Working Alone or In Isolation:**

#### **Work Plan:**

1. If an employee is alone at a workplace for more than two (2) hours he/she will be responsible for making telephone contact as per their Work Alone Plan.
2. If he/she fails to make contact at the appointed time; the contact person will then be responsible for implementing the emergency plan indicated on the Work Alone Plan by contacting:
  - i. Head Custodian
  - ii. School Principal or Vice Principal
  - iii. Facilities Manager.

Note: During the summer months the first emergency point of contact will be SDML Admin Office @ (204) 677-6150.

### **Custodian, Transportation & Maintenance Staff - Working In Isolation during the regular School Year:**

#### **Work Plan:**

Before undertaking any such task in an unsupervised area (e.g. Working in a crawl space or onto the roof of a building) the worker must:

1. Advise the school office, including the School Secretary, Principal or Facilities Manager of where he/she will be working and provide an estimated amount of time necessary to complete the task.
2. Complete the Log in Time on the Log Sheet which must be kept available in the Administration Office.
3. Record the Log Out Time on the Log Sheet once the task has been completed.
4. Workers should carry an operating hi-frequency radio, walkie-talkie or cell phone so that they can alert supervisors and co-workers if they have a safety concern.

The School Secretary, Principal or Designate: and the Worker must:

1. Be in contact with the worker every *two (2) hours* while the task is being completed.
2. Locate the worker, if he/she does not report "out" by the estimated time out recorded on the log sheet.
3. Arrange an alternate plan if the worker has not completed his/her task by the time the School Secretary, Principal or designate is ready to leave the workplace at the end of their shift/day.

### **Maintenance Staff - Working Alone or In Isolation during off hours e.g. Christmas & Summer School Breaks):**

#### **Work Plan:**

1. An employee working alone must radio or call the Maintenance Department Administration Assistant or a "Buddy" every two hours.
2. In the event that contact is not maintained, the point person at SDML (or Buddy) will implement the Emergency Work Plan to ensure the employee's well being.
3. If the employee does not arrive home at the prearranged time, the emergency contact person must call the SDML @ 677-6150 or the Facilities Manager.

#### **Emergency Call In:**

If an employee is called into the workplace after regular hours or on a weekend and is required to enter an unsupervised area (e.g. crawl space) they must not do so without first contacting their immediate supervisor.

#### **Other Staff - Working Alone or in Isolation:**

All other staff includes but is not limited to Senior Administrators, Consultants, Directors, Clerks, Paraprofessionals, Teachers/Teaching Staff and Information Technology Staff.

**Work Plan:**

All staff planning on entering the workplace after regular hours or on weekends must make arrangements with their Supervisor **prior to** entering the workplace.

Staff working alone will use the “buddy system” by following these steps:

1. Upon arrival at the workplace, the employee must call someone outside the building (i.e. a contact person) to inform him/her as to the employee’s location and how long the employee expects to be at that location.
  - a. Contact person can be a family member, friend or another staff member.
  - b. Telephone contact must be maintained every two hours.
2. Upon leaving the workplace, the employee will inform the contact person that he/she is leaving the location.
3. Should the contact person not receive the confirmation call that the employee is leaving the building, it is expected the contact person will call the appropriate emergency service to check on the employee i.e.:
  - a. Head Custodian
  - b. Principal and or Vice Principal
  - c. Facilities Manager

Note: Staff planning on working beyond their regular working hours must make arrangements with their Supervisor prior to staying late.

In the event the staff member works beyond the end of the evening custodian shift and they are now “working alone and or in isolation” Steps 1, 2 & 3 must be now be implemented.

**Minimize Risks for Employees Working Alone or Working In Isolation:**

Staff should:

1. Be aware of the list of emergency, police and fire telephone numbers posted in their workplaces.
2. Be familiar with the location of the telephone and the Fire Alarm Pull Stations; IN CASE OF EMERGENCY CALL 677-7911 or the local RCMP at 677-6911 or:
  - a. Staff who feel their safety is in immediate danger should pull the nearest fire alarm.
  - b. This is an extreme measure and should only be taken if immediate assistance is required i.e. employee is in severe stress and believes they cannot wait for assistance from the school or cannot make a call on their own to emergency services.
3. If you own a personal cell phone, keep it handy at all times.
4. Be knowledgeable about co-workers’ duties and routines. Plan a set time to meet for a break.
5. Do not attempt to do hazardous work when working alone - use common sense at all times.

## WORKPLACE SAFETY & HEALTH - WORK ALONE PLAN

All employees of **the School District of Mystery Lake**, who may, at any time during the year, work alone at their place of work, must complete this form. If the information contained in this form should change, it is the responsibility of the employee to complete an updated form as soon as possible.

Definition: Working alone means the performance of any work function by a worker who:

(a) is the only worker for that employer at that workplace at any time, and

(b) is working where assistance would not be readily available to the worker.

If you are alone at a workplace for more than two (2) hours you will be responsible for contacting someone by telephone. If you fail to make contact at the appointed time, the contact person will then be responsible for implementing the emergency plan indicated below.

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 School/Building: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Physical location/address of workplace:  
 \_\_\_\_\_  
 Name of person you will contact by telephone when you are alone at a workplace for more than two (2) hours:  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

In the event that you do not make contact with the above stated person at the appointed time this person will implement the following plan to ensure your well being:

Contact one of the workplace representatives below (has fob access to workplace):

Name/Title: _____	Phone Number: _____
Name/Title: _____	Phone Number: _____
Name/Title: _____	Phone Number: _____

In the event that none of the school representatives can be reached, contact the local RCMP at 677-6911 for immediate assistance.

I have read and understand the intent of the above work plan.

Employee Signature: \_\_\_\_\_ Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:      1 copy to Employee/contact person      1 copy at Workplace      1 copy in CIMS

## WORKPLACE SAFETY & HEALTH – WORKING IN ISOLATION PLAN

**This portion of the Working Alone Form applies to Custodians, Cleaners and Maintenance Staff ONLY during Regular School Months:**

I understand that there may be times when I am working alone in my workplace and I have completed Page One of this Form as a precautionary measure for those times.

I also understand that there may be times when I am not alone in my workplace, but I may have to undertake tasks that may put me at risk. Before undertaking any such tasks (i.e. going into a crawl space or onto the roof of the building) for any reason I will:

1. Advise the school office, including the School Secretary, Principal or designate of where the task will be performed and provide a pre-determined amount of time necessary to complete the task.
  - a. Complete the Log in Time on the Log Sheet (Form #) which must be maintained in the Administration Office.
  - b. Record the Log OUT Time on the Log Sheet (Form #) once the task is completed.
2. Carry an operating hi-frequency radio, walkie-talkie or cell phone so that I can alert supervisors and co-workers of a safety concern.

In the event that I do not return at the pre-determined time, the following procedures will take place (employee and principal to determine sequence of events i.e. who will go and look for employee; who will notify in an emergency etc.):

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During the summer months, I understand that I must make arrangements with a “Buddy” or the SDML office prior to undertaking a “working in isolation” task.

I have read and understand the intent of the above work plan.

Employee Signature: \_\_\_\_\_ Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:      1 copy to Employee/contact person      1 copy at Workplace      1 copy in CIMS

