

INTERLAKE SCHOOL DIVISION

MINUTES OF THE WORKPLACE SAFETY & HEALTH COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON MAY 15TH, 2017, AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

TRUSTEES PRESENT:

CINDY BRAD (CHAIRPERSON), FRAN FREDERICKSON, JOHN HUEGING

ADMINISTRATION PRESENT:

SAFETY OFFICER PAUL OLIVER
ASSISTANT SUPERINTENDENT MARGARET WARD

ABSENT:

DAVE HARCUS

THE MEETING WAS CALLED TO ORDER AT 6:30 P.M.

AGENDA ITEMS

1. **DIVISIONAL WORKPLACE SAFETY & HEALTH COMMITTEE:** THE DIVISIONAL WSH COMMITTEE IS COMPRISED OF EIGHTEEN (18) MEMBERS REPRESENTING ALL EMPLOYEE GROUPS. SIX (6) MEMBERS SERVE ON THE HIGH SCHOOL COMMITTEE. TYLER OLIVER AND CHRISTIE CROW SERVE AS CO-CHAIRS OF THIS COMMITTEE. TWELVE (12) MEMBERS SERVE ON THE K-8/COLONY COMMITTEE. SALLY COOK AND JOHN BOCK SERVE AS CO-CHAIRS OF THIS COMMITTEE. THE SAFETY OFFICER, MAINTENANCE SUPERVISOR AND ASSISTANT SUPERINTENDENT ATTEND MEETINGS AS APPROVED GUESTS OF THESE COMMITTEES.

MEMBERS HAVE ALL HAD ACCESS TO TWO (2) DAYS OF TRAINING FOCUSED ON THE ROLE OF A DIVISIONAL COMMITTEE AND THE INSPECTION PROCESS. TEAMS HAVE UNDERTAKEN INSPECTIONS OF THEIR ASSIGNED SITES IN MARCH AND MAY. ITEMS IDENTIFIED DURING INSPECTIONS ARE SHARED WITH SITE ADMINISTRATORS WHO ARE THEN RESPONSIBLE FOR RAISING WORK ORDERS.

THE DIVISIONAL COMMITTEE WAS A PILOT FOR THE 2016/2017 SCHOOL YEAR. A SMALL GROUP OF COMMITTEE MEMBERS WILL MEET WITH SENIOR ADMINISTRATION TO: STREAMLINE THE COMMITTEE PROCESS, IDENTIFY TRAINING NEEDS, AND ENSURE DIVISIONAL POLICIES AND REFERENCES REFLECT COMMITTEE PRACTICE.

2. **ONLINE SDS:** THE TECHNOLOGY, MAINTENANCE AND SAFETY DEPARTMENTS ARE WORKING TOGETHER TO LAUNCH AN ONLINE, SEARCHABLE LISTING OF SAFETY DATA SHEETS (SDS) THAT ALL STAFF WILL HAVE ACCESS TO VIA DIVISION COMPUTERS. UPLOADING OF SDS INFORMATION WILL BE THE RESPONSIBILITY OF THE SAFETY OFFICER. ALL STAFF WILL RECEIVE INFORMATION ON HOW TO ACCESS THIS DATA PRIOR TO THE START OF THE 2017/2018 SCHOOL YEAR.

MEETING ADJOURNED AT 7:20 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER