



**POLICY:** GBE  
**SUBJECT:** WORKPLACE SAFETY AND HEALTH  
**APPROVAL DATE:** September 12, 1995  
**REVISION DATE:** September 8, 2008  
**PAGE:** 1 of 3

---

## **1. GENERAL**

1.1 The Winnipeg School Division is committed to the safety and health of all the staff and students as well as all visitors to the facilities of the Division.

## **2. SAFE ENVIRONMENT**

2.1 The Winnipeg School Division shall strive to establish an environment for staff, students and visitors which is safe and free from hazards which are likely to cause accidental injury.

2.2 The Division shall comply with the requirements of all relevant statutes, regulations and standards of government agencies and other regulatory authorities representing occupational safety and health.

2.3 The Division shall give priority to safe working conditions and job practices in the planning, budgeting, direction and implementation of Division activities.

2.4 The Division shall develop and implement safety programs appropriate to the Division's operations.

## **3. RESPONSIBILITY**

3.1 The Chief Superintendent or designate shall be responsible for the administration of this policy.

3.2 Superintendents, Department Directors, School Administrators and Building Managers shall be responsible for the implementation and ongoing administration of this policy in their department, school or building.

3.3 Department Directors, School Administrators and Building Managers shall:

(a) ensure the development and implementation of safety rules and procedures consistent with the work practices of the worksite and the regulations in effect for the Province of Manitoba.

(b) ensure regular inspections of their area or building are performed and take action to improve unsafe conditions;

(c) ensure that all employees are trained in and follow safety procedures and safe work practices.

(d) ensure that the workplace, and all necessary equipment, systems and tools are safe and without risks to safety or health of employees working at the worksite, students and/or visitors.

3.4 Supervisors shall:

(a) ensure regular inspection of their area or building is performed and take action to improve unsafe conditions;

(b) ensure that all known hazards and safety concerns are brought to the attention of Department Directors, School Administrators and Building Managers.

3.5 Employees shall:

(a) adhere to all safety rules and procedures associated with the performance of their duties and take an active part in practicing safe work habits;

(b) immediately report any accident or injury or unsafe condition to their supervisor;

(c) properly use and care for personal safety equipment provided by the Division.



**POLICY:** GBE  
**SUBJECT:** WORKPLACE SAFETY AND HEALTH  
**APPROVAL DATE:** September 12, 1995  
**REVISION DATE:** September 8, 2008  
**PAGE:** 2 of 3

---

**3.6 The Workplace Safety and Health Officer shall:**

- (a) undertake regular inspections of Division facilities and recommend actions to eliminate unsafe conditions in compliance with Safety and Health Regulations;
- (b) support Department Directors, School Administrators and Building Managers in the implementation of the Workplace Safety and Health Policy;
- (c) coordinate the implementation of Workplace Safety and Health Awareness and training programs;
- (d) assist in the preparation, maintenance and submission of data pertaining to accidents, accident prevention, results of examinations and tests;
- (e) investigate and maintain records in connection with the receipt and disposition of concerns and complaints.

**4. COMMUNICATION PLAN**

- 4.1 The Chief Superintendent or designee shall distribute the Workplace Safety and Health Policy to all Senior Administrative Staff, School Administrators and Building Managers;
- 4.2 The Workplace Safety and Health Policy will be posted in locations where it is accessible and visible to all employees, students and visitors;
- 4.3 The Workplace Safety and Health Policy will be provided to all employee groups;
- 4.4 The Workplace Safety and Health Policy will be included in all appropriate orientation sessions, training opportunities and programs.

**5. CONFIDENTIALITY**

- 5.1 Employees shall have a right to submit Safety and Health concerns confidentially to the Workplace Safety and Health Committee/Representative;
- 5.2 Employees shall have the right to submit Safety and Health concerns confidentially to the Workplace Safety and Health Officer.

**6. WORKPLACE SAFETY AND HEALTH COMMITTEE**

**6.1 Central Workplace Safety and Health Committee;**

- (a) The Division shall maintain a Workplace Safety and Health Committee comprised of representatives of the administration and representatives of employee groups.
- (b) The Chief Superintendent shall appoint administrative representatives to the committee.
- (c) Employee groups, as required under the Workplace Safety and Health Act, shall appoint their representatives to the committee.
- (d) The committee, operating within the guidelines of the Workplace Safety and Health Act, shall develop procedures to review and recommend policy, to review accident reports and safety and health concerns and to recommend and develop programs to address areas of concern.



**POLICY:** GBE  
**SUBJECT:** WORKPLACE SAFETY AND HEALTH  
**APPROVAL DATE:** September 12, 1995  
**REVISION DATE:** September 8, 2008  
**PAGE:** 3 of 3

---

## 6.2 School/ Building Committees

- (a) The Division shall ensure all schools operating an industrial/vocational arts program, and schools with a consistent student population of five hundred (500) students or more, shall have in place a Workplace Safety and Health Committee comprised of representatives of the administration and representatives of employee groups.
- (b) The school administrator shall represent administration on the school committee;
- (c) Employee groups within the school, as required under the Workplace Safety and Health Act, shall appoint their representatives to the committee.

## 6.3 Workplace Safety and Health Representatives

- (a) The Division shall ensure all elementary schools and schools with a consistent student population of less than five hundred (500), shall elect a Workplace Safety and Health Representative.
- (b) Employee groups within the school, as required under the Workplace Safety and Health Act, shall appoint their representative.

## 7. ACCOUNTABILITY

7.1 All Winnipeg School Division staff, students and Contractors/Self Employed Persons working on Division property shall be accountable for complying with the Policy and procedures established by the Division.

## 8. PROGRAM AND PROCEDURE MANUAL

8.1 The Administration shall develop a Safety and Health Program Procedures manual that all staff shall be required to follow.

## 9. DISCIPLINE

9.1 An employee who contravenes the Division Policy or Procedures is subject to Disciplinary action in accordance with Board policy GCP-Discipline and discharge.

## 10. REVIEW

10.1 Formal policy reviews will be conducted no less than every three (3) years or sooner if the policy requires revision.