

## September (First School Staff Meeting)

1. Establish the WSH Committee of between 4 and 12 persons, at least half of whom are worker reps. Workers elect the WSH School Committee Worker Reps. MTS advises that one of these worker reps be an MTS/union member. (Principals are employer reps on this committee, thus do not serve as union reps.) Normally committee terms are two years—so if there is a person entering the second year of their term, ensure they are able to continue with the role.
2. Appoint co-chairs: one employer rep (usually the school Principal) and one rep from the employees. Committee Employee Reps choose their co-chair; MTS advises that an MTS union member volunteer to take on a co-chair position.

## Pre-Meeting Duties for (Co-Chairs)

1. Check/update the school's designated, stand-alone WSH bulletin board (which must be displayed in a "prominent" spot in the workplace) for the following information. If any information is missing, contact the school Principal for copies. If further assistance is needed, contact your association president.
  - WSH program
  - Names of Committee Members
  - Minutes from previous meetings
  - "Violence Prevention" policy
  - "Harassment Prevention" policy
  - "Working Alone or in Isolation" policy
  - Incident/accident/near miss reporting forms
2. Co-chairs of the committee meet to prepare the agenda.
  - Review draft minutes of last meeting. Determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
  - Review issues resolved by individual committee members or supervisors.
  - Review illness, injuries and incidents since last meeting. Could also include a brief review of the safe work procedures, rules and policies related to the illness, injuries or incidents, and recommendations for changes to same.
  - Consider new concerns or problems. These may arise out of inspection tours, surveys, investigations by committee, or concerns brought to the committee's attention by employees or management.
  - Review of educational material and availability of safety and health training programs for all workers and those specifically designed for committee members.
3. Schedule a day for the committee to do the first inspection. Inspections take place during work time and prior to the first meeting. Use or adapt [Sample School Inspection Checklists](#).

## Agenda

- Include the place and time of the meeting.
- Forward to individual committee members at least three school days in advance.
- Post the agenda on the WSH bulletin board in advance.

## General Reminders for All WSH Meetings

- Everyone is responsible to make the committee a team effort; this is a cooperative process, not adversarial.
- A committee member is entitled to take time off from regular work duties to perform WSH duties such as school inspections and incident investigations. The member shall be paid by the employer at the member's regular pay.
- Remind all employees to follow the [Three Step Procedure for Resolving WSH Concerns](#).
- Are written policies, procedures, and plans followed and if so, are they working properly?
- Set safety and health objectives and measurements.
- Has a [Job Hazard Analysis](#) been done for each hazardous job?
- Have [Safe Work Procedures](#) been developed for each hazardous job?

## Remind the Employer Reps of the School Division's responsibilities:

- Establish and update a written WSH program (written policy statement and duties, rights, and responsibilities).
- Ensure the program document is posted on the WSH bulletin board at all schools.
- Respond in writing to committee recommendations within 30 days.
- Release all committee reps from their duties and provide a meeting place for the committee during regular working hours (not before school, during meal period, nor after school). Substitutes must be hired for all teacher reps attending the meeting.
- Provide two full days of release time with substitutes per school year for each teacher rep or committee member for the purposes of WSH training. Training opportunities are provided by SAFE Work Manitoba and through MTS/MSBA workshops.
- Consult and cooperate with the committee.
- Advise the committee of planned introduction of new equipment, new operating procedures or new chemicals or other substances or materials.

## Minutes

- Use or adapt [SAFE Work MB Minutes Template](#).
- Put the name and address of your workplace on the minutes.
- List attendees and their roles: worker rep, employer rep, or guest.
- Record issues submitted, date submitted, recommended actions, and who should take the actions.
- Record other business, such as names of committee members who attended training, and the training received.
- Minutes must be signed by both co-chairs (or acting co-chairs, in their absence) and kept on file for 10 years.
- Within one week, distribute minutes as required.
- Circulate minutes to safety and health committee members.
- Post minutes on your WSH bulletin board.
- If you are unable to resolve an issue yourselves and would like assistance in finding a solution, call 1-855-957-7233 to speak to a [Safety and Health Officer at Manitoba WSH](#).

## September WSH Committee Meeting 1

1. Review your school's Safety and Health Policy Statement-- Element 1 of the *Eleven Elements of a WSH Program*.
2. Review Committee "Rules of Procedure".
3. Make a *Year Plan* for evaluating the Eleven Elements of your school's WSH Program.
4. Ensure a WSH training schedule is established for committee members to access the two days of training time allowable under the Act (not to be considered professional development).
5. Deal with the issues raised in the inspection and any other items/incidents submitted to the committee.
6. Have *serious incidents* been investigated and reported to the Manitoba WSH Branch?
7. Is a control system in place for SDS and other hazard identifiers?
8. Remind all employees to follow the *Three Step Procedure for Resolving WSH Concerns*.
9. Review draft minutes to ensure all discussion has been recorded.

## November Staff Meeting:

In person, and in a follow-up email, provide a WSH report and advise staff that they should submit concerns and WSH Agenda items to the committee.

## Co-Chairs Pre-Meeting Duties

(As listed previously)

## December WSH Committee Meeting 2

1. Deal with the issues raised in the inspection and any other items submitted to the committee. Has the Employer responded to items in the September meeting within 30 days?
2. Continue Evaluation of "Eleven Elements of School WSH Program", as per September's Year Plan for Evaluation.
3. Have *serious incidents* been investigated and reported to the Manitoba WSH Branch?
4. Is a control system in place for SDS and other hazard identifiers?
5. Remind all employees to follow the *Three Step Procedure for Resolving WSH Concerns*.
6. Review the WSH training schedule established for committee members to access the two days of training time allowable under the Act (not to be considered professional development).
7. Review draft minutes to ensure all discussion has been recorded.

Links to SAFE Work Manitoba are used with permission.  
For more resources, visit <https://www.safemanitoba.com/>

## February Staff Meeting:

In person, and in a follow-up email, provide a WSH report and advise staff that they should submit concerns and WSH Agenda items to the committee.

## Co-Chairs Pre-Meeting Duties

(As listed previously)

## March WSH Committee Meeting 3

1. Deal with the issues raised in the inspection and any other items submitted to the committee. Has the Employer responded to items in the December meeting within 30 days?
2. Hearing tests are to be conducted for workers by the employer in the shop, gym, and music programs.
3. Continue Evaluation of "Eleven Elements of School WSH Program", as per September's Year Plan for Evaluation.
4. Have *serious incidents* been investigated and reported to the Manitoba WSH Branch?
5. Is a control system in place for SDS and other hazard identifiers?
6. Remind all employees to follow the *Three Step Procedure for Resolving WSH Concerns*.
7. Review the WSH training schedule established for committee members to access the two days of training time allowable under the Act (not to be considered professional development).
8. Review draft minutes to ensure all discussion has been recorded.

## May Staff Meeting:

In person, and in a follow-up email, provide a WSH report and advise staff that they should submit concerns and WSH Agenda items to the committee. As this will be the last WSH Committee for the year, invite staff to also comment on the overall effectiveness of the program or anything they would like to see changed or improved.

## Co-Chairs Pre-Meeting Duties

(As listed previously)

## June WSH Committee Meeting 2

1. Deal with the issues raised in the inspection and any other items submitted to the committee. Has the Employer responded to items in the March meeting within 30 days?
2. Conclude Evaluation of "Eleven Elements of School WSH Program", as per September's Year Plan for Evaluation.
3. Have *serious incidents* been investigated and reported to the Manitoba WSH Branch? (Link to Bulletin 119)
4. Review the Annual Report on Violent Incidents at the workplace, as per WSH Act 11.7.
5. Make recommendations for next year's committee.
6. Thank second-year committee members for their service. Thank first-year committee members for their service and ask if they intend to continue in their roles the next year.
7. Review draft minutes to ensure all discussion has been recorded.

For more details, see "*Setting Up a Workplace Safety and Health Committee Guide*".