



SEVEN OAKS
SCHOOL DIVISION

community based

RECOMMENDED RESPONSIBILITIES OF WSH SITE REPRESENTATIVES

Post your name and that of your committee on your building's Workplace, Safety and Health bulletin board.

2. Be responsible for posting all information relating to safety and health on the bulletin board mentioned in #1 above. This includes Minutes of the Workplace Safety and Health Steering Committee meetings, in accordance with 9(1) – 9(2) of Manitoba Regulation 158/77.
3. Develop a co-operative relationship with the schools' principal and the division's Workplace Safety and Health Steering Committee.
4. Record all concerns/conditions presented to you. Deal with the concerns as soon as practicably possible in accordance with the established procedures and lines of communication. Emergency situations need to be dealt with immediately. Contact Maintenance Transportation Centre. Originator of concern/condition is to be informed of action taken.
5. Carry out periodic inspections. (Periodic inspections are those scheduled to be made at regular intervals). The inspections should be carried out with the school principal or his/her designate.
6. Record hazardous concerns/conditions, etc., noted in #4. Refer all major items that cannot be handled at the school/building level to the Workplace Safety and Health Steering Committee.
7. Keep records of concerns/conditions, inspections, etc. Follow up on all reports made to you.
8. Accompany Workplace Safety and Health Steering Committee member during the initial general inspection tour. The frequency of general inspections shall be determined by the Workplace Safety and Health Steering Committee.
9. Accompany Manitoba Labour, Workplace Safety and Health officer when necessary on inspection or accident investigation and cooperate fully with said officer.
10. Where possible, the site representative will accompany the fire inspector and receive the report.
11. Assist in building's W.H.M.I.S. program.
12. Try to be aware of any accident occurring in your school/building. Be familiar with the Seven Oaks School Division's Accident Report form and it's process.

<p style="text-align: center;">WORKPLACE SAFETY AND HEALTH NEW SITE REPRESENTATIVES ORIENTATION</p>
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Helpful Hints for Inspections

General Housekeeping

The Steering Committee sees many items of concern on the site inspection forms that should be addressed at the school level. Examples of the most common are:

- ❖ heavy cartons stacked above eye level
- ❖ boxes/equipment/garbage etc. either blocking or obstructing fire exits
- ❖ paper on the walls and mobiles on the ceiling far in excess of the 20% allowed by the Fire Department (typical of elementary schools)
- ❖ excess dust (which is flammable) build-up in the wood shops
- ❖ appropriate ice and snow hazard removal from walkways and entrances.

Routine Maintenance

As with the general housekeeping items, we can provide examples of items/situations that should be taken care of as routine maintenance of the building but are often overlooked, until the yearly inspection. Some of these are:

- cracked or broken electrical outlets
- missing window screens
- broken or missing floor tiles
- requests for new equipment i.e. bleachers (slivers are a safety concern)
- requests for additional space, either classroom or storage i.e. overcrowding and/or unsafe storage space

In a "perfect world", the custodial staff would perform regular inspections to address *and deal with such issues*, instead of having these kinds of concerns appearing on the yearly Workplace Safety and Health site inspections.

The committee has learned that some of the site inspections have taken close to an entire day. This is excessive and we feel that one of the best ways to avoid having an inspection turn in to an inch-by-inch exercise is to have the site representative poll the staff of their respective buildings. This practice can help identify specific problem areas to bring to the inspection and also aides in the sorting out of other issues with a view to suggesting the appropriate avenue for there resolution.