

## **A PROCEDURE FOR WORKER PARTICIPATION IN WORKPLACE SAFETY AND HEALTH ACTIVITIES**

The Seven Oaks School Division's strategy to involve workers with our commitment to workplace safety starts with Workplace Safety and Health committees at all school sites. The Seven Oaks School Division has an elected Workplace Safety and Health Steering Committee that oversees Workplace Safety and Health as a whole.

### **Seven Oaks School Division's Workplace Safety and Health Steering Committee**

The specific objectives of the Steering Committee are:

1. To assist employees and the employer to identify, record, examine, evaluate and resolve safety and health concerns in the workplace.
2. To develop practical procedures and conditions to help achieve the highest possible degree of safety and health in the workplace.
3. To promote training programs in the development of detailed knowledge of safety and health concerns and responsibilities in each individual in the workplace.

The steering committee is composed of employees and managers that represent different work groups. There are 6 elected employee representatives and 6 management representatives. The group is co-chaired by 1 elected employee group member and 1 elected management member. Co-chairs are elected annually. The group meets a minimum of 6 times per year.

Each committee member is assigned specific schools or buildings to conduct a site inspection and report. The school's administrator and site committee member are present during this inspection. The reports are brought back to the steering committee for review.

The committee provides workplace safety and health training during 2 days of planned presentations.

Workplace Safety and Health Steering Committee members, Workplace Safety and Health Site Representatives, Union Representatives, Administrators and Supervisors are invited to attend. Feedback forms are returned to the steering committee for review and to help with planning. The Workplace Safety and Health Committee provide an annual report.

**Site Committee**

Site based Workplace Safety and Health Committees meet regularly and conduct ongoing inspections of their site as it relates to Workplace Safety and Health. They are responsible for completing and forwarding meeting minutes to the Department of Labour and the steering committee.

Site based representatives help employees complete concern forms if Workplace Safety and Health concerns cannot be rectified at the site. These forms are forwarded to steering committee members for review. The Workplace Safety and Health coordinator investigates and provides solutions to the issues that arise. If no satisfactory solutions are found the steering committee helps to provide a solution. If a solution is not found the Department of Labour may be asked to intervene.