

Beautiful Plains School Division

Box 700 NEPPAWA, MB R0J 1H0 Tel: (204) 476-2388

Workplace Safety & Health Committee Meeting

**Tuesday, December 5, 2023 at 1:15 p.m.
(ZOOM)**

| Employer Members | Occupation | Attendance |
|--|--------------------------|-------------------|
| Richard Manns | Trustee | P |
| Garth Hunter | Trustee | P |
| Shannon Bayes | Secretary-Treasurer | P |
| Jason Young | Superintendent | P |
| Krista Reynolds | Assistant Superintendent | A |
| Employee Members | Occupation | Attendance |
| Tyler Stewart | Maintenance Supervisor | P |
| Gary Salmon | Carberry Collegiate | P |
| Susan Barteaux | R. J. Waugh | P |
| Leah Bryant | Small Schools | P |
| Chris Flood | Bus Garage | P |
| Rhonda Dickenson | Neepawa Collegiate | P |
| Denise Selewich | Neepawa Middle School | A |
| (Salvador Vicedo attended in place of) | | |
| Heath Murray | Hazel M. Kellington | P |
| Kerry Turner | BPTA Rep | P |

The meeting was called to order at 1:18 p.m. with Kerry Turner as chair.

1. The agenda was approved as circulated.

Moved by C. Flood and seconded by S. Vicedo that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – September 19, 2023.

Moved by S. Barteaux and seconded by H. Murray that the minutes of the September 19, 2023 meeting be approved. **Carried**

3. Review of Safety Checklists and Inspection Forms

- i) Division Office – Annual workplace inspection needs to be completed.
- ii) Bus Garage & Bus Drivers – Nothing to report
- iii) Hazel M. Kellington School – Nothing to report
- iv) R. J. Waugh School –MSDS & maximum chemical inventory being worked on
- v) Carberry Collegiate – Maximum chemical inventory being worked on
- vi) Neepawa Collegiate - Emergency response manual – incorporating changes, annual workplace inspection needs to be completed, MSDS & maximum chemical inventory are

being worked on, ice to and from portable classrooms was an issue but it has been rectified with sand.

- vii) Neepawa Middle School – Annual emergency response plan update and annual workplace inspection needs to be completed.
- viii) Small Schools and Colonies -
 - Acadia – Nothing to report
 - Brookdale – Nothing to report
 - Fairway – Nothing to report
 - J. M. Young – First aid kit supplies on order, annual workplace inspection needs to be completed and MSDS book vs on hand is being worked on.
 - Riverbend – Nothing to report
 - Rolling Acres – Nothing to report
 - Sprucewood – Nothing to report
 - Twilight – Nothing to report
 - Willerton – Nothing to report

Maximum Chemical Inventory lists for 2023-24 are being worked on by most facilities. Please reach out to T. Stewart if there is any assistance needed.

4. Updated Gymnasium Inspection Checklist form - At the last committee meeting, it was requested the checklist be reviewed and updated to remove any equipment that schools no longer used. The updated checklist was provided to the committee for review. The new checklist is on our website. T. Stewart reported to the committee that the past practice of inspecting cable lifts for backstops/basketball nets will be reinstated beginning with large gymnasiums.
5. Accident Incident Reports - There were 38 student accident incident reports and 2 non-student accident report since the last Workplace Safety and Health meeting.
6. There were no Violent Incident Reports.
7. Workplace Safety & Health Workshop Follow-Up – G. Salmon and K. Turner provided an update. There is a movement towards a greater focus on documentation and record keeping in all areas.
8. Hearing Tests - A memo recommending hearing testing was circulated in December to staff that work in high noise areas. Those staff members that we don't have test results for in the past year will have received this as well. It should be noted that we have approximately 25 staff in these areas. Policy H.B. – Hearing Conservation allows employees exposed to equivalent sound exposure level greater than 80 dBA on a regular basis to have the cost of an annual hearing exam paid for by the Division if they choose. Support Staff working in these areas are also eligible. Schools will need to provide a list of these staff to the Division Office to include in the memo.
9. Annual Workplace inspections – K. Turner and S. Bayes along with the Principal have conducted the annual workplace inspections at Brookdale, Carberry Collegiate and R J Waugh School. No major issues were identified. Committee discussed layers of paper/materials on bulletin boards. Suggestion was to paint the bulletin board rather than use layers of materials. Guidance from MSBA indicates that materials on bulletin boards count as layers. Using paint as a base layer rather than other materials is acceptable.

S. Bayes also inspected Acadia, Fairway and Sprucewood Colony Schools

10. Colony School updates – The board of trustees and senior administration meet with colony elders usually twice per year. One area of safety and health discussed with these groups was the 2019 Health Canada reduced lead in drinking water guidelines. Manitoba adopted these in

2020 and established a grant to help with costs due to the change. These schools are not our buildings, so we provided the group with the public document that shows they are not the only ones yet to use the grant. Some of our colonies are interested in following up.

11. Other items – Update of Safe Work Procedures Posters was requested. Updates were provided immediately after the meeting. Clarity on MPASS documentation was discussed in regards to procedures. MPASS will be a topic for the Principal group.
12. Date for next meeting is **Tuesday, March 5th, 2024** at 1:15 p.m. (via zoom)

Employer to chair meeting

Meeting adjourned at 1:49 p.m.

Employees are reminded that if any unsafe conditions are found, it should be reported to the Principal or Supervisor immediately.

If you have reported this to your principal/supervisor and feel that the issue has not been satisfactorily resolved, please feel free to contact your employee representative or contact appropriate Division Office personnel.