

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

**Tuesday, December 3, 2024 at 1:15 p.m.
(ZOOM)**

Employer Members	Occupation	Attendance
Richard Manns	Trustee	P
Garth Hunter	Trustee	A
Shannon Bayes	Secretary-Treasurer	P
Jason Young	Superintendent	A
Krista Reynolds	Assistant Superintendent	P
Employee Members	Occupation	Attendance
Tyler Stewart	Maintenance Supervisor	P
Darcy Kendall	Carberry Collegiate	A
Susan Barteaux	R. J. Waugh	P
Leah Bryant	Small Schools	P
Chris Flood	Bus Garage	P
Lindsay Marchant	Neepawa Collegiate	P
Melissa Hart	Neepawa Middle School	P
Allen Hanke	Hazel M. Kellington	P
Kerry Turner	BPTA Rep	P

The meeting was called to order at 1:17 p.m. with Kerry Turner as chair.

1. The agenda was approved as circulated.

Moved by S. Barteaux and seconded by L. Bryant that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – September 17, 2024.

Moved by L. Marchant and seconded by C. Flood that the minutes of the September 17, 2024 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. Maximum chemical inventory list has been completed.
- iii) Hazel M. Kellington School – Nothing to report.
- iv) R. J. Waugh School – Nothing to report. Maximum chemical inventory has been submitted
- v) Carberry Collegiate – Nothing to report.

- vi) Neepawa Collegiate – Nothing to report.
 - vii) Neepawa Middle School – Maximum chemical inventory list was sent in for custodial. Nothing heard back from Art in regards to maximum chemical inventory list.
 - viii) Small Schools and Colonies -
 - Acadia – Nothing to report.
 - Brookdale – Nothing to report.
 - Fairway – Nothing to report.
 - J. M. Young – Nothing to report.
 - Riverbend – Stairs have been redone and a new handrail is needed.
 - Rolling Acres – New Fire extinguisher has been provided.
 - Sprucewood – Nothing to report.
 - Twilight – Waiting for access to SDS online.
 - Willerton – Nothing to report.
4. Accident Incident Reports - There were 23 student accident incident reports and 0 non-student accident report since the last Workplace Safety and Health meeting. Workers Compensation reported 7 injuries.
 5. There were 18 violent incident reports that have taken place between September and now. As per policy H, administrators were notified, required reports were completed and follow-up including an investigation and planning to minimize a repeat was done. In addition, many other steps were taken to provide support to those staff and students involved.
 6. Workplace Safety & Health Workshop Follow-Up – Thanks to Kerry for organizing this workshop. Going forward the committee would like to have this training as a group rather than travelling to attend individually. Kerry will look into this.
 7. 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 38 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.
 8. Annual Workplace inspections – K. Turner and S. Bayes along with the Principal have conducted the annual workplace inspections at Hazel M. Kellington, J. M. Young, Neepawa Collegiate and Neepawa Middle School. No major issues were identified.

S. Bayes also inspected Rolling Acres, Twilight and Willerton Colony Schools
 9. Colony School updates – The board of trustees and senior administration meet with colony elders usually twice per year. One of the topics discussed was facility safety to assist in reminding colony leaders of our policy, the needs we have in schools and the importance of keeping up to date with safety items.
 10. Date for next meeting is **Tuesday, March 4th, 2025** at 1:15 p.m. via zoom

Richard to chair meeting

Meeting adjourned at 1:34 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.