

# Beautiful Plains School Division

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

## Workplace Safety & Health Committee Meeting

**Tuesday, December 3, 2019 at 1:30 p.m.  
Division Office**

<b>Employer Members</b>	<b>Occupation</b>	<b>Attendance</b>
Richard Manns	Trustee	<b>P</b>
Garth Hunter	Trustee	<b>A</b>
Shannon Bayes	Secretary-Treasurer	<b>P</b>
Jason Young	Superintendent	<b>P</b>
Krista Reynolds	Assistant Superintendent	<b>P</b>
Tyler Stewart	Maintenance Supervisor	<b>P</b>
<b>Employee Members</b>	<b>Occupation</b>	<b>Attendance</b>
Gary Salmon	Carberry Collegiate	<b>A</b>
Bruce Duguay	R. J. Waugh	<b>P</b>
Clinton Jeffrey	Small Schools	<b>A</b>
Chris Flood	Bus Garage	<b>P</b>
Robert Wahoski	Neepawa Collegiate	<b>P</b>
Denise Selewich	Neepawa Middle School	<b>P</b>
Heath Murray	Hazel M. Kellington	<b>P</b>
Kerry Turner	BPTA Rep	<b>P</b>

The meeting was called to order at 1:30 p.m. with Kerry Turner as chair.

1. The agenda was approved as circulated.

Moved by T. Stewart and seconded by R. Wahoski that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – September 24, 2019

Moved by B. Duguay and seconded by H. Murray that the minutes of the September 24, 2019 meeting be approved.

**Carried**

3. Review of Safety Checklists and Inspection Forms

- i) Division Office – Semi Annual meeting with staff needs to be scheduled
- ii) Bus Garage & Bus Drivers – Nothing to report
- iii) Hazel M. Kellington School – Nothing to report
- iv) R. J. Waugh School – Nothing to report
- v) Carberry Collegiate – Nothing to report
- vi) Neepawa Collegiate – Chemical inventory list (one outstanding)
- vii) Neepawa Middle School – Nothing to report

viii) Small Schools and Colonies -

- Sprucewood – snow/ice removal on sidewalks to be discussed with the colony
- Riverside – Completing maximum chemical inventory list, addressing list of various items with the colony.
- Twilight – will arrange to have some WHMIS training for new staff
- Brookdale – Working through MSDS online changes
- Acadia – No report received yet
- All others - Nothing to report

4. Annual Workplace inspections – K. Turner and S. Bayes along with school representatives conducted annual workplace inspections on October 29<sup>th</sup>. No major issues were identified.
5. Accident Incident Reports - There were 36 student accident incident reports and 1 staff accident report since the last Workplace Safety and Health meeting. To ensure all schools know the process and expectations of reporting accidents, this topic was discussed at the Principal Meeting in October which included a reminder that the proper accident report needs to be completed.
6. 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 20 staff in these areas. Policy H.B. – Hearing Conservation allows employees exposed to equivalent sound exposure level greater than 85 dBa on a regular basis to have the cost of an annual hearing exam paid for by the Division if they choose. The list has grown substantially over the years. Latest addition was bus garage as it can be noisy while working in this area.
7. There were no Violent Incident Reports.
8. Colony School updates – For awareness, Senior Administration and Board of Trustees meet with colony elders twice per year. One of the topics is safety and working environment which has been one of our items for the past 10 years. Colonies continue to work with us to make sure their facilities are meeting our needs.
9. MSDS Online  
Starting in October, our MSDS Online has been merged with MSBA. All school divisions across the province are now under MSBA's account. What this means for us is all employees continue to have access to MSDS online through our website link. All the MSDS sheets and information is still available to employees. Since the merge, there are a few outstanding items we are working through regarding number of users allowed per school division and the ability to have segregated lists by location. Please let users know they still have access through our website link.
10. Safety Preparation for Student Work Experience framework was reviewed. This information was provided to the Principals to ensure that a plan is in place when students are at work experience. For our apprenticeship program, we are fortunate that our coordinator is a safety trainer and is aware of this framework.

11. Date for next meeting is **Tuesday, March 10, 2020** at 1:30 p.m.

Employer group to chair meeting

Meeting adjourned at 1:53 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.