

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

**Tuesday, December 8, 2020 at 1:15 p.m.
(ZOOM) Division Office**

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	P
Tyler Stewart	Maintenance Supervisor	P
Employee Members	Occupation	Attendance
Gary Salmon	Carberry Collegiate	P
Bruce Duguay	R. J. Waugh	P
Clinton Jeffrey	Small Schools	P
Chris Flood	Bus Garage	P
Robert Wahoski	Neepawa Collegiate	P
Denise Selewich	Neepawa Middle School	P
Allen Hanke	Hazel M. Kellington	P
Kerry Turner	BPTA Rep	P

The meeting was called to order at 1:19 p.m. with Kerry Turner as chair.

1. The agenda was approved as circulated.

Moved by G. Salmon and seconded by G. Hunter that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – September 22, 2020

Moved by R. Manns and seconded by C. Flood that the minutes of the September 22, 2020 meeting be approved.

Carried

3. Review of Safety Checklists and Inspection Forms

- i) Division Office – Semi-annual safety meeting and WHMIS awareness session need to be completed. Annual workplace inspection was completed with replacement of emergency lighting battery and signage for electrical room as deficiencies.
- ii) Bus Garage & Bus Drivers – Nothing to report
- iii) Hazel M. Kellington School – Annual Workplace Inspection needs to be completed.
- iv) R. J. Waugh School – Nothing to report
- v) Carberry Collegiate – Nothing to report. Waiting for annual workplace inspection.

- vi) Neepawa Collegiate – Annual workplace inspection completed. A staff member has had an adverse reaction to some cleaning product used. Working to determine some possible solutions.
- vii) Neepawa Middle School – Fume hood in science lab is not operational and does not need to be. Noted the gym has been used as a classroom since November 2nd, 2020. Art room has not added any additional MSDS as product. Discussed the practice to lock classrooms during the day. Annual workplace inspection was conducted with no deficiencies noted.
- viii) Small Schools and Colonies -
 - Acadia – Nothing to report
 - Brookdale – Chemical inventory maximums will be completed once Fall custodial order is received.
 - Fairway – Nothing to report
 - JM Young – Nothing to report. Annual workplace inspection was completed.
 - Riverbend – Fire alarm is being inspected – new battery may be required.
 - Riverside – Fire alarm is being repaired.
 - Rolling Acres – Due to remote learning, staff have not been at the school for 8 weeks. Inspections will continue once in class learning resumes.
 - Sprucewood – Nothing to report
 - Twilight – Annual WHMIS awareness and periodic drills need to be completed.
 - Willerton - Nothing to report

It was noted that 10 fire drills are required for the year. We would encourage our schools to perform all 10 throughout the year.

4. Accident Incident Reports - There were 25 student accident incident reports and 1 staff accident report since the last Workplace Safety and Health meeting.
5. There were no Violent Incident Reports.
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.
7. Annual Workplace inspections –These inspections are typically completed by K. Turner and S. Bayes in the Fall and alternates between schools located in the north end of our division and the south end. For 2020 – 21, schools in the south are to have annual workplace inspections completed. With the efforts this Fall to limit the number of people who are not normally in our schools, these inspections have not yet been completed. The committee considered some alternatives to having people outside the school inspect. For the 2020 – 21 school year, each school that was scheduled to have an inspection done by K. Turner & S. Bayes (schools in the south end of our division) will complete the inspection on their own and will provide the completed inspection to the committee. The committee agreed that for the 2021 – 22 school year, the south schools will be scheduled.
8. WSH Training Workshop Highlights - K. Turner & D. Selewich reported on the training presented by MSBA which included COVID Basics, Workplace Safety & Health Rules and Regulations, Building a Culture of Safety & Physical Education teachers taking care of themselves outside during the day.
9. Colony School updates – Senior Administration met with Colony Elders to review public health expectations to keep our students and staff safe. With the challenges we have been facing due to the Covid-19 pandemic we wanted to be proactive and meet with leaders to share expectations.

10. Variance Process for having Workplace Safety & Health Committee - We operate under a variance to allow us to have one divisional committee instead of a committee for each location of 20 staff or more. The committee was in favor of applying for a variance once again. The necessary correspondence and application materials will be put forth at our next regular committee meeting in March 2021 for approval.
11. MSDS Online - We have moved through an evolution from a paper based SDS binder system to an online platform as a means to keep all of our SDS in a virtual binder. There have been several steps in this evolution with some more noticeable changes in the last year. The most notable change has been a change in the number of users we have, the ability to add products and the appearance of the website has changed considerably. Work will continue to ensure our online binder system is maintained.
12. Date for next meeting is **Tuesday, March 9th, 2021** at 1:15 p.m. using a virtual meeting platform

Garth Hunter to chair meeting

Meeting adjourned at 1:55 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.