

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

Tuesday, December 12, 2017 at 1:30 p.m.
Division Office

Employer Members	Occupation	Attendance
Ray Kulbacki	Trustee	P
Garth Hunter	Trustee	P
Shannon Bayes	Secretary-Treasurer	P
Krista Reynolds	Assistant Superintendent	A
Jason Young	Superintendent	P
Mark Hutton	Maintenance Supervisor	A
Employee Members	Occupation	Attendance
Gary Salmon	Carberry Collegiate	P
Paul Natuk	R. J. Waugh	P
Corrie Kulbacki	Small Schools	P
Charlotte Lehman	Bus Garage	P
Robert Wahoski	Neepawa Collegiate	A
Heath Murray	Hazel M. Kellington	P
Kerry Turner	BPTA Rep	P

The meeting was called to order at 1:33 p.m. with Kerry Turner as chair.

1. Introductions

2. The agenda was approved as amended.

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

3. Review and Approval of Previous Meeting Minutes – September 26, 2017

Moved by C. Kulbacki and seconded by G. Salmon that the minutes of the September 26, 2017 meeting be approved. **Carried**

4. Review of Safety Checklists and Inspection Forms

i) Division Office – Semi-annual safety meeting needs to be scheduled

ii) Bus Garage & Bus Drivers – No issues

iii) Hazel M. Kellington School – No issues

iv) R. J. Waugh School – No issues

v) Carberry Collegiate – WHMIS labels in Home Ec Room, Safe Work Procedures are being reviewed in Industrial Arts

vi) Neepawa Collegiate – Waiting on a few chemical inventory lists (Home Ec. & Industrial Arts)

- vii) Small Schools and Colonies
 - Brookdale – No issues
 - J.M. Young – No issues
 - Acadia – No issues
 - Fairway – No issues
 - Riverbend – No issues
 - Riverside – MSDS Sheets need to be updates & fire extinguishers need to be inspected.
 - Rolling Acres – Exit lighting
 - Sprucewood – No issues
 - Twilight – No issues
 - Willerton – Escape routes to post, MSDS needs to be updated & annual emergency response plan needs to be completed

- 5. Annual Workplace Inspections - Kerry Turner and Shannon Bayes have conducted Annual Workplace Inspections at Neepawa Collegiate, Hazel M. Kellington and J. M. Young School. No major issues were identified.

Shannon Bayes also inspected Twilight, Riverside, Willerton and Rolling Acres Colony Schools. No major issues were identified.

- 6. Accident Incident Reports

There were 19 student accident incident reports and 2 non-student accident incident reports since the last Workplace Safety and Health meeting. Workers Compensation reported one injury.

- 7. Hearing Tests

A memo recommending hearing testing was circulated to staff in high noise areas in December. 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 21 staff in these areas. Policy H.B. – Hearing Conservation was circulated.

- 8. Violent Incident Reports – none reported

- 9. SAFE WORK Manitoba Conference – information on the Winnipeg Conference was circulated.

- 10. Variance Process for the Workplace Safety & Health Committee will need to be looked into again. Correspondence on this from previous years was circulated. This variance allows for one Divisional Committee as opposed to a committee for each workplace with 20 or more workers. The committee was in favour of applying for the variance once again. Kerry Turner will contact the BPTA. A motion will be put forth at our next regular meeting in March 2018.

- 11. Review of Colony School/Facility Upgrades

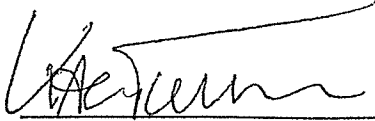
J. Young provided an update of colony school facilities that are new or have been upgraded.

- 12. Next meeting is scheduled for Tuesday, March 6, 2018 at 1:30 p.m. at the Division Office.

Meeting adjourned at 2:00 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.



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