

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

**Tuesday, December 2, 2025 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	P	
Krista Reynolds	Assistant Superintendent	P	

Employee Members	Occupation	Attendance	Term Ends
Tyler Stewart	Division Office	P	(September 2027)
Darcy Kendall	Carberry Collegiate	P	(September 2026)
Susan Barteaux	R. J. Waugh	P	(September 2026)
Leah Bryant	Small Schools	A	(September 2027)
Chris Flood	Bus Garage	P	(September 2026)
Lindsay Marchant	Neepawa Collegiate	P	(September 2027)
Melissa Hart	Neepawa Middle School	P	(September 2027)
Allen Hanke	Hazel M. Kellington	P	(September 2026)
Kerry Turner	BPTA Rep	P	

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

1. The agenda was approved as circulated.

Moved by D. Kendall and seconded by K. Turner that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – September 16, 2025.

Moved by C. Flood and seconded by D. Kendall that the minutes of the September 16, 2025 meeting be approved. **Carried**

3. Review of Safety Checklists and Inspection Forms

- i) Division Office – Nothing to report
- ii) Bus Garage & Bus Drivers – Nothing to report. On November 17, 2025, there was a visit from provincial Safety and Health Officer. An improvement order was issued with four improvements required. There is a compliance date of December 18, 2025.
- 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 – Waiting on parts for fire alarm system. Fire alarm is fully operational. Ready to mark danger zones in the metal shop. Risk management inspection will be completed in December.
- vii) Neepawa Middle School – Nothing to report
- viii) Small Schools and Colonies - Nothing to report (all schools)
 - Acadia –
 - Brookdale –
 - Fairway –
 - J. M. Young –
 - Riverbend –
 - Rolling Acres –
 - Sprucewood –
 - Twilight –
 - Willerton –

4. Workplace Inspections – On November 17, 2025, a Safety & Health Officer conducted a workplace inspection at the bus garage and Neepawa Middle School. After the inspection, an improvement order was issued for both locations. Some items from the improvement order have been implemented already and others will be completed by the compliance date of December 18, 2025.
5. Accident Incident Reports - There were 25 student accident incident reports and 0 non-student accident report since the last Workplace Safety and Health meeting. Workers Compensation reported 1 injury.
6. There were 2 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. The plans in place were reviewed by the schools.
7. Workplace Safety & Health Workshop Follow-Up – Committee members that attended the workshop provided by MSBA & MTS gave a summary of the training. Topics pertained to mental health/well-being, the new amendments to The Workplace Safety and Health Act and conversations regarding potential provincial reporting standards for violence and harassment incidents. Those attending the training indicated that Workplace Safety & Health Committee variances have not been issued to some divisions that have applied for the variance.
8. Hearing Tests - A memo recommending hearing testing was circulated 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 40 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. Principals are also aware from principal's meeting who qualifies and that staff are reimbursed for mileage and the cost of the hearing test. Workplace Safety & Health committee representatives should make those that qualify aware of the policy.
9. Annual Workplace inspections – K. Turner and S. Bayes along with the Principal have conducted the annual workplace inspections at Brookdale School, R J Waugh School and Carberry Collegiate. No major issues were found.

10. Colony School updates – The board of trustees and senior administration meet with colony elders usually twice per year. Colony schools are not owned or maintained by the division. Often these facilities are discussed to ensure continued communication between colony leaders and ourselves. Over the years, colonies have shown their support with continued effort to maintain their facilities which are in good shape.
11. Safety in Schools – An incident in a Winnipeg school has prompted an announcement from the Minister of Education along with a funding announcement of \$500,000 to be shared among 37 divisions to address safety in schools. Safety in our schools has always been a priority to the division and is always part of discussions. Discussions will continue with the Principals and the board on how to best secure our schools and meet the needs of our schools.
12. Date for next meeting is Tuesday, March 17, 2026 at 1:15 p.m. via zoom

Employer to chair next meeting

Meeting adjourned at 1:54 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.