

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

Tuesday, June 5, 2018 at 1:30 p.m.

Division Office

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

The meeting was called to order at 1:35 p.m. with Kerry Turner as chair.

1. The agenda was approved as circulated.

Moved by R. Kulbacki and seconded by C. Lehman that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – March 6, 2018

Moved by G. Hunter and seconded by P. Natuk that the minutes of the March 6, 2018 meeting be approved.

Carried

3. Review of Safety Checklists and Inspection Forms

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

ii) Bus Garage & Bus Drivers – Nothing to report

iii) Hazel M. Kellington School – Gymnasium mats need repair

iv) R. J. Waugh School – Nothing to report

v) Carberry Collegiate – Nothing to report

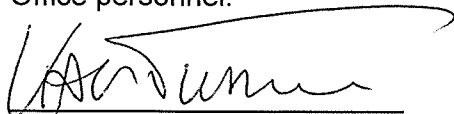
vi) Neepawa Collegiate – Updating chemical inventory maximums, light switch and plug changed out.

- vii) Small Schools and Colonies – Willerton updating chemical inventory maximums and MSDS Book, Sprucewood updating chemical inventory maximums, Twilight fire extinguisher requires annual inspection to be completed and Brookdale will ensure adequate safety supplies are available. Nothing to report for remaining schools.
4. Accident Incident Reports
- There were 15 student accident incident reports and 1 staff accident report since the last Workplace Safety and Health meeting.
5. Violent Incident Report – No reports were submitted.
6. Workplace Health and Safety Variance update
Our variance that allows us to have one committee for the division has been approved for a period of 3 years effective April 13, 2018. As required, the terms of the variance were provided and reviewed by the Workplace Safety and Health Committee.
7. Hearing Testing Letters were mailed out in December 2017 to 21 staff as per Policy H.B. To date, four people have completed the audiometric testing. There were no hearing concerns arising out of the testing.
8. New School Build Update – Construction for the middle school and stand-alone daycare is about to begin this week. There will be fence surrounding the ongoing construction. When construction activities require movement in and out of the fenced area, advance notice will be provided to us. Notice time will vary. As we have done in past, child abuse registry checks will be done and a method will be in place to properly identify people that are authorized on site.
9. Chemical Inventory Update - In review of our list at the Division Office, it was noted that most of these lists weren't as current as they should be. These lists are for all chemicals onsite at each school. At minimum, the lists should have the product name and the maximum quantity present with the appropriate measure (volume/weight). Ideally, the lists should have the MSDS date and the locations of the MSDS (should be MSDS Online). Most schools still need to submit.
10. WS&H Membership – Employee representatives for Carberry Collegiate, Hazel M. Kellington and Bus Garage need to be selected again at a general meeting of all staff in the facility in the Fall of 2019. Committee structure and selection of representatives is outlined in Policy H.
11. Date for next meeting is **Tuesday, September 25th, 2018** at 1:30 p.m.

Meeting adjourned at 1:52 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.



Kerry Turner
Employee
Phone: (204) 476-3305
Box 546
Neepawa, MB
R0J 1H0

Email: karturner@bpsd.mb.ca



Garth Hunter
Employer
Phone: (204) 476-3592
Box 2076
Neepawa, MB
R0J 1H0

Email: ghunter@bpsd.mb.ca