

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

Tuesday, June 2, 2020 at 1:30 p.m.

ZOOM MEETING

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
Warren Rainka for Chris Flood	Bus Garage	P
Robert Wahoski	Neepawa Collegiate	P
Denise Selewich	Neepawa Middle School	P
Heath Murray	Hazel M. Kellington	P
Kerry Turner	BPTA Rep	P

The meeting was called to order at 1:32 p.m. with Garry as chair.

1. The agenda was approved as circulated.

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

2. Review of Previous Meeting Minutes – March 10, 2020

Moved by R. Manns and seconded by G. Hunter that the minutes of the March 10, 2020 meeting be approved.

Carried

3. Review of Safety Checklists and Inspection Forms

- i) Division Office – Chemical inventory maximums being worked on.

- ii) Bus Garage & Bus Drivers – Workplace health and safety inspection done on May 19th, 2020. Improvement order was issued for eyewash station needs to be upgraded, flashback arresters required on oxygen acetylene torch (completed), exit signs needed at man doors (completed), guard required for hydraulic press (working on), bulletin board dedicated to safety and health needs to be installed (completed), harassment prevention policy needs to be posted in the garage (completed) and new worker orientation system needs to be in place for summer students. Report on reducing worker exposure to COVID 19 – no improvement order was issued – all satisfactory.

- iii) Hazel M. Kellington School – nothing to report
- iv) R. J. Waugh School – Fire drills not being conducted without students in the buildings.
- v) Carberry Collegiate – Gym flooring was being repaired.
- vi) Neepawa Collegiate – Nothing to report
- vii) Neepawa Middle School – Monthly fire drills not being conducted (COVID), periodic emergency drills not being conducted (both because there are no students in buildings), annual emergency response plan, maximum chemical inventories being worked on, annual WHIMIS session will be completed in September, staff with first aid training list, safety bulletin board needed. Deficiencies will be rectified. No lists at office, no chemicals in art room, fire extinguisher needed in art room. Maximum Chemical inventories need to be provided to the Division Office.
- viii) Small Schools and Colonies – No fire or emergency drills without students.
Rolling Acres MSDS & meeting with staff.
Nothing from Fairway

4. Accident Incident Reports

There were 5 student accident incident reports and 0 staff accident reports since the last Workplace Safety and Health meeting.

5. Violent Incident Report – No reports were submitted.

6. WS&H Membership – Employee representatives for Carberry Collegiate, Hazel M Kellington School and Bus Garage need to be selected again at a general meeting of all staff in the facility in the Fall of 2020. Committee structure and selection of representatives is outlined in Policy H.

The selection process, which is an election, usually happens in the Fall. At schools, it needs to be at a general meeting of all staff in the facility in September. For bus drivers it is usually at the driver meeting in August. For trustees as employer representative, this is done at the inaugural meeting.

7. Covid-19 Pandemic – Has created lots of challenges, changes and surprises and has impacts to our staff in various ways. Our system has shown the ability to be fairly agile. Our board wanted to retain as many staff as possible as long as we can with meaningful work.

The first group laid off was bus drivers and then we laid off about 20 EAs, and worked with them to see if this would align with individual circumstances. Custodial staff were to be laid off as of May 29, however with the return to school, we did not lay off staff as cleaning would be needed in our schools.

With the first official day back yesterday, there were concerns. As outlined in Policy H, employees should report directly to their supervisor unsafe conditions, immediately. It is important this happens quickly so we can respond to these and it is good professionalism and good practice to do it. If someone comes to you, direct them to their direct supervisor.

BPTA Representative K. Turner outlined the concerns received in regards to PPE (masks, shields, plexiglass) if it will be provided, when it will be provided and how to request these items. The second concern was in regards to sensitivity to products used to clean with and how this will be dealt with.

Since the beginning of the pandemic, publicly there was confusion and people were picking and choosing on what they want to hear and that causes issues. Very early on in the pandemic, the Division chose to listen to and follow the advice of Dr. Roussin as he is the medical expert and knows the context of the Manitoba situation. Any questions, we get are usually already answered by Dr. Roussin. Specifically, for PPE, at this point, staff/students are not required to wear masks, but are allowed to if desired. The reason for this is the best way to protect against transmission, is to wash hands, social distance and stay home when ill. We may provide protection when staff can't physically distance when we get to that point. Gloves are an extra level of protection, the best way to protect against transmission though is to wash hands. We may provide shields at some point so we have some on order. Plexiglass, although not mandated, it is one thing that the Division put in place in high traffic areas as transmission is likely increased (highest possible areas where people are face to face). A majority of school divisions have not installed plexiglass at this time. Individual plexiglass for assessments is not required.

To answer the question of when will this be provided, it is provided now with extras and it was on site June 1. The Division has been working on this for the past 10 to 12 weeks. We anticipated we need 200 liters of hand sanitizer to get to the end of June and we have 600 liters on site. We will not provide equipment just based on request, but if there is a need, and it is discussed with the supervisor, we will try to remediate. Cleaning sprays, sanitizers with scents are not a new challenge. We will use the same precaution we have always used. Custodial staff have always worked with us on these issues. We will try to address those concerns as they arise and we will try to accommodate as much as possible. MSDS has been updated online for new sanitizer being used.

8. Date for next meeting is **Tuesday, September 22, 2020** at 1:30 p.m.

The committee is open to virtual meetings a few meetings per year to save time and costs.

Employer group to chair next meeting – Chair- Garth

Meeting adjourned at 2:06 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.