

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

Tuesday, June 6, 2023 at 1:15 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	A
Employee Members	Occupation	Attendance
Tyler Stewart	Maintenance Supervisor	P
Gary Salmon	Carberry Collegiate	A
Bruce Duguay	R. J. Waugh	P
Patricia James	Small Schools	P
Chris Flood	Bus Garage	A
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 1:14 p.m. with Kerry Turner as chair.

1. The agenda was approved as circulated.

Moved by B. Duguay and seconded by D. Selewich that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – March 7, 2023

Moved by H. Murray and seconded by R. Manns that the minutes of the March 7, 2023 meeting be approved. **Carried**

3. Review of Safety Checklists and Inspection Forms

- i) Division Office – Monthly building & mechanical equipment condition checklist for June will be completed this week.
- ii) Bus Garage & Bus Drivers – Nothing to report.
- iii) Hazel M. Kellington School – Nothing to report.
- iv) R. J. Waugh School – Sidewalk potholes, front steps crumbling to be addressed this summer. Asphalt pot holes near front steps need to be addressed.
- v) Carberry Collegiate – Nothing to report.
- vi) Neepawa Collegiate – Emergency response plan needs to be completed. One MSDS online compared to actual inventory to be done yet.

- vii) Neepawa Middle School – Max chemical inventory has been handed in.
- viii) Small Schools and Colonies – Riverbend – Railing at exit needs to be repaired and window replacement required in one door.

4. Accident Incident Report -

There were 25 student accident incident reports and 4 staff accident reports since the last Workplace Safety and Health meeting.

- 5. There were 2 Violent Incident Reports involving students with challenges around self-regulation. Policy JDA was followed to put plans in place to limit the chance of the situation occurring again.
- 6. WS&H Membership – Employee representatives for the Division Office, Neepawa Collegiate, Neepawa Middle School, R. J. Waugh School and Small Schools and Colony Schools need to be selected again at a general meeting of all staff in the facility in the Fall of 2023. Committee structure and selection of representatives is outlined in Policy H. Inform the Division Office of who these representatives are once they have been elected.
- 7. School Identified as High Risk Workplaces – Provincial workplace safety and health visits will increase for all schools in Manitoba as schools are now in a higher risk category. The most common challenges are equipment and facilities training and ensuring staff are properly trained and aware of proper procedures. Follow-up to ensure staff are trained should be conducted.
- 8. Accessibility Training – As part of legislative requirements, staff will require accessibility training. Tyler will provide this at the committee meeting in September.
- 9. Date for next meeting is **Tuesday, September 19, 2023** at 1:30 p.m. in person at the Division Office.

Garth or Richard to chair September meeting

Meeting adjourned at 1:28 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.