

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

**Tuesday, March 12, 2019 at 1:30 p.m.
Division Office**

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

The meeting was called to order at 1:30 p.m. with Garth Hunter as chair.

1. The agenda was approved as circulated.

Moved by R. Wahoski and seconded by G. Salmon that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – December 11, 2018

Moved by R. Wahoski and seconded by K. Turner that the minutes of the December 11, 2018 meeting be approved. **Carried**

3. Committee Members Update - Bus Garage and Bus Driver representative has retired. The selection process has started and plans are in place to have a representative prior to the next Workplace Health & Safety Committee meeting. As per our policy, this representative will complete the current term for the Bus Garage and Bus Driver representative.

4. Review of Safety Checklists and Inspection Forms

i) Division Office – annual training on MSDS and WHMIS has been completed.

ii) Bus Garage & Bus Drivers – Nothing to report.

iii) Hazel M. Kellington School – Nothing to report.

iv) R. J. Waugh School – Ice build-up concerns on the south side of the school was discussed. Paul will follow-up with Dayna and Ken to develop an agreed upon procedure to deal with the ice build-up.

- v) Carberry Collegiate – In the process of updating CPR and First Aid lists.
- vi) Neepawa Collegiate – Safety zone lines have been painted around equipment in the woodshop and magnetic switches have been upgraded on 2 pieces of machinery. Announcements are not heard in the woodshop due to equipment noise. Discussed options for the woodshop to be notified in case of emergency.
- vii) Small Schools and Colonies – Sprucewood is ordering supplies to replenish first aid kits. Riverside fire extinguisher inspection date needs to be confirmed.

5. Accident Incident Reports

There were 25 student accident incident reports and 1 staff accident report since the last Workplace Safety and Health meeting. Workers Compensation report listed two injuries.

- 6. One Violent Incident Report was provided. Follow-up with the student and the parents was completed.
- 7. Revised WHMIS 2015 – New labeling and marking of hazardous materials was implemented in November 2018. Our MSDS Online has the updated labeling which includes new symbols. When annual MSDS training is done, it will be important for schools to communicate when and how to access MSDS along with the new symbols.
- 8. Date for next meeting is June 4th, 2019 at 1:30 p.m.

Meeting adjourned at 1:53 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.