

# Beautiful Plains School Division

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

## Workplace Safety & Health Committee Meeting

**Tuesday, March 10, 2020 at 1:30 p.m.  
Division Office**

<b>Employer Members</b>	<b>Occupation</b>	<b>Attendance</b>
Richard Manns	Trustee	<b>A</b>
Garth Hunter	Trustee	<b>P</b>
Shannon Bayes	Secretary-Treasurer	<b>P</b>
Jason Young	Superintendent	<b>P</b>
Krista Reynolds	Assistant Superintendent	<b>A</b>
Tyler Stewart	Maintenance Supervisor	<b>P</b>
<b>Employee Members</b>	<b>Occupation</b>	<b>Attendance</b>
Gary Salmon	Carberry Collegiate	<b>P</b>
Bruce Duguay	R. J. Waugh	<b>P</b>
Clinton Jeffrey	Small Schools	<b>P</b>
Chris Flood	Bus Garage	<b>P</b>
Robert Wahoski	Neepawa Collegiate	<b>P</b>
Denise Selewich	Neepawa Middle School	<b>P</b>
Heath Murray	Hazel M. Kellington	<b>P</b>
Kerry Turner	BPTA Rep	<b>P</b>

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 G. Salmon and seconded by T. Stewart that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – December 3, 2019

Moved by K. Turner and seconded by H. Murray that the minutes of the December 3, 2019 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.
- iii) Hazel M. Kellington School – Basketball hoop needs repair.
- iv) R. J. Waugh School – Nothing to report.
- v) Carberry Collegiate – Nothing to report.
- vi) Neepawa Collegiate – Nothing to report.

- vii) Neepawa Middle School – With the Middle School just opening, some items are not yet in place. Items from the checklist that are being worked on are:
- Updating emergency response plan
  - Conducting periodic emergency plan safety drills
  - Providing inventory of maximum chemical inventories
  - Semiannual workplace safety meeting with staff
  - Review Playing It Safe guidebook with playground supervisors
  - Completing Workplace Inspection – Risk Management
  - Completing building and mechanical monthly inspection checklist
  - Posting a list of staff with current first aid training
  - Fire extinguisher needed for Art Room
- viii) Small Schools and Colonies – Rolling Acres confirming emergency plan, Riverside Colony installing a new fire alarm system, all others nothing to report.

4. Accident Incident Reports

There were 44 student accident incident reports and 4 staff accident reports since the last Workplace Safety and Health meeting. Workers Compensation report listed two injuries.

5. Three Violent Incident Reports were provided. Follow-up with the students and the parents was completed.
6. Date for next meeting is June 2, 2020 at 1:30 p.m.

Employee group to chair next meeting.

Meeting adjourned at 1:36 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.