

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

Tuesday, March 05, 2024 at 1:15 p.m.

ZOOM

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	P
Employee Members	Occupation	Attendance
Tyler Stewart	Maintenance Supervisor	P
Gary Salmon	Carberry Collegiate	P
Susan Barteaux	R. J. Waugh	P
Leah Bryant	Small Schools	P
Chris Flood	Bus Garage	P
Rhonda Dickenson	Neepawa Collegiate	P
Denise Selewich	Neepawa Middle School	A
(Salvador Vicedo attended in place of)		
Heath Murray	Hazel M. Kellington	P
Kerry Turner	BPTA Rep	P

The meeting was called to order at 1:20 p.m. with Garth Hunter as chair.

1. The agenda was approved as circulated.

Moved by S. Barteaux and seconded by C. Flood that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – December 05, 2023.

Moved by K. Turner and seconded by T. Stewart that the minutes of the December 05, 2023 meeting be approved. **Carried**

3. Review of Safety Checklists and Inspection Forms

- i) Division Office – Annual workplace inspection is scheduled for this week.
- ii) Bus Garage & Bus Drivers – Working on maximum chemical inventory list.
- iii) Hazel M. Kellington School – Nothing to report
- iv) R. J. Waugh School – Nothing to report
- v) Carberry Collegiate – Nothing to report
- vi) Neepawa Collegiate – Metal shop danger zones could be repainted, metals and life skills chemical inventory needs to submitted.

- vii) Neepawa Middle School – working on coverage for representative. Working on annual inspections & emergency plans.
- viii) Small Schools and Colonies – JMY needs to complete annual workplace inspection, Riverbend fire extinguisher inspections need to be completed.

4. Accident Incident Reports

There were 29 student accident incident reports and 2 staff accident reports since the last Workplace Safety and Health meeting. Workers Compensation report lists 1 injury.

5. There was 1 Violent Incident Report. As required in policy H, the violent incident report was received following the incident, staff notified administrators and follow-up as required in policy J.D.A was carried out.

6. Workplace Health and Safety Variance update

The Division has one workplace committee that is permitted according to our approved variance from Workplace Safety and Health. The alternative to this is to have a workplace health and safety committee for every location in our division that has 20 or more employees. The correspondence and application materials were reviewed. These supporting documents and application will be submitted with the motion passed at today's meeting to Workplace Safety and Health. The Divisional Workplace Committee has agreed by motion to continue with the current structure of one divisional committee.

Motion moved by C. Flood and seconded by G. Salmon that the Workplace Safety and Health Committee support the current structure of one divisional committee. Carried

7. Date for next meeting is June 4, 2024 at 1:15 p.m. (zoom)

G. Salmon to chair June meeting.

Meeting adjourned at 1:32 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.