

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

**Tuesday, September 24, 2019 at 1:30 p.m.
Division Office**

Employer Members	Occupation	Attendance
Richard Manns	Trustee	P
Garth Hunter	Trustee	A
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
Chris Flood	Bus Garage	P
Robert Wahoski	Neepawa Collegiate	P
Denise Selewich	Neepawa Middle School	A
Heath Murray	Hazel M. Kellington	P
Allen Hanke	BPTA Rep	P

The meeting was called to order at 1:28 p.m. with Shannon Bayes as chair.

1. Introductions were done.

2. The agenda was approved as circulated.

Moved by Gary Salmon and seconded by Heath Murray that the agenda be approved. **Carried**

3. Review and Approval of Previous Meeting Minutes – June 4, 2019.

Moved by Robert Wahoski and seconded by Chris Flood that the minutes of the June 4, 2019 meeting be approved. **Carried**

4. Committee Membership

School reps were welcomed to the committee. Sections of Policy H were reviewed pertaining to the objectives of the Workplace Safety and Health Committee, committee structure, terms of representatives and selection of representatives. New Committee members for this year are:

Clinton Jeffrey, Colonies and small schools
Denise Selewich, Neepawa Middle School
Bruce Duguay, R. J. Waugh.

5. Review of Safety Checklists and Inspection Forms

i) Division Office – maximum chemical inventory lists need to be updated and semi-annual safety meeting needs to be scheduled.

- ii) Bus Garage & Bus Drivers – Nothing to report.
- iii) Hazel M. Kellington School – Nothing to report.
- iv) Neepawa Middle School – Nothing to report.
- v) R. J. Waugh School – School bus ridership completed, concerns regarding ice buildup around the school were discussed. School and maintenance representatives will work to resolve this issue prior to winter.
- vi) Carberry Collegiate – Emergency response plan has been completed, Annual WHMIS training needs to be done, maximum chemical inventory lists need to be updated.
- vii) Neepawa Collegiate – Working on emergency response plan, annual WHMIS training needs to be completed, emergency lights replaced fuse and deficiencies from local fire inspector report have been resolved.
- viii) Small Schools and Colonies
 - Brookdale – Annual workplace inspection and bus evacuation need to be completed.
 - J.M. Young – Annual workplace inspection will be completed this fall.
 - Acadia – Nothing to report.
 - Fairway – Nothing to report.
 - Riverbend – Nothing to report.
 - Riverside – Emergency response plan, maximum chemical inventory, restocking first aid kits and annual WHMIS training need to be completed.
 - Sprucewood – Nothing to report.
 - Twilight – Restocking first aid kits.
 - Rolling Acres – Nothing to report.
 - Willerton – Nothing to report.

6. Annual Workplace Inspections - Kerry Turner and Shannon Bayes will conduct Annual Workplace Inspections. These inspections alternate between schools located in the north end of our division and the south end. This year, schools in the north will have the annual workplace inspection completed. These include J M Young, Hazel M Kellington and Neepawa Collegiate.

7. MTS – Workplace Safety & Health Training registration package was circulated.

8. Accident Incident Reports

There were 11 student accident incident reports and 0 non-student accident incident reports since the last Workplace Safety and Health meeting. Workers Compensation reported two injuries. No violent incidents were reported.

To meet the needs of the new MSBA insurer, the process to report accidents/incidents will be reviewed at the next principal meeting.

9. Maximum Chemical Inventory Lists – one of the items on the quarterly checklists is preparing these lists to have on site and to provide to the Division Office on an annual basis. At minimum, these lists should have the product name, the maximum quantity that would be on hand at any one time and the proper measure. Ideally the lists should also include MSDS Date, the locations of the products and the manufacturer. Please submit these lists to the Division Office as soon as possible.
10. New committee Representatives – In the role of Committee Representative, if there are any questions, please feel free to bring these forward.
11. Emergency Response Plans – In development of annual emergency response plans, some questions came up regarding different protocols available depending on the type of incident. Each incident and each facility is different within our division and there is no universal standard that is used. Having the ability to refer to a standard protocol and adjust accordingly will allow the best decision to be made.
12. WHMIS Training – Reminder to all who conduct the WHMIS training that the WHMIS symbols have changed in 2015 and have been effective since November 2018. Be sure to use the new symbols when conducting training this year.
13. Next meeting is scheduled for Tuesday, December 3rd, 2019 at 1:30 p.m. at the Division Office.

Employee group to chair next meeting.

Meeting adjourned at 2:02 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.