

Beautiful Plains School Division

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Workplace Safety & Health Committee Meeting

Tuesday, September 22, 2020 at 1:00 p.m.

ZOOM MEETING

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	A
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	P
Heath Murray	Hazel M. Kellington	P
Kerry Turner	BPTA Rep	P

The meeting was called to order at 1:04 p.m. with Shannon Bayes as chair.

1. Introductions were done.

2. The agenda was approved as circulated.

Moved by B. Duguay and seconded by C. Flood that the agenda be approved. **Carried**

3. Review and Approval of Previous Meeting Minutes – June 2, 2020.

Moved by G. Salmon and seconded by R. Manns that the minutes of the June 2, 2020 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:

Gary Salmon, Carberry Collegiate
Rep to be determined yet, Hazel M. Kellington School
Chris Flood, Bus Garage and Bus Drivers

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 where WHMIS awareness session will be provided.
- ii) Bus Garage & Bus Drivers – Nothing to report.
- iii) Hazel M. Kellington School – Emergency response plan is being worked on.
- iv) Neepawa Middle School – Emergency plan drills need to be conducted, portable heater in use in office, MSDS book (nothing online to compare to), annual training on accessing MSDS online, annual WHMIS awareness session, first aid kits available and properly stocked, annual workplace inspection, hearing protection (band/gym) and bus evacuation to be completed.
- v) R. J. Waugh School – Emergency response plan is being worked on, school bus ridership and bus evacuation training needs to be completed.
- vi) Carberry Collegiate – Emergency response plan needs to be completed, chemical inventory maximums need to be updated, PPE (safety glasses) for each student for shop are on order – new provincial protocols are these cannot be shared. Some staff have reported irritation to PW808 sanitizer product.
- vii) Neepawa Collegiate – Working on emergency response plan, emergency safety drills need to be conducted, annual WHMIS awareness, annual workplace inspection need to be completed.
- viii) Small Schools and Colonies
 - Acadia – Nothing to report.
 - Brookdale – Annual training on accessing MSDS online needs to be conducted.
 - Fairway – Annual WHMIS awareness session needs to be held
 - J.M. Young – Maximum chemical inventories need to be submitted to Division Office and bus evacuation training needs to be completed.
 - Riverbend – Nothing to report.
 - Riverside – Emergency response plan and compare MSDS book with online MSDS, needs to be done.
 - Rolling Acres – Annual WHMIS awareness session, review “Playing it Safe” guidebook with staff and posting a list of staff with first aid training needs to be completed.
 - Sprucewood – Nothing to report.
 - Twilight – Nothing to report.
 - Willerton – Nothing to report.

Maximum Chemical Inventory list for 2020 has been provided by HMK. All other facilities will need to provide this for 2020-21 school year, ideally close to the beginning of the school year.

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 south will have the annual workplace inspection completed. These include Brookdale School, Carberry Collegiate and R. J. Waugh School.

7. MTS/MSBA Workplace Safety & Health One-Day Workshop has been cancelled for this year. MSBA is investigating into other options for committee members.

8. MSBA Memo Fire Drills and Lockdowns

MSBA memo confirms the requirement for fire drills and lockdowns still exists. With additional public health protocols, these drills will look different. Suggested changes that respect these protocols were included in the memo.

9. Accident Incident Reports

There were no student or non-student accident incident reports since the last Workplace Safety and Health meeting.

10. Disinfecting Product

Some staff have had irritation from smell/fumes of the PW808 product used to disinfect in our buildings. This product is on the approved CDC list and SDS sheet was discussed. Next steps will include reviewing procedures on how to apply the product, ensure proper PPE is worn, ensure people not applying the product are out of the room being disinfected and ensure desks or tables are not wet when desks/tables/chairs are being used.

11. Next meeting is scheduled for Tuesday, December 8th, 2020 at 1:15 p.m. via ZOOM.

Kerry Turner to chair next meeting.

Meeting adjourned at 1:34 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.