

# Beautiful Plains School Division

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

## Workplace Safety & Health Committee Meeting

**Tuesday, September 19, 2023 at 1:30 p.m.**

<b>Employer Members</b>	<b>Occupation</b>	<b>Attendance</b>
Richard Manns	Trustee	<b>P</b>
Garth Hunter	Trustee	<b>A</b>
Shannon Bayes	Secretary-Treasurer	<b>P</b>
Jason Young	Superintendent	<b>P</b>
Krista Reynolds	Assistant Superintendent	<b>P</b>
<b>Employee Members</b>	<b>Occupation</b>	<b>Attendance</b>
Tyler Stewart	Division Office	<b>A</b>
Gary Salmon	Carberry Collegiate	<b>P</b>
Susan Barteaux	R. J. Waugh	<b>P</b>
Leah Bryant	Small Schools	<b>P</b>
Chris Flood	Bus Garage	<b>P</b>
Rhonda Dickenson	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 Richard Manns as chair.

1. The agenda was approved as amended.

Moved by G. Salmon and seconded by H. Murray that the agenda be approved. **Carried**

2. Review and Approval of Previous Meeting Minutes – June 6, 2023.

Moved by K. Turner and seconded by D. Selewich that the minutes of the June 6, 2023 meeting be approved. **Carried**

3. Committee Membership

School reps were welcomed to the committee. Committee members for this year are:

Leah Bryant, Colonies and small schools  
Rhonda Dickenson, Neepawa Collegiate  
Denise Selewich, Neepawa Middle School  
Susan Barteaux, R.J. Waugh  
Tyler Stewart, Division Office

4. Review of Safety Checklists and Inspection Forms

- i) Division Office – Working on maximum chemical inventory list and comparing actual chemical inventory on hand with MSDS online.

- ii) Bus Garage & Bus Drivers – Nothing to report
- iii) Hazel M. Kellington School – Nothing to report
- iv) Neepawa Middle School – fire drill, emergency plans, maximum chemical inventory for art & science, building inspection, add new inventory for art and science annual inventory of chemicals are being worked on.
- v) R. J. Waugh School – maximum chemical inventory for custodial is being worked on. Some security cameras not working.
- vi) Carberry Collegiate – Annual WHMIS review, inventories on Canada SDS, fire drills, crisis response team and bus evacuations are being worked on.
- vii) Neepawa Collegiate – Fire drills planned for next week and emergency response plan meeting tomorrow. Maximum chemical inventory is being worked on. Art inspection list is needed. Metal shop floor markings need revision. Comparing inventories to Canada SDS.
- viii) Small Schools and Colonies
  - Acadia – Nothing to report
  - Brookdale - Nothing to report
  - Fairway – Safety bulletin board is needed and first aid kit needs restocking
  - J.M. Young – Nothing to report
  - Riverbend – glass in doorway needs replacing.
  - Rolling Acres – Nothing to report
  - Sprucewood – Nothing to report
  - Twilight – Nothing to report
  - Willerton – MSDS and chemical inventory are in progress

Maximum Chemical Inventory lists for 2023-24 are being worked on by most facilities. 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.

5. The committee requested that the gymnasium inspection checklist be reviewed and updated to remove equipment that schools typically no longer have. The past practice of inspecting cable lifts for backstops/basketball nets was discussed. T. Stewart will look into the details and report back to the committee.
6. Annual Workplace Inspections - Kerry Turner and Shannon Bayes will conduct Annual Workplace Inspections. These inspections alternate between schools located in the north and south end of our division. For 2023, inspections will be scheduled for south end schools. G. Salmon will investigate if new inspection forms were published.
7. MTS/MSBA Workplace Safety & Health Workshop Training information was circulated.

8. Accident Incident Reports

There were 18 student accident incident reports and 1 non-student accident incident reports since the last Workplace Safety and Health meeting. Workers Compensation reported 1 injury. No violent incidents were reported.

9. Canada SDS - All MSDS continue to be available on our website for all staff to access. The same MSDS information is organized into specific areas such as Art, Science, Industrial Arts, Home Economics to facilitate completing the quarterly checklists. There have been some guidelines provided to help those completing quarterly checklists.

10. Next meeting is scheduled for Tuesday, December 5, 2023 at 1:15 p.m. via ZOOM

K. Turner to chair next meeting.

Meeting adjourned at 2:01 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.