

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

Tuesday, September 17, 2024 at 1:30 p.m.

Employer Members	Occupation	Attendance
Richard Manns	Trustee	A
Garth Hunter	Trustee	P
Shannon Bayes	Secretary-Treasurer	P
Jason Young	Superintendent	P
Krista Reynolds	Assistant Superintendent	P
Employee Members	Occupation	Attendance
Tyler Stewart	Division Office	P
Darcy Kendall	Carberry Collegiate	P
Susan Barteaux	R. J. Waugh	P
Leah Bryant	Small Schools	P
Chris Flood	Bus Garage	P
Lindsay Marchant	Neepawa Collegiate	P
Melissa Hart	Neepawa Middle School	P
Allen Hanke	Hazel M. Kellington	A
Kerry Turner	BPTA Rep	P

The meeting was called to order at 1:34 p.m. with Garth as chair.

1. The agenda was approved as amended.

Moved by L. Bryant and seconded by K. Turner that the agenda be approved. **Carried**

2. Review and Approval of Previous Meeting Minutes – June 4, 2024.

Moved by C. Flood and seconded by D. Kendall that the minutes of the June 4, 2024 meeting be approved. **Carried**

3. Committee Membership

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

Darcy Kendall, Carberry Collegiate
Election still to be completed for Hazel M. Kellington School
Chris Flood, Bus Garage and Bus Drivers

The Workplace Safety & Health Committee is governed by policy (Policy H) and operates under a variance. Without this variance in place, each site that had more than 20 employees would need separate committees. As part of this variance application process, we start in December or January before the year it is due, obtain a letter of support from BPTA, and provide a summary of all injuries over last three years, review policy, workplace inspections and reports. Our variance has been approved again for three years.

One of the objectives of the Workplace Safety & Health Committee as outline in Policy H is to assist workers and the employer to identify, record, examine, evaluate and resolve safety and health concerns. Be sure to discuss at the appropriate level first before it comes to the committee. If things still aren't resolved, bring the concern to the employer. Violent incidents are reported and out of respect a lot of details are not shared.

The committee meets four times per year in person or virtually and these meetings are chaired by both the employer and the employee representatives on an alternating basis. Representatives are to ensure the quarterly inspections and checklists are conducted and completed. Those completing the inspections and checklists are to provide the completed forms to the committee representative two weeks prior to the committee meeting. Each committee representative is to provide the completed inspections and a summary of these at the committee meeting.

4. Review of Safety Checklists and Inspection Forms

- i) Division Office – Annual workplace inspection needs to be completed.
- ii) Bus Garage & Bus Drivers – Working on maximum chemical inventory.
- iii) Hazel M. Kellington School – Forms not provided for meeting.
- iv) Neepawa Middle School – Monthly fire drill, periodic emergency plan safety drills not conducted, MSDS need to verify with actual inventory of chemicals, working on maximum chemical inventory list, annual WHMIS awareness session is needed, annual workplace inspection & bus evacuations need to be completed. Art & Custodial are working on verifying MSDS online vs actual inventory and the annual maximum chemical inventory.
- v) R. J. Waugh School – Max chemical inventory being worked on.
- vi) Carberry Collegiate – Verifying MSDS online vs actual inventory, new safety equipment on order for industrial arts shop. Bus evacuations are upcoming.
- vii) Neepawa Collegiate – emergency response plan to be reviewed yet, annual training on SDS access is planned for October 1, bus evacuation is planned for September 23, semiannual meeting (February), metal shop danger zone lines need to be done, maximum chemical inventory is being worked on, a plug-in needs repair in room 22. Committee confirmed that staff working in lifeskills, woods and metal areas are eligible to have an annual hearing exam and if needed hearing protection paid for by the Division.
- viii) Small Schools and Colonies – maximum chemical inventories being worked on. Rolling Acres fire extinguisher needs inspected.

Maximum Chemical Inventory lists for 2024-25 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. 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 2024, inspections will be scheduled for North end schools.
6. MTS/MSBA Workplace Safety & Health Workshop Training information was circulated.

7. Accident Incident Reports

There were 10 student accident incident reports and 0 non-student accident incident reports since the last Workplace Safety and Health meeting. Workers Compensation reported 0 injuries. No violent incidents were reported.

8. AED – During URIS training, there was an inquiry as to why we didn't have child pads (under 55 pounds). Any AED machine that was purchased by the Division are equipped to use the same pad with a "child key" which allows use for children (under 55 pounds). The "key" also indicates pad placement for children. Division purchased AED will have the child key.

9. Next meeting is scheduled for Tuesday, December 3, 2024 at 1:15 p.m. via ZOOM

K. Turner to chair next meeting.

Meeting adjourned at 2:00 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.