

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

**Tuesday, September 25, 2018 at 1:30 p.m.
Division Office**

Employer Members	Occupation	Attendance
Ray Kulbacki	Trustee	P
Garth Hunter	Trustee	P
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
Paul Natuk	R. J. Waugh	P
Corrie Kulbacki	Small Schools	P
Charlotte Lehman	Bus Garage	P
Robert Wahoski	Neepawa Collegiate	P
Heath Murray	Hazel M. Kellington	P
Kerry Turner	BPTA Rep	A

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

1. Introductions

2. The agenda was approved as circulated.

Moved by C. Lehman and seconded by R. Kulbacki that the agenda be approved. **Carried**

3. Review of Previous Meeting Minutes – June 5, 2018

Moved by H. Murray and seconded by R. Wahoski that the minutes of the June 5, 2018 meeting be approved.

Carried

4. Committee Membership

As per our policy H.A., all employee representatives serve a two-year term and are elected at an all staff meeting in the month of September.

Returning representative are:

Charlotte Lehman, Bus Garage

Gary Salmon, Carberry Collegiate

Heath Murray, Hazel M Kellington

5. Review of Safety Checklists and Inspection Forms

- i) Division Office – Annual training to access MSDS & WHMIS awareness meeting are scheduled for November 2018.
- ii) Bus Garage & Bus Drivers – Nothing to report.
- iii) Hazel M. Kellington School – Nothing to report.
- iv) R. J. Waugh School – Emergency response plan needs to be submitted and school bus ridership and bus evacuation to be completed.
- v) Carberry Collegiate – Maximum chemical inventory will be completed once all supplies for the year have arrived, annual WHMIS awareness meeting with all staff is scheduled for October and bus ridership and bus evacuation to be completed still.
- vi) Neepawa Collegiate – Maximum chemical inventory will be completed, annual workplace inspection is being worked on and eye wash station that was leaking was repaired.
- vii) Small Schools and Colonies – Emergency response plan being worked on for Willerton & Rolling Acres, J.M. Young working on annual workplace inspection and Twilight has confirmed the fire extinguisher has been inspected.

6. Annual Workplace Inspections Kerry Turner and Shannon Bayes will conduct annual workplace inspections. As per policy, schools in the South will be inspected this year.

7. MTS – Workplace Safety & Health Training registration package was circulated. A few members will attend to sessions this year. It was noted these sessions provide some valuable information that pertain to us.

8. Safe Work Manitoba Sessions & Descriptions were circulated.

9. Accident Incident Reports

There were 17 student accident incident reports since the last Workplace Safety and Health meeting. It was noted that reporting on incidents has improved.

10. Violent Incident Report – No reports were submitted.

11. Date for next meeting is **Tuesday, December 11, 2018** at 1:30 p.m.

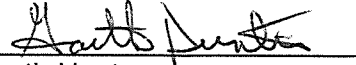
Meeting adjourned at 1:45 p.m.

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.



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