

Beautiful Plains School Division

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

Workplace Safety & Health Committee Meeting

Tuesday, December 11, 2018 at 1:30 p.m.
Division Office

Employer Members	Occupation	Attendance
Richard Manns	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	A
Kerry Turner	BPTA Rep	P

The meeting was called to order at 1:32 p.m. with Kerry Turner as chair.

1. The agenda was approved as circulated.

Moved by G. Salmon and seconded by C. Kulbacki that the agenda be approved. **Carried**

2. Review of Previous Meeting Minutes – September 25, 2018

Moved by G. Hunter and seconded by R. Wahoski that the minutes of the September 25, 2018 meeting be approved.

Carried

4. Review of Safety Checklists and Inspection Forms

- i) Division Office – Nothing to report.

- ii) Bus Garage & Bus Drivers – 1 incident report that will be included in the Accident Reports at next meeting.

- iii) Hazel M. Kellington School – One floor socket missing. Checking on replacement socket. Working on Annual Workplace Inspection.

- iv) R. J. Waugh School – Discussed ice deposits at downspouts on building. Paul to investigate alternatives to salt that will remove ice deposits.

- v) Carberry Collegiate – Annual Workplace meeting completed.

- vi) Neepawa Collegiate – Table legs loose in Home Ec room were tightened up, lines around equipment in the woodshop will be repainted during Christmas break.
 - vii) Small Schools and Colonies – Willerton is working on annual emergency plan. Will complete in January. Sprucewood will restock first aid kit and monitor ice buildup on sidewalks. JM Young has one room in excess of 20% of artwork or posters on classroom walls that will be addressed
5. Annual Workplace inspections – Kerry Turner and Shannon Bayes have conducted workplace inspections at Brookdale School, R.J. Waugh and Carberry Collegiate. No major issues were identified. General reminders were given regarding posters and artwork.
 6. Accident Incident Reports -. There were 43 student accident incident reports and 2 staff accident reports since the last Workplace Safety and Health meeting. Most incidents were minor.
 7. Hearing Tests - A memo recommending hearing testing was circulated in December to staff that work in high noise areas. Those staff members that we don't have test results for in the past year will have received this as well. It should be noted that we have approximately 22 staff in these areas. Policy H.B. – Hearing Conservation allows employees exposed to equivalent sound exposure level greater than 85 dBa on a regular basis to have the cost of an annual hearing exam paid for by the Division if they choose.
 8. One Violent Incident Report was reviewed. Follow-up and investigation was completed along with procedures put in place to assist in preventing this type of incident.
 9. Safe Work Manitoba Workshop – Krista Reynolds and Heather Brister attended this workshop that was co-hosted by MSBA & Safe Work Manitoba. Safe Work Manitoba Website has a great deal of information. Discussions at the workshop demonstrated that in our Division we are working together to make sure we are safe.
 10. Date for next meeting is **Tuesday, March 12, 2019** at 1:30 p.m.

Meeting adjourned at 1:59 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.