Committee Minute Form
Room 328, 340-9th Street
Brandon MB R7B 2K8
Phone (204) 726-6361
FAX (204) 726-6749
Email: cominutes@gov.mb.ca

Manitoba
Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6th Street Brandon, MB R7A 4K5 **Phone:** (204) 729-3100 **Fax:** (204) 727-2217 **Central Committee** **Meeting date:** May 18, 2011 **Date of next meeting:** October 19, 2011 **Number of employees at Workplaces: 700+**	**Employer Members**	**Occupation**	**Present**	**Absent**
	Gerald Barnes	Secretary-Treasurer	x	
	Mel Clark	Director Fac & Trans		x
	Pat Bowslaugh	Trustee	x	
	Craig Laluk	School Administrator	x	
	Worker Members			
	Richard Derewianchuk	Teacher	x	
	Lionel Ogg	Teacher	x	
	Kim Kooistra	Secretary		x
	Issa Qumsieh	Custodian	x	
	Guests			
	Doug Armstrong, WPS&H Officer	Ex-officio		x
	Jamie Rose	Utility Worker	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	**Minutes of March 16, 2011** • Richard Derewianchuk, Chair, called the meeting to order at 1:10 p.m. • It was reported that Mel Clark and Doug Armstrong are away and send their regrets. • Jamie Rose is attending on behalf of Kim Kooistra. • There were no amendments to the meeting minutes of January 19, 2011.	- Trustee Pat Bowslaugh commented on item B in the previous minutes regarding defibrillators; funds have been provided and every school will have one. - Trustee Bowslaugh also made mention of seeing signage at a public business indicating the direction of the AED; asked if it was possible for BSD to do same. Gerry Barnes confirmed that signage and training for AED's (via the tender BSD put forth) will be provided. - Jamie Rose asked who will be trained and Mr. Barnes indicated that principals will choose staff to be trained, most likely to include phys-ed staff, secretary, and custodian(s). - Previous Meeting Minutes adopted as circulated: Moved by Jamie Rose. Seconded by Issa Qumsieh. Carried	-
B	**Outstanding Issues:** • Draft Policy: Violence in the Workplace – Update	- Mr. Barnes indicated that the draft is still being worked on. It is to be completed during the summer.	-
	• Workplace Safety & Health Committee Structure – BTA Response	- Mr. Derewianchuk provided an overview of this item to the committee and that this is not ready yet from the BTA.	R. Derewianchuk October 19, 2011
	• School Inspections Overview – Update	- In Mr. Armstrong's absence, it was reported that each school facility has now had a complete inspection. Schools should now be in various stages of corrective actions and Mr. Armstrong will be following up. - Discussion ensued on school inspections and Mr. Laluk provided that Mr. Armstrong has been following up on items in his school (Harrison).	-

Co-Chairpersons' Signatures **Please indicate by (X) in the brackets below who chaired this meeting.**
BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

( ) Print name of Employer Co-Chair Mel Clark (x) Print Name of ~~Worker~~ Co-Chair Richard Derewianchuk

Signature_____ **Signature** Richard Derewianchuk

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C	**Correspondence:** For Information: • Letter to MB Labour and Immigration (D. Draper) dated April 4, 2011, re: Response to Assessment Report of January 25, 2011.	- Committee members reviewed information provided. - Mr. Barnes provided an overview to the committee.	Committee will be informed of response.
	• Letter to MB Labour and Immigration (D. Hurst) dated April 13, 2011, re: Variance Request, Workplace Inspection Frequency.	- Mr. Barnes provided an overview. - Discussion ensued about the amount of time and resources that would be required for the requests that are being made of the Division. - Mr. Barnes indicated that no response has been received yet from Workplace Safety & Health.	Committee will be informed of response.
	• Letter to MB Labour and Immigration (D. Draper) dated April 15, 2011, re: Response to Assessment Report of April 8, 2011.	- Mr. Barnes provided an overview. - Mr. Barnes indicated that Doug Armstrong responded to all of Ms. Draper's requests and it appeared not to be sufficient. Therefore, the Division has appealed the assessment report.	Committee will be informed of response.
	• Letter to MB Labour and Immigration (D. Hurst) dated May 2, 2011, re: Appeal, Improvement Order Issued on April 19, 2011.	- As per the previous item, Mr. Barnes has appealed the April 8 assessment report. - Discussion ensued on this item. - Mr. Derewianchuk requested that the incident report be posted for easy access by Division staff. It was pointed out that the form was already posted by Doug Armstrong, possibly on First Class. To be confirmed.	D. Armstrong October 19, 2011
	• Memo to Nancy Dane, Principal, Meadows School dated May 5, 2011, re: Air Tests.	- Mr. Derewianchuk reviewed the memo; it is apparent that the situation is being handled.	-
D	**New Business:** • WPS&H Act & Regulations; Section 44; Educational Leave	- The policy section on "Educational Leave" was provided to the committee members. - Mr. Barnes referenced this section in response to the fall training for the WPS&H reps that was held in Virden earlier this year. Any training sessions that are held in Brandon are approved to be attended by all. However, any training that is held at out-of-town locations will be put forth to the committee for approval of staff attendance. Staff who attend out-of-town sessions can bring back the information to the committee in a cost-effective manner. - Mr. Derewianchuk indicated that the committee is satisfied with the outcome of this matter and it is now closed.	-
	• School Incidents Reported Electronically July 2010 – December 2010	- A copy of the summary was provided to the committee members. - Discussion ensued on incidents reported/not reported and the procedure involved. - It was also discussed that the WPS&H officer review all serious/severe incidents and report that information to the WPS&H Committee. Mr. Ogg requested that we implement that now. Mr. Barnes indicated that it is being considered that Mr. Armstrong would do this for about a year and then we will review the process.	D. Armstrong October 19, 2011

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		- The practice on "hospitalization" was also discussed; in that it was requested that it be defined as "overnight stay." Discussion ensued on hospitalization and serious/severe incidents.	
	• Proposed Meeting Dates for 2011-12 – October 19, 2011, January 18, 2012, March 14, 2012, and May 16, 2012.	- Proposed meeting dates accepted as indicated. - Mr. Derewianchuk announced that he will be stepping down from the WPS&H Committee for next year allowing someone else to have the opportunity to participate on this committee.	R. Beaulieu, Executive Secretary
	Other: • Worker's Compensation Board (WCB) Presentation	- Mr. Qumsieh inquired about staff attending a WCB presentation for reporting claims. - Mr. Rose indicated that Mr. Armstrong, WPS&H Officer, is working on this. - Mr. Barnes indicated that there are not a lot of BSD claims – three in one year is normal. - Mr. Qumsieh indicated that there are too many sources that indicate different instructions, so it would be beneficial to get this information directly from WCB for all BSD staff. He will provide the WCB contact information to Mr. Armstrong.	I. Qumsieh/ D. Armstrong

Other Business: Confirmation of Next Meeting: October 19, 2011

Adjournment: Issa Qumsieh – Lionel Ogg – That the meeting do now adjourn at 2:20 p.m. Carried.

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