

**Committee Minute Form**

Room 328, 340-9<sup>th</sup> Street  
 Brandon MB R7B 2K8  
 Phone (204) 726-6361  
 FAX (204) 726-6749  
 Email: [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)

## Workplace Safety &amp; Health Division

<b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5 <b>Phone:</b> (204) 729-3100 <b>Fax:</b> (204) 727-2217 <b>Central Committee</b>  <b>Meeting date:</b> <u>May 16, 2012</u>  <b>Date of next meeting:</b> <u>October 17, 2012</u>  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> Rhonda Beaulieu	<b>Employer Members</b> Kevin Zabowski Mel Clark Doug Karnes (for Marty Snelling) Craig Laluk	<b>Occupation</b> Secretary-Treasurer Director Fac & Trans Trustee School Administrator	<b>Present</b> x x x x	<b>Absent</b>
	<b>Worker Members</b> Alison Johnston (for Darren Hardy) James Copeland Jamie Rose Issa Qumsieh	BTA President Teacher Utility Worker Custodian	x x x x	
	<b>Guests</b> Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	<b>Minutes of March 14, 2012</b> <ul style="list-style-type: none"> <li>Mel Clark, Chair, called the meeting to order at 1:05 p.m.</li> <li>The Committee was informed that Alison Johnston is in attendance for Darren Hardy and Trustee Doug Karnes is in attendance for Trustee Marty Snelling.</li> <li>There were no amendments to the meeting minutes of March 14, 2012.</li> </ul>	<ul style="list-style-type: none"> <li>Moved by Craig Laluk – Issa Qumsieh – That the previous meeting minutes of March 14, 2012 be adopted as circulated. Carried.</li> </ul>	-
B	<b>Outstanding Issues:</b> <ol style="list-style-type: none"> <li>Violence in the Workplace Policy – Confirmation of union representation in investigations (as per Meeting Minutes of March 14, 2012).</li> </ol>	<ul style="list-style-type: none"> <li>K. Zabowski reported the following information as provided by Becky Switzer:            "Yes, the Policy and Procedures that go to the Board Monday night for approval include reference to it under Procedures - Investigations section the following was added ...  <i>The investigation shall be conducted using the Incident Investigation Report Form – Form 1013.4.</i>  <i>Where employee interviews are necessary in any investigation, the employee must also have union representation present."</i></li> <li>The above was presented to the Board at the Regular Board Meeting on Monday, May 14, 2012 and they were approved; therefore, the changes will be made to the Policy and Procedures. These changes will also be communicated when completed.</li> <li>Inquiry on re-training of staff for those who are already trained and want to be re-freshed. K. Zabowski to discuss training plan with B. Switzer, Director of H.R.</li> </ul>	K. Zabowski – Training Plan. October 2012
	<ol style="list-style-type: none"> <li>Bomb Threats – Report on procedure feedback from Senior Administration (as per Meeting Minutes of March 14, 2012).</li> </ol>	<ul style="list-style-type: none"> <li>K. Zabowski reported that Dr. Michaels was to speak with the Chief of Police regarding their attendance at BSD buildings for bomb threats, but we haven't heard back on this yet.</li> </ul>	M. Clark & K. Zabowski – Report on

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**BOTH** management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

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

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Signature \_\_\_\_\_ Signature \_\_\_\_\_

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		- Discussion included the safety of school staff during times such as these; it is strongly agreed that the Brandon Police Services should be in attendance with the appropriate school staff during these times.	procedure feedback from Sr. Admin. October 2012
<b>C</b>	<b><u>Correspondence:</u></b> N/A	-	-
<b>D</b>	<b><u>New Business:</u></b> 1. Safety Inspection Update	<ul style="list-style-type: none"> <li>- D. Armstrong reported that most of the schools have completed all of their safety inspections with the remaining schools scheduled for completion by mid-June.</li> <li>- C. Laluk commented that these inspections are proving to be very beneficial considering that it was not well received when the legislation came out for all schools to complete four (4) inspections within the year. He also commented that D. Armstrong is doing a great job in assisting with these school inspections.</li> </ul>	-
	2. WPS&H Program, The Next Three Elements (Attachment #1)	<ul style="list-style-type: none"> <li>- Committee members reviewed attachment provided.</li> <li>- Discussion included the following:               <ul style="list-style-type: none"> <li>- Committee requested copies of all of the elements and details that are to be followed within the WPS&amp;H Program. D. Armstrong agreed to do so.</li> <li>- "Safeguards for Contractors" (contractors agreement); outside contractors on all BSD properties are to follow the same regulations as BSD staff (i.e. playground installations). Volunteers are exempt because they are not paid workers; however, they are not put in unsafe working environments. At this point in the meeting, K. Zabowski displayed the contractors agreement on the Smart Board and this led to discussing the WPS&amp;H policies that are referenced in the elements attachment, as well. The Committee reviewed those policies at this time to recommend any necessary changes including adding reference to the Safety Officer position. Revisions to the following Procedures were discussed.</li> <li>- <u>Procedures 1013.2, Workplace Safety and Health – Contractors:</u> Under "Selection Criteria," first bullet, add in "...if required by current Workplace Safety and Health legislation" to the end of the sentence. Under "Monitoring Procedures," item 2. Construction Contractors, first sentence, change "Supervisor of Property" to "Safety Officer."</li> <li>- <u>Procedures 1013.3, Workplace Safety and Health – Duties/Responsibilities for Safety and Health:</u> Page 2; under "Principals/Administrators," last bullet, add in "current" before "MSDS sheets for their school;"</li> </ul> </li> </ul>	D. Armstrong – Provide copies of WPS&H Program Elements

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		<p>Page 3; under "Custodians," last bullet, revise the sentence to read: "be responsible for participating in school inspections according to current legislation."</p> <p>Page 4; top of the page, change the section to read "Workplace Safety and Health Representative and Safety Officer."</p> <p>Under this same section, second bullet, revise the sentence to read: "be responsible for participating in school inspections, completing the inspection reports, and forwarding to the Workplace Safety and Health Committee;"</p> <p>- Procedures 1013.4, Investigating Workplace Incidents and Refusals to Work:</p> <p>Page 1; under "Procedures to Investigate Unsafe Incidents, Dangerous Occurrences:" item 1., revise the first sentence to read: "A management and a worker member of the Workplace Safety and Health Committee, in conjunction with the Safety Officer, who have received the appropriate..."</p> <p>Under this same section, item 5., first bullet, revise the website address from <a href="http://www.hedinc.com">www.hedinc.com</a> to <a href="http://www.westernfgis.ca">www.westernfgis.ca</a>.</p> <p>Page 2; under "Procedures to Investigate Refusal to Work," first bullet, revise the fifth (5<sup>th</sup>) line to read: "...Administrator, Director of Facilities &amp; Transportation, and Safety Officer. If the safety..."</p> <p>Same bullet, sixth (6<sup>th</sup>) line, revise it to read: "...the Site Supervisor and Director of Facilities &amp; Transportation shall conduct..."</p> <p>Same bullet, eighth (8<sup>th</sup>) line, revise it to read: "...Committee, Director of Facilities &amp; Transportation, Safety Officer, and the facility Workplace Safety and Health Representative will investigate the concern."</p> <p>- K. Zabowski indicated that these recommended revisions are to be forwarded to Senior Administration, then Facilities &amp; Transportation Committee, and then the Board for final approval.</p>	Secretary-Treasurer Dept – provide the Procedures revisions to the Board.
	3. Proposed Meeting Dates for 2012-13 – October 17, 2012, January 16, 2013, March 13, 2013, and May 15, 2013.	- Proposed meeting dates accepted as indicated.	R. Beaulieu, Executive Secretary
E	Other:		
		- K. Zabowski relayed Trustee Snelling's message that included his apology for not being able to attend today's meeting and thanked Trustee Karnes for attending on his behalf. Trustee Snelling also extended his best wishes to everyone and conveyed his enjoyment on participating on this committee this year.	

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		- D. Armstrong thanked everyone for their feedback on the WPS&H elements and for reviewing the WPS&H Procedures as a committee. It is very much appreciated for the feedback on these items.	

**Other Business:** Confirmation of Next Meeting: October 17, 2012

Adjournment: Issa Qumsieh – Alison Johnston – That the meeting do now adjourn at 2:25 p.m. Carried.

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