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	Employer Members	Occupation	Present	Absent
	Gerald Barnes	Secretary-Treasurer	x	
	Mel Clark	Director Fac & Trans	x	
	Doug Karnes	Trustee	x	
	Craig Laluk (Lena Boisjoli – Alternate)	School Administrator	x	
Central Committee	Worker Members			
	Richard Derewianchuk	Teacher	x	
Meeting date: January 20, 2010	Lisa Gorowski	Teacher	x	
	Brian Thompson	Custodian	x	
Date of next meeting: March 24, 2010	Issa Qumsieh	Custodian	x	
Number of employees at Workplace: 55	Guests			

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Minutes of October 22, 2010	Richard Derewianchuk – Brian Thompson - That the minutes be adopted as circulated. Carried.	
	Outstanding Issues: • Report on Audiometric Testing	Mr. Clark reviewed information on the annual Audiometric Testing and follow up that took place. Clarification as to employees wearing hearing protection at all times as opposed to when noise levels require it will be requested for further annual reporting.	
	• Draft Policy – Violence Prevention	- Deferred to a future meeting subsequent to review by Senior Administration.	
	Correspondence: • Don Hurst, Assistant Deputy Minister, Workplace Safety & Health Division, December 2, 2009, rescinding permission for a continuance of Brandon School Division WPS&H Committee for a period of three years – permitting a continuance for a period of one year.	- Received as information.	
	New Business: • Incident Investigation Summary Report	- Mr. Clark reviewed the Incident Investigation Summary Report of November 30, 2009 noting changes and improvements made to avoid further instances.	
	• Completed Inspection Reports for Vincent Massey, Crocus Plains and Neelin were presented.	- The Inspection Reports were reviewed and discussed. Concerns were noted with the way in which some of the reports were completed. Mr. Clark will discuss this with the Inspection Committee.	

Other Business:

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_____

PLEASE POST

Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board

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	New Business Cont'd:		
	• Compliance – Section 4.7 – number of toilet facilities and wash basins	- Mr. Clark reported on the meeting he had with Barry Cowan, Regional Manager, WPS&H in this regard. It was noted that a discrepancy exists in the required number of 'water closets' in schools according to Workplace Safety & Health Regulations and the Canadian Building Code. Mr. Cowan indicated he would be looking into this matter.	
	• Asbestos – A listing of questions concerning Asbestos in Schools was given to a Committee Member for clarification purposes.	- The questions were discussed, noting that issues had been previously addressed. The Committee member will provide answers as requested.	
	• Workers Compensation Board Reporting	- The CUPE representative, on behalf of CUPE Manitoba, requested statistics on Brandon School Division claims. It was suggested that the information be obtained directly from the Workers Compensation Board. Clarification was provided as to what instances qualify for a Workers Compensation claim.	
	• Next meeting date	- A conflict with the next regularly scheduled Committee meeting was noted. AGREED – That the next meeting be changed to March 24, 2010.	

Other Business: Confirmation of Next Meeting March 24, 2010

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