

**Committee Minute Form**

Room 328, 340-9<sup>th</sup> Street  
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<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 12, 2015</u>  <b>Date of next meeting:</b> <u>October 14, 2015</u>  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> <u>Melanie Smoke-Budach</u>	<b>Employer Members</b> Mel Clark Mark Sefton Craig Laluk Greg Malazdrewicz	<b>Occupation</b> Director Fac & Trans Trustee School Administrator Associate Superintendent	<b>Present</b> x x x x	<b>Absent</b>
	<b>Worker Members</b> Alison Johnston Richard Derewianchuk Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Secretary	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	<u>Minutes of March 11, 2015</u> <ul style="list-style-type: none"> <li>J. Rose, Chair, called the meeting to order at 1:05 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>J. Rose referred to the minutes and asked for any errors or omissions. The meeting minutes of March 11, 2015 were adopted as circulated. Moved by A. Johnston – H. Kryshewsky, Carried.</li> <li>A. Johnston requested to have "On the Job Injury" added to the Agenda under New Business. Accepted.</li> </ul>	
B	<b>Outstanding Issues:</b> 1. Refusal to Work – Update – G. Malazdrewicz	<ul style="list-style-type: none"> <li>G. Malazdrewicz informed the Committee that the Refusal to Work Flowchart was checked against Brandon School Division Policy and found to be compliant. The Committee agreed that the appropriate place for the Flowchart and Checklist would be in the Brandon School Division Workplace Safety &amp; Health Program as an appendix. The program serves as a reference package for all staff. G. Malazdrewicz advised the Committee, a realistic implementation date would be September 2015. The information could be introduced to Principals at the School Opening Meeting. The Program would be reviewed and a link to the portal would be provided.</li> <li>Lastly, G. Malazdrewicz informed the Committee the investigation form still required editing. Due to time constraints, A. Johnston, J. Rose &amp; D. Armstrong will review and edit the investigation form. The updated version will be presented to G. Malazdrewicz for review and discussion.</li> </ul>	A. Johnston, J. Rose & D. Armstrong – update – review and edit the investigation form. Work with G. Malazdrewicz on the final form.  G. Malazdrewicz – update - Information regarding The Refusal to Work Flowchart and Form are presented to all Principals at the School Opening.
	2. Incident Report – Update – G. Malazdrewicz	<ul style="list-style-type: none"> <li>G. Malazdrewicz advised the Committee that all incident reports are reviewed by the Office of the Superintendent. It was evident that teachers have reported on the Western Financial site, however, there was some concern with the consistency of reporting.</li> <li>H. Kryshewsky informed the Committee an incident can be categorized as student/non-student on the input screen.</li> </ul>	D. Armstrong – Update – Western Financial reporting screen  G. Malazdrewicz – Update – Importance of reporting all incidents by all staff.

**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.**

( x ) Print name of Employer Co-Chair Greg Malazdrewicz ( x ) Print Name of Worker Co-Chair Jamie Rose

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

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	2. Incident Report – Update – G. Malazdrewicz, Cont'd	<ul style="list-style-type: none"> <li>- D. Armstrong informed the Committee in the body of the report there is a descriptive box available for making additional notes.</li> <li>- D. Armstrong to follow up with Western Financial on options available for reporting (ie. pull down menus).</li> <li>- G. Malazdrewicz to follow up with Principals on the importance of reporting all incidents.</li> </ul>	
	3. Variance Order – Update – D. Armstrong	<ul style="list-style-type: none"> <li>- D. Armstrong informed the Committee that the Variance Order application had been submitted. The possibility of having a variance order denied was briefly discussed.</li> </ul>	G. Malazdrewicz – Update – response from the Province
	4. WPS&H High School Minutes – Update – G. Malazdrewicz	<ul style="list-style-type: none"> <li>- G. Malazdrewicz informed the Committee, every employee has access to all Committee information on the Portal. As per K. Spangler information is transparent in its reporting and is available on-line.</li> </ul>	
<b>C</b>	<b>Correspondence:</b> 1. None.	-	
<b>D</b>	<b>New Business:</b> 1. Incident Report, March 3 to May 4, 2015 – D. Armstrong ( <b>Attachment #1</b> )	<ul style="list-style-type: none"> <li>- D. Armstrong reviewed the Incident Report with the Committee and clarified the guidelines for reporting, ie. Minor, Moderate and Severe.</li> </ul>	
	2. Improvement Orders: Crocus Plains / Maintenance & Transportation – D. Armstrong ( <b>Attachment #2</b> )	<ul style="list-style-type: none"> <li>- D. Armstrong reviewed the Improvement Orders with the Committee. At both locations a Safe Work Procedure regarding dadoing had been provided. A discussion regarding a safe work procedure when using equipment took place. D. Armstrong circulated the Safe Work Procedure; Dado using a Dado Head.</li> </ul>	
	3. On the Job Injury – A. Johnston	<ul style="list-style-type: none"> <li>- The Committee was informed by A. Johnston that three teachers had been injured while on the job. D. Armstrong advised incidents are investigated when criteria from the WPS&amp;H Act are met or when deemed necessary by Dr. Michaels. A discussion regarding the onus of reporting and the culture of MTS/BTA took place. In conclusion, a report must be filed by the individual before further actions can take place.</li> <li>- H. Kryshewsky advised the Committee, at the beginning of every year a reminder letter was sent out to all BTA members regarding notices and changes.</li> <li>- M. Smoke-Budach, to make/distribute a reminder poster, "Report all Incidents, All Staff &amp; Students". Moved by A. Johnston, R. Derewianchuk, Carried.</li> </ul>	M. Smoke-Budach – update - Poster
	4. Proposed Meeting Dates for 2015- 2016: October 14, 2015, January 13, 2016, March 16, 2016 and May 11, 2016	J. Rose read the proposed meeting dates for the 2015-2016 School Year. Accepted	

**Other Business:** Confirmation of Next Meeting: October 14, 2015

Adjournment: A. Johnston – R. Derewianchuk – That the meeting is adjourned at 2.05 p.m. Carried.

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