

**Committee Minute Form**

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

<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>March 11, 2015</u>  <b>Date of next meeting:</b> <u>May 13, 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	<b>Absent</b> x
	<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	<b>Minutes of January 14, 2015</b> • G. Malazdrewicz, Chair, called the meeting to order at 1:10 p.m.	- G. Malazdrewicz reviewed the minutes and asked for any errors or omissions. The meeting minutes of January 14, 2015 were adopted as circulated. Moved by C. Laluk – J. Rose, Carried.	
B	<b>Outstanding Issues:</b> 1. Refusal to Work – Update – D. Armstrong, J. Rose and A. Johnston (Attachment #1)	- A. Johnston provided background on why the current Refusal to Work process was being reviewed. The flowchart was presented to the Committee. G. Malazdrewicz advised a complete package, as per the flowchart, must be compiled. Relative Policies and Protocols will be reviewed and an investigation form will need to be developed. It is imperative that the new package contain forms that address the applicable environment, both physical and human. D. Armstrong will forward to M. Smoke-Budach electronic versions of current Incident Investigation forms. The package will be reviewed by Senior Administration prior to moving to the Facilities and Transportation Agenda. Wording and phrasing will be reviewed with A. Johnston and J. Rose once a complete package is compiled.	G. Malazdrewicz – update – from Senior Administration re: the incident package with flowchart  D. Armstrong – forward forms to M. Smoke-Budach
	2. Improvement Order, Valleyview School – Update – D. Armstrong (Attachment #2)	- D. Armstrong advised the Committee the Improvement Order at Valleyview School has been remedied. The Province has approved and signed off on the work done by Maintenance. The Committee is informed of the excellent work done Brandon School Division Maintenance Department in rectifying the hazard.	
	3. Family Status, Valleyview School – Update – A. Johnston	- A. Johnston reported to the Committee the student is doing well and the Principal of Valleyview School thanked the Committee for its enquiry.	

**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 Alison Johnston

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

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Workplace Safety &amp; Health Division

	4. Incident Report, new format – Update – D. Armstrong (Attachment #3)	- D. Armstrong reviewed three reporting periods. The period Jan.1 – Mar 1, 2015 reflected the requested breakdown between K-8 and High Schools. The data was also presented in a graph format. A discussion surrounding the reporting process and the compiling of the data is had. It is identified that Teachers are not covered by the WCB and as such do not usually fill out the forms. As a result, the reported incident numbers are incomplete. G. Malazdrewicz to review the Western Financial Accident form and process with Senior Administration. It is imperative that employees not covered by WCB be included in the reporting.	G. Malazdrewicz – Update – Response and information from Senior Administration
	5. Variance Order – Update – G. Malazdrewicz (Attachment #4)	- G. Malazdrewicz referred to the correspondence submitted to the Province requesting a continuance of the previous variance until June 30, 2016. Once a positive response from the Province is received there will be necessary discussions that include A. Johnston and J. Rose, re: devising a structure that works and suits everyone's needs.	G. Malazdrewicz – Update – response from the Province
	6. WPS&H High School Minutes – Update – G. Malazdrewicz	- The Committee is aware that all the WPS&H minutes (High School and Central) are posted on the BSD Portal. There was a discussion regarding who has access. G. Malazdrewicz to follow up with MIST as to who has rights to view the minutes on the BSD Portal.	G. Malazdrewicz – Update on BSD Portal Access
<b>C</b>	<b><u>Correspondence:</u></b> 1. None.	-	
<b>D</b>	<b><u>New Business:</u></b> 1. Incident Report, Jan. 1 to Mar. 1, 2015 – D. Armstrong	- This report was discussed: 4. Incident Report, new format – Update – D. Armstrong (Attachment #3)	D. Armstrong – Update – March 11, 2015

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

Adjournment: C. Laluk – A. Johnston – That the meeting is adjourned at 2.10 p.m. Carried.

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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 Alison Johnston

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

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