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 (Michael Adamski – Alternate)	School Administrator	x	
Central Committee	**Worker Members**			
	Richard Derewianchuk	Teacher	x	
Meeting date: October 22, 2009	Lisa Gorowski	Teacher	x	
	Brian Thompson	Custodian	x	
Date of next meeting: January 20, 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 May 20, 2009	Issa Qumsieh – Brian Thompson - That the minutes be adopted as circulated. Carried.	
	Outstanding Issues: • 2010/2011 Budget submission in regard to a Workplace Safety & Health Officer for the Division	- The importance and benefits of having a WPS&H Officer for the Division was discussed. **Recommendation:** That a Budget Enhancement Request for a Workplace Safety & Health Officer for the Brandon School Division be prepared for inclusion in the 2010/2011 Budget package.	
	Correspondence: • Don Hurst, Assistant Deputy Minister, Workplace Safety & Health Division, July 6, 2009, advising that he is permitting a continuance of Brandon School Division's Workplace Safety and Health Committee for a period of three (3) years from the date of his letter.	- The three year Continuance was discussed. It was noted that CUPE & BTA had stated that they would not support the continuance of the Variance for a three year term, with the reason being that they want to have a Workplace Safety & Health Officer in the Division and would therefore only support a continuance of one year. BTA have contacted the WPS&H Division and requested that a letter amending the three year continuance to a one year continuance be forwarded.	
	• Copy of correspondence from CUPE, September 9, 2009 re Reporting of Violent Incidents Towards Educational Assistants under the Workplace Safety and Health Act.	- This item was discussed in detail. Vice-Chairperson, Mel Clark will be meeting with the Director of Human Resources in regard to establishing a Violence Prevention Policy. A draft policy will be presented for discussion at the next Committee Meeting.	
	New Business: • Annual Hearing Assessments in conjunction with Hearing Conservation and Noise Control Regulations were held on October 5th & 6th with 101 employees assessed.	- A summary of results from Stokes Hearing & Audiology Services will be brought to the next Committee meeting.	

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

Signature _____

(x) Print Name of Worker Co-Chair Richard Derewianchuk

Signature Richard Derewianchuk

PLEASE POST

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	Mel Clark	Director Fac & Trans	x	
	Doug Karnes	Trustee	x	
	Craig Laluk (Michael Adamski – Alternate)	School Administrator	x	
	Worker Members			
	Richard Derewianchuk	Teacher	x	
	Lisa Gorowski	Teacher	x	
	Brian Thompson	Custodian	x	
	Issa Qumsieh	Custodian	x	
	Guests			

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	New Business Cont'd:		
	• Workplace Safety & Health Reps 2009/2010	- A listing for 2009/2010 Workplace Safety & Health Reps has been compiled and forwarded to each school for posting as well as being posted on the WPS&H Intranet. The Committee will be advised as to Reps that are new to the position.	
	• WHMIS Presentation – Science (Lab) Teachers	- Keith Thomas, Risk Manager, MSBA was in Brandon to make a presentation on October 19, 2009. 23 High School Science Teachers were in attendance. Michael Adamski, having been in attendance reported on the session, noting that it was very informative and beneficial.	
	• WPS&H Reps Workshop	- A training workshop for WPS&H reps developed by MTS and MSBA was presented on October 21, 2009 with 25 reps/members attending. Members in attendance also reported a worthwhile workshop.	
	• Personal Protective Equipment – The question of the Division providing outerwear for custodians required to clean sidewalks and outdoor areas was brought forward from CUPE.	- The item was discussed.	

Other Business: Confirmation of Next Meeting January 20, 2010

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Signature _____ **Signature** _____

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Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	New Business Cont'd:		
	• Hand Sanitizers – The question as to why hand sanitizers were not in place in the Division was brought forward from CUPE.	- Mel Clark, Supervisor of Facilities & Transportation explained that with high demand, suppliers have been unable to supply. Shipment is expected in early November.	
	• H1N1 – The question as to why the Workplace Safety & Health Committee did not call a special meeting in lieu of the H1N1 Pandemic threat was brought forward from CUPE.	- It was explained that as Direction came directly from the Minister of Education to School Divisions, and that as a Division-Wide Pandemic plan was prepared and in place before the beginning of the school year that it was not considered necessary to have a WPS&H Committee meeting.	
	• Reporting of Workplace Accidents	- Three items were discussed as a result of incidents brought to the attention of the Committee. It was noted that in the event of any workplace accident that an HED Accident Reporting Form should be completed and submitted as well as immediately being reported to the immediate supervisor. If the incident results in loss of work time, it should be reported to the Workers Compensation Board. Items from Meadows School and Harrison School were responded to by The Director of Facilities & Transportation.	
	• Training Program for Workplace Safety & Health Representatives - It was suggested that the Committee establish guidelines, responsibilities, timelines, etc. for training WPS&H Representatives of Brandon School Division.	- To be brought forward to the next Committee meeting.	

Other Business: Confirmation of Next Meeting January 20, 2010

Adjournment: Issa Qumsieh – Doug Karnes – That the meeting do now adjourn 12:00 p.m. Carried.

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Within 7 days, copy to [illegible]

Signature [illegible] **Signature** Richard Derewianchuk