Committee Minute Form

Room 328, 340-9th Street
Brandon MB R7B 2K8
Phone (204) 726-6361
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Manitoba

Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6th Street Brandon, MB R7A 4K5 **Phone:** (204) 729-3100 **Fax:** (204) 727-2217 **Central Committee** **Meeting date:** January 18, 2012 **Date of next meeting:** March 14, 2012 **Number of employees at Workplaces: 700+** **Recording Secretary: Rhonda Beaulieu**	**Employer Members**	**Occupation**	**Present**	**Absent**
	Kevin Zabowski	Secretary-Treasurer		x
	Mel Clark	Director Fac & Trans	x	
	Marty Snelling	Trustee	x	
	Craig Laluk	School Administrator	x	
	Worker Members			
	Lionel Ogg	Teacher		x
	James Copeland	Teacher	x	
	Jamie Rose	Utility Worker	x	
	Issa Qumsieh	Custodian	x	
	Guests			
	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	**Minutes of May 18, 2011** • Kevin Zabowski excused himself from the meeting at 1:03 p.m. as he was called away. • James Copeland reported that Lionel Ogg is absent today. Mr. Ogg was scheduled to chair the meeting today; Trustee Snelling recommended that Mr. Clark chair the meeting and Mr. Ogg will chair the next two meetings. • Mel Clark, Chair, called the meeting to order at 1:10 p.m. • There were no amendments to the meeting minutes of October 19, 2011.	- Moved by Issa Qumsieh – Craig Laluk – That the previous meeting minutes of October 19, 2011 be adopted as circulated. Carried	-
B	**Outstanding Issues:** 1. Violence in the Workplace Policy – Update	- D. Armstrong indicated that the draft policy is now with the Human Resources (HR) Department and will be discussed at Senior Administration. M. Clark extended his apologies that G. Barnes did not provide a copy of the draft before his retirement as was previously indicated. - D. Armstrong also indicated that human rights, freedom of information, etc. issues are involved with this policy; therefore, HR needs to be involved. So they will be reviewing the policy at this stage. - Further, D. Armstrong indicated that he has canvassed other school divisions and no one has a violence policy. As well, some information from the Manitoba School Boards Association (MSBA) was received and will be taken into consideration. - Trustee Snelling inquired as to how much of harassment was included in this policy. It was responded there is not much because harassment is a separate policy altogether. D. Armstrong indicated he has more information on workplace harassment from the provincial WPS&H office and will provide a copy to committee members for their perusal (Appendix A).	-

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 Lionel Ogg

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

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	2. Copy of correspondence from Don Hurst, MB Labour & Immigration, dated November 18, 2011, regarding WPS&H Committee Structure (Attachment #1).	- Committee members reviewed the letter approving the request for the continuance of the central WPS&H committee for the next three (3) years.	-
	3. Primary Access – Update	- D. Armstrong indicated that primary access is governed by BSD policy and a draft "Primary Access" policy is at the Senior Administration level. - D. Armstrong explained the proposed plan for access to school buildings: - Lanyards are being considered at schools for all visitors (parents, volunteers, maintenance staff, etc.) who will be in the building for 15 minutes or more. - The lanyards would be issued upon signing in at the front office; they would have the BSD logo on them, a number, and the person's name, for example. - People would sign in and sign out upon departure. - Signing in and out would ensure that everyone is accounted for should the school be placed under a lockdown (or other emergency) at any time. - Signage already exist at schools to report to the front office. - Discussion included using staff ID badges to access other schools, this would be a trial-and-error process at the Administration Office first, and there is no implementation date established at this time.	-
C	**Correspondence:** 1. Copy of correspondence from Keith Thomas, Risk Manager, MB School Boards Association, dated November 28, 2011, regarding Analytical Report – Riverview School (Attachment #2).	- Committee members reviewed attachment provided. - D. Armstrong provided an overview and indicated that schools are assessed based on health complaints. Kirkcaldy Heights was also assessed for air quality, and both Riverview and Kirkcaldy Heights received positive assessments.	-
	2. Copy of memo from D. Armstrong, Safety Officer, dated January 18, 2011, regarding Audiometric Testing Results of October 2011 (Attachment #3).	- Committee members reviewed information provided. - Discussion included the determination of staff tested and the different types of hearing protection provided to staff who need them. - J. Copeland inquired if EA's need to wear hearing protection as well. It was responded that no, they are not in the environment long enough for the need. - Further, it was suggested that school principals be contacted to identify EA's who should be tested in the annual fall audiometric testing once class assignments are finalized.	R. Beaulieu; Follow-up in Sept 2012
D	**New Business:** 1. Safety Inspection Update	- M. Clark and D. Armstrong acknowledged safety inspections completed to date.	-

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		- C. Laluk noted that schools are responding to items identified during inspections and the number of items are being reduced.	
	2. For information only: Copy of Crocus Plains Emergencies and Environmental Dangers Incident Report, dated October 19, 2011 (Attachment #4).	- Committee members reviewed attachment provided. - D. Armstrong indicated that he was not notified of this incident; however, it did not involve a worker. - Discussion ensued on whether it was investigated and that it should be investigated because it would be considered a near-miss. - D. Armstrong indicated that he will discuss with R. Cruickshank for follow-up (investigation, findings, and future prevention).	-
	3. Incident Report, October 1 to December 31, 2011 (Attachment #5).	- Committee members reviewed attachment provided. - D. Armstrong indicated that these numbers are similar to the report provided last fall. - In reference to the four (4) severe non-student incidents reported, D. Armstrong indicated that it was only one (1) incident that actually fit the criteria. He explained the resource that one completes when an accident is reported and it is based on one's perspective at that time. Therefore, upon further investigation, it was determined that there was one (1) severe non-student incident, which was investigated.	-
	4. WPS&H Program, The Next Three Elements (Attachment #6)	- Committee members reviewed attachment provided. No amendments to element 4 and 6. - In reference to "Inspection Schedule" (element 5), it was revised to reflect the four inspections that are now required. - Updates to Policy 1013 and Procedures 1013.1 (as referenced in the attached) are drafted and pending approval with Senior Administration. - In reference to "Control of Chemical and Biological Hazards in the Workplace" (element 6), paper copies of MSDS information versus electronic copies was discussed; it was agreed that paper copies are not required but encouraged, and electronic copies are required. - It was also mentioned that for K-8 schools, paper copies would not be required for education requirements since there are no science chemicals. Paper copies are used for all custodial supplies. However, supplies *are* used in high school classrooms, so MSDS paper copies would be more appropriate in those environments. - Discussion also included training for WHMIS, Wellnet, and for new school staff. Suggestion for a checklist to be created for new staff who are not aware of the Risk Response Manual, etc. This may be something that already exists with HR; to be followed up on.	D. Armstrong; Elements 7, 8, 9 March 2012 M. Clark; HR – Checklist for new staff. March 2012

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	Other: 1. Incident at Neelin High School	- I. Qumsieh inquired about a recent incident at Neelin High School. - D. Armstrong indicated that the incident involved a student who injured himself in the weight room. Investigation concluded that the student was in the weight room not signed in and unsupervised. - Discussion ensued on proper signage posted, sign-in procedures, supervision, and training on proper use of equipment.	-

Other Business: Confirmation of Next Meeting: March 14, 2012

Adjournment: Craig Laluk – Issa Qumsieh – That the meeting do now adjourn at 2:20 p.m. Carried.

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SAFE WORK

SAFE
SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY

Appendix A

No. 275
October 2010

Preventing Workplace Harassment

- New Requirement Effective February 1, 2011 -

What is harassment?

Changes under the workplace safety and health regulation define harassment as

(a) objectionable conduct that creates a risk to the health of a worker

or

(b) severe conduct that adversely affects a worker's psychological or physical well-being.

Conduct is considered to be objectionable if it is based on race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin.

Conduct is considered to be severe if it could reasonably cause a worker to be humiliated or intimidated and is repeated, or in the case of a single occurrence, has a lasting, harmful effect on a worker.

The objectionable or severe conduct, as noted above, includes a written or verbal comment, a physical act, gesture or display, or any combination of these.

It is important to note that the reasonable, day-to-day conduct of an employer or supervisor in managing, guiding or directing workers or the workplace is not harassment. Appropriate employee performance reviews, counselling or discipline by a supervisor or manager is not harassment.

What are my responsibilities?

Workers, supervisors and employers all have a responsibility to not harass anyone in the workplace.

Employers must develop a written policy to prevent harassment in the workplace and must make sure that workers follow this policy. In developing the policy, employers must consult the workplace safety and health committee or representative. If there is no committee or representative, the workers must be consulted.

The written harassment prevention policy must be posted in the workplace in a place where it will be easy for everyone to see.

(See page 2)

Workplace Safety and Health Division Contact Information:

Winnipeg: (204) 945-3446
Toll-Free: 1-866-888-8186 (Manitoba only)
24-Hour Emergency Line: (204) 945-0581

Publications/resources available at: www.safemanitoba.com

Manitoba

What must be in the harassment prevention policy?

The harassment prevention policy must include the following statements:

- Every worker is entitled to work free of harassment.
- The employer must ensure, so far as is reasonably practicable, that no worker is subjected to harassment in the workplace.
- The employer will take corrective action respecting any person under the employer's direction who subjects a worker to harassment.
- The employer will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is
    - necessary to investigate the complaint or take corrective action with respect to the complaint, or
    - required by law.
- A worker has a right to file a complaint with the Manitoba Human Rights Commission.
- The employer's harassment prevention policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

The harassment prevention policy must also provide information on:

- How to make a harassment complaint.
- How harassment complaints will be investigated.
- How the complainant and alleged harasser will be informed of the results of the investigation.

Reference to legal requirements under workplace safety and health legislation:

- Harassment: Manitoba Regulation 217/2006 Part 10

Additional workplace safety and health information available at www.safemanitoba.com

- Guideline for Preventing Violence and Harassment in the Workplace
- Sample Harassment Prevention Policy