

Committee Minute FormRoom 328, 340-9th Street

Brandon MB R7B 2K8

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BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: <u>October 15, 2014</u> Date of next meeting: <u>January 14, 2015</u> Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Doug Karnes Craig Laluk	Occupation Director Fac & Trans Trustee School Administrator	Present x x x	Absent
	Worker Members Alison Johnston Richard Derewianchuk Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Secretary	x x x 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 14, 2014 • M.Clark, Chair, called the meeting to order at 1:05 p.m.	- M. Clark reviewed minutes. Moved by C. Laluk – J. Rose – That the previous meeting minutes of May 14, 2014 be adopted as circulated. Carried.	
B	Outstanding Issues: 1. Day of Mourning – Update – J. Rose	- C. Laluk referred to Policy 9051, School Flags. "The Superintendent of Schools/CEO shall have discretion to approve flying Division facility flags at half-mast in recognition of significant events."	
	2. Bite Protocol – Update – M. Clark	- M. Clark advised the Bite Protocol has been addressed in Policy 4049 (B), Protocol for Management of Human Bites as of July 7, 2014. The Protocol is online and available for review.	
	3. Fire Department Regulation – Update – D. Armstrong (A#1)	- D. Armstrong advised the Committee that all maintenance crews are aware of the Guide to the Manitoba Fire Code Requirements for Non-Fixed Seating. The information has also been sent out to all school custodians. When planning an event schools need to plan ahead to ensure the Manitoba Fire Code requirements are met.	
	4. New Worker Orientation – Update – D. Armstrong / C. Laluk	- D. Armstrong reported all new hires must complete a WPSH Orientation computer based course (2 parts). There is a link on the WPS&H site, Brandon School Division Intranet. Part I is a WPS&H PowerPoint presentation. Part II is a WPS&H Orientation Quiz. Once completed the employee will receive an acknowledgment from HR and the information will be kept in their employee file.	
C	Correspondence: 1. Back to School Checklist – D. Armstrong (A#2)	- D. Armstrong referred to the Risk Management Checklist supplied by Keith Thomas. The checklist was forwarded to all School Principals.	

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 Mel Clark(x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____

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Workplace Safety & Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
D	New Business: 1. WPS&H Safety Rep, Training – D. Armstrong	- D. Armstrong informed the Committee training took place on Wednesday, October 8, 2014. The session was conducted by Keith Thomas, Barb Cummins & Keith Elmwood. Of the 33 attendees, 25 were from the Brandon School Division. The 25 employees all had 2+ years of experience. Committees are in place to develop programs for employees with 5+ years of experience. Keeps the training effective and updated.	
	2. Incident Report, May 8, 2014 – October 7, 2014 – D. Armstrong (A #3)	- D. Armstrong reviewed the report with the Committee. D. Armstrong reiterated the importance of reporting and the potential for discrepancies when reporting.	
	3. School Inspection Schedule – 2014-2015 – D. Armstrong (A#4)	- D. Armstrong advised the Committee that most schools have been booked for their second inspections. Green Acres is missing from the scheduled inspections due to the Principal being away.	
	4. JLG Genie Lift, Training – D. Armstrong (A#5)	- D. Armstrong reported training has been designated for Head Custodians in the High School, including B. Stamper and himself. B. Stamper/D. Armstrong will be certified to train others.	
	5. Asbestos, Training – D. Armstrong	- D. Armstrong advised the Committee of the tentative training date, November 6, 2014. To date, there are 10 employees registered. The training will also be open to employees from Southwest Horizon.	D. Armstrong – Update – January 2015
	6. De-escalation Training – A. Johnston (Walk-In)	- A. Johnston enquired about scheduled De-escalation training on the School Calendar for the 2014-2015 School Year. When and if will this training be available to substitute teachers?	M. Clark – Update – January 2015
	7. Refusal to Work – A. Johnston (Walk-In)	- A. Johnston spoke to a "Refusal to Work" incident within the Brandon School Division whereby the worker filled out form 1013.4 Incident Investigation Summary Report. The form was felt to be woefully inadequate; it meets legislation but not the needs of workers. Discussions regarding the lack of an appropriate form and the process ensued. It was agreed it is the mandate of the Committee to investigate, review and possibly develop a form that meets the requirements of a Refusal to Work situation. D. Armstrong to investigate what other Divisions are doing in respect to "Refusal to Work". M. Clark to relay information to Senior Administration in regards to the importance of all Principals filling out violent incident report forms.	D. Armstrong – Update – January 2015 M. Clark – Update – January 2015

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

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

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In my opinion, the above is an accurate record of this meeting.

(x) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____