

**Committee Minute Form**

Room 328, 340-9<sup>th</sup> Street  
 Brandon MB R7B 2K8  
 Phone (204) 726-6361  
 FAX (204) 726-6749  
 Email: [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)

**Workplace Safety & Health Division**

<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 14, 2012</u>  <b>Date of next meeting:</b> <u>May 16, 2012</u>  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> Rhonda Beaulieu	<b>Employer Members</b> Kevin Zabowski Mel Clark Marty Snelling Craig Laluk	<b>Occupation</b> Secretary-Treasurer Director Fac & Trans Trustee School Administrator	<b>Present</b> x x x x	<b>Absent</b>
	<b>Worker Members</b> Darren Hardy James Copeland Jamie Rose Issa Qumsieh	BTA President Teacher Utility Worker Custodian	x x x x	
	<b>Guests</b> Doug Armstrong, WPS&H Officer Becky Switzer, Director, Human Resources	Ex-officio Guest	x x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	<b>Minutes of January 18, 2012</b> <ul style="list-style-type: none"> <li>Mel Clark, Chair, called the meeting to order at 1:05 p.m.</li> <li>The Committee was informed that Darren Hardy is replacing Lionel Ogg as representative for the BTA. Further, as Mr. Ogg was scheduled to chair the meeting today, it was decided that Mr. Clark will chair instead as Mr. Hardy is new to the committee and will chair the next meeting in May.</li> <li>There were no amendments to the meeting minutes of January 18, 2012.</li> </ul>	<ul style="list-style-type: none"> <li>Moved by Trustee Snelling – James Copeland – That the previous meeting minutes of January 18, 2012 be adopted as circulated. Carried</li> <li>D. Hardy asked to include "Bomb Threats" to the agenda under "New Business;" it was agreed.</li> </ul>	
B	<b>Outstanding Issues:</b> 1. Violence in the Workplace Policy – Update	<ul style="list-style-type: none"> <li>M. Clark introduced Becky Switzer, Director, HR, to the committee members. B. Switzer provided a thorough overview of the draft copy of the Violence in the Workplace Policy, BSD checklist, and three forms (Appendix A).</li> <li>Discussion ensued on "reporting incidents" training, i.e. legal requirements of reporting incidents, and it was indicated that all BSD employees will be trained on this and it will be part of their orientation/condition of employment for new staff, including new trustees.</li> <li>D. Hardy inquired about the following:               <ul style="list-style-type: none"> <li>union representation in investigations; B. Switzer to follow up on for confirmation.</li> <li>reporting "near misses" and "misses;" it was confirmed that the "Concern Form" is the form to be used.</li> <li>the legal responsibility to report; B. Switzer indicated the key is that the Division is responsible for dealing with all reports made.</li> </ul> </li> <li>It was noted that all investigations will come to this committee and will be included in all committee minutes, there is an annual report requirement, and follow-up of corrective action.</li> </ul>	B. Switzer – confirm union representation in investigations May 2012

**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 Darren Hardy

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

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Workplace Safety &amp; Health Division

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		<ul style="list-style-type: none"> <li>- B. Switzer provided copies and overviews of the following forms:               <ul style="list-style-type: none"> <li>- <u>Form 7004.2</u> "Violent Incident Report Form" – Revised to reflect use of the form by both students and staff members. To be used when involved in incidents or if one witnesses a violent incident.</li> <li>- <u>Form 1013.4</u> "Incident Investigation Report Form" – Revised to investigate the cause of incidents. Will be used by the investigation team. Note: For "serious incidents," the "scene of the crime" has to be recorded and preserved – do not clean up the scene until all details are recorded on the form. This is the form that D. Armstrong would bring to the WPS&amp;H Committee meeting. Level of risk will determine the timeframe of the form to be completed; however, the sooner the form is completed, the better the outcome of the investigation.</li> <li>- "Concern Form" – To Be Revised – Needs a form number and some slight revisions.</li> </ul> </li> <li>- Inquiry on "notification of risk" for employees who have a history of reference. B. Switzer indicated a "need to know basis," i.e. if the person is now working in your area.</li> <li>- J. Copeland asked who gets NVCI training. It is determined by the risk response teams/by the school principal. HR cross-references the training and those who need to be re-trained. C. Laluk indicated that some staff have volunteered.</li> <li>- J. Copeland asked about the lack of information (i.e. IEP's) being communicated to the off-site Shop and Home Ec teachers and for those who work alone. B. Switzer indicated that it is the principal's responsibility to notify appropriate staff.</li> <li>- M. Clark thanked B. Switzer for the work completed on the draft policy.</li> </ul>	
	2. HR Training Checklist for New Staff (As per discussion from January 18, 2012 meeting, item D, #4, M. Clark)	<ul style="list-style-type: none"> <li>- With B. Switzer in attendance at the meeting, M. Clark asked her for feedback on a training checklist for new staff. B. Switzer confirmed that new staff are to complete a harassment workshop and working alone guidelines as a condition of employment. In regard to WHMIS, that is school-based, internal training as it is specific to each position/school environment.</li> <li>- Discussion included schools' MSDS binders – it makes sense to have one master binder because it is easier to keep one source updated and a paper copy is always easiest to access.</li> <li>- B. Switzer exited the meeting at 2:42 p.m.</li> </ul>	
C	<b>Correspondence:</b> N/A		

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Within 7 days, copy to: ● Committee members; ● Committee files; ● Workplace Safety and Health; ● Post on S&amp;H Bulletin Board

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D	<b>New Business:</b> 1. Safety Inspection Update	- M. Clark acknowledged the list of safety inspections completed to date.	-
	2. WPS&H Program, The Next Three Elements (Attachment #1)	- Deferred to next meeting due to time restraints.	-
	3. Incident Report, January 1 to March 5, 2012 (Attachment #2).	- Committee members reviewed attachment provided. - M. Clark requested that this report be referred to as "Accident" instead of "Incident" because they are, in fact, accidents. Agreed by committee. - D. Armstrong indicated that these numbers are down from the last report that ended December 31, 2011.	-
	4. Added: Bomb Threats – D. Hardy	- D. Hardy explained the concern he had in light of the two bomb threats in our schools this year and that employees were asked to perform "bomb sweeps." Staff is not trained to do this. Police were asked to come to the school and they did not show up. This was brought to Dr. Michaels' attention for follow-up. D. Hardy feels that staff have a right to refuse to do this because it is not their job to do so; bomb sweeps are not part of the Risk Response book. D. Hardy asked for procedures/direction in these situations. - It was decided that this will be brought to Senior Admin. for discussion. - Trustee Snelling exited the meeting at 2:50 p.m.	M. Clark & K. Zabowski – Report on procedure feedback from Sr. Admin. May 2012

**Other Business:** Confirmation of Next Meeting: May 16, 2012

Adjournment: Issa Qumsieh – Darren Hardy – That the meeting do now adjourn at 2:55 p.m. Carried.

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