

**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>October 16, 2013</u> <b>Date of next meeting:</b> <u>Jan 15, 2014</u>  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> <u>Melanie Smoke-Budach</u>	<b>Employer Members</b> Mel Clark Doug Kames Pat Bowslaugh Craig Laluk	<b>Occupation</b> Director Fac & Trans Trustee Trustee School Administrator	<b>Present</b> x  x x (late)	<b>Absent</b>  x
	<b>Worker Members</b> Alison Johnston James Copeland Jamie Rose Heather Kryshewsky	BTA President Teacher Utility Worker 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 May 15, 2013</b> <ul style="list-style-type: none"> <li>Mel Clark, Chair, called the meeting to order at 1:00 p.m.</li> <li>There were no amendments to the previous meeting minutes.</li> </ul>	<ul style="list-style-type: none"> <li>Moved by J. Copeland – Jamie Rose – That the previous meeting minutes of May 15, 2013 be adopted as circulated. Carried.</li> </ul>	-
B	<b>Outstanding Issues:</b> <ol style="list-style-type: none"> <li>Bomb Threats Procedure – Update – M. Clark</li> </ol>	<ul style="list-style-type: none"> <li>M. Clark reported that Dr. Michaels will be meeting with Chief Grant, Brandon Police Service, in the week of October 21, 2013.</li> </ul>	M. Clark, Update – January 2014
	<ol style="list-style-type: none"> <li>Scent-Free Policy – Update – M. Clark</li> </ol>	<ul style="list-style-type: none"> <li>M. Clark reported that the Scent/Fragrance Free Facilities Policy (1023) was passed by the Board of Trustees at the Board Meeting on September 9, 2013.</li> <li>Implementation will take place in the new year.</li> <li>There will be consultation regarding the procedures necessary to implement the Policy.</li> <li>All staff will be notified prior to implementation.</li> </ul>	M. Clark, Update – January 2014
	<ol style="list-style-type: none"> <li>WPS&amp;H Safety Rep Training – Update – D. Armstrong</li> </ol>	<ul style="list-style-type: none"> <li>D. Armstrong reported the Office of the Fire Commissioner has scheduled a training session on November 5, 2013.</li> <li>All School Reps and School Principals are encouraged to attend.</li> </ul>	-
	<ol style="list-style-type: none"> <li>Audiometric Testing – Update – D. Armstrong</li> </ol>	<ul style="list-style-type: none"> <li>D. Armstrong reported that the week of October 21-25<sup>th</sup> has been scheduled for testing. There will be two days at Crocus Plains and three days at the Administration Office. School secretaries are to advise staff of their scheduled times. Cory Graham from Change Innovators Inc. will conduct the testing.</li> <li>As Friday, October 25, 2013 is a Division wide PD day, testing will be moved to Friday, November 1, 2013.</li> </ul>	D. Armstrong, Update – January 2014

**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 Alison Johnston

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

**Committee Minute Form**

Page 2 of 2



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 &amp; Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	5. Hearing Assessment & Protection for EAs – Update – D. Armstrong	D. Armstrong reported the same rules apply for EAs as for regular teaching staff.	-
C	<b>Correspondence:</b> 1. Recommendations for Safety and Health Training Orientation – M. Clark (Attachment #1)	<ul style="list-style-type: none"> <li>- M. Clark reviewed the correspondence.</li> <li>- D. Armstrong reported a "Safety Orientation checklist for Maintenance/Custodial Staff was devised from the MB Workplace Safety and Health Act and Regulation" (handout). It is agreed that the form can also be used for Teachers/EAs.</li> <li>- J. Rose moves to approve the checklist and A. Johnston seconds the motion and recommends the BSD to proceed.</li> </ul>	D. Armstrong – update – Is the WPS&H topic covered in New Teacher Orientation Sessions – January 2014
	2. Risk Management Checklist – D. Armstrong (Attachment #2)	- D. Armstrong reported the Risk Management Checklist was sent to all Principals.	-
D	<b>New Business:</b> 1. Safety Inspections Update – D. Armstrong (Attachment #3)	- D. Armstrong reviews date of safety inspections with committee.	-
	2. Incident Report, May to September 2013 – D. Armstrong (Attachment #3)	<ul style="list-style-type: none"> <li>- D. Armstrong reported that the information on concussions has yet to be included. There is a Protocol for concussions in place.</li> <li>- M. Clark highlights the School Incidents Report January 2013 to June 2013 (handout).</li> <li>- It is determined that all incidents should be reported.</li> <li>- Discussions generate the following questions: When is an incident deemed violent? When does it reach the committee level? Are all violent incidents documented?</li> <li>- Reference to the "WPS&amp;H Act and Regulations" is made and sections 2.7-2.9 (violent incidents) are read aloud. Forms are to be filled out and forwarded to the Office of the Superintendent. If an incident is deemed serious, WPS&amp;H will investigate.</li> </ul>	D. Armstrong – update – January 2014
	3. Agenda: WPS&H Fire Commissioners Training Workshop – D. Armstrong	- D. Armstrong reviews the agenda.	-

**Other Business:** Confirmation of Next Meeting: January 15, 2014

Adjournment: Heather Kryshewsky – James Copeland – That the meeting is adjourned at 2:40 p.m. Carried.

**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 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



# BRANDON SCHOOL DIVISION

## Safety Orientation Checklist for Maintenance/ Custodial Staff

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date hired: \_\_\_\_\_ Date of Orientation: \_\_\_\_\_

Person providing orientation (name and Position): \_\_\_\_\_

Topic

Initials (worker)

1. Supervisor name: \_\_\_\_\_

Telephone # \_\_\_\_\_

	Yes	
2. Explanation of Rights and Responsibilities		
a) General duties employers, workers and supervisors		
b) Worker right to refuse unsafe work and procedure for doing so.		
c) Worker responsibility to report hazards and procedure for doing so.		
3. Workplace health and safety rules		
a) Explanation of the work		
b) Emergency exits		
c) Reporting of all incidents		
d) Location of First-Aid Kit		
e) Location of Fire Extinguisher		
f) Emergency Phone Number & Location		
g) Material Safety Data Sheets (MSDS)		
h) Toilets and Washing Facilities		
i) WHMIS Training		
j) Review of Workplace Hazards		
k) Required Personal Protective Equipment		
l) Harassment/ Violence Policy		
m) Working Alone Procedure		
n) Safe Work Procedures (book provided)		

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Employee Signature

*"Accepting the Challenge"*

# School Incidents Reported Electronically January 1, 2013 to June 30, 2013

## No. of Incidents

School Division (All)

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	47		7	10
Classroom	354		87	490
Field Trip	125		58	229
Home Economics Class	46		15	61
Industrial Arts Class	87		29	125
Laboratory	6		1	7
Other	369		112	550
Physical Education - Inside	754		369	1301
Physical Education - Outside	138		84	264
Non-Student - Exterior - Exterior	154		31	190
Premises Interior	314		71	409
School Playground	1633		320	2220
Grand Total	4027		1184	5910

## Incidents By Percent

School Division (All)

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	0.80%		0.12%	0.17%
Classroom	5.99%		1.47%	0.83%
Field Trip	2.12%		0.98%	0.78%
Home Economics Class	0.78%		0.25%	0.00%
Industrial Arts Class	1.47%		0.49%	0.15%
Laboratory	0.10%		0.02%	0.00%
Other	6.24%		1.90%	1.17%
Physical Education - Inside	12.76%		6.24%	3.01%
Physical Education - Outside	2.34%		1.42%	0.71%
Premises - Exterior	2.61%		0.52%	0.08%
Premises Interior	5.31%		1.20%	0.41%
School Playground	27.63%		5.41%	4.52%
Grand Total	68.14%		20.03%	11.83%

## Incidents Per Thousand of Enrollment

School Division (All)

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	0.26		0.04	0.06
Classroom	1.95		0.48	0.27
Field Trip	0.69		0.32	0.25
Home Economics Class	0.25		0.08	0.00
Industrial Arts Class	0.48		0.16	0.05
Laboratory	0.03		0.01	0.00
Other	2.03		0.62	0.38
Physical Education - Inside	4.15		2.03	0.98
Physical Education - Outside	0.76		0.46	0.23
School Playground	0.85		0.17	0.03
Non-Student Exterior	1.73		0.39	0.13
Non-Student Interior	8.99		1.76	1.47
Grand Total	22.16		6.52	3.85

Enrollment of Divisions Reporting

181,734

# School Incidents Reported Electronically January 1, 2013 to June 30, 2013

## No. of Incidents

School Division Brandon

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	2		1	3
Classroom	17		2	19
Field Trip	11		4	18
Home Economics Class	1		1	2
Industrial Arts Class	11			11
Other	33		8	47
Physical Education - Inside	45		14	65
Physical Education - Outside	12		12	25
Premises - Exterior	12		5	17
Premises Interior	25		8	33
School Playground	72		15	92
Grand Total	241		70	332

## Incidents By Percent

School Division Brandon

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	0.60%		0.30%	0.00%
Classroom	5.12%		0.60%	0.00%
Field Trip	3.31%		1.20%	0.90%
Home Economics Class	0.30%		0.30%	0.00%
Industrial Arts Class	3.31%		0.00%	0.00%
Other	9.94%		2.41%	1.81%
Physical Education - Inside	13.55%		4.22%	1.81%
Physical Education - Outside	3.61%		3.61%	0.30%
Premises - Exterior	3.61%		1.51%	0.00%
Premises Interior	7.53%		2.41%	0.00%
School Playground	21.69%		4.52%	1.51%
Grand Total	72.59%		21.08%	6.33%

## Incidents Per Thousand of Enrollment

School Division Brandon

Count of Accident Date	Injury Classification			
Accident Location	Minor	Moderate	Severe	Grand Total
Bus	0.24		0.12	0.00
Classroom	2.07		0.24	0.00
Field Trip	1.34		0.49	0.37
Home Economics Class	0.12		0.12	0.00
Industrial Arts Class	1.34		0.00	0.00
Other	4.02		0.98	0.73
Physical Education - Inside	5.49		1.71	0.73
Physical Education - Outside	1.46		1.46	0.12
Premises - Exterior	1.46		0.61	0.00
Premises Interior	3.05		0.98	0.00
School Playground	8.78		1.83	0.61
Grand Total	29.38		8.53	2.56

Enrollment

8,203